

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	11 Oct 2026, 20:31 UTC	northwindtraders.onmicrosoft.com

Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

Filtered view. By person: 11 of 11 rows, 1 column hidden. Every permission: 1 of 21 rows, Person is sam.carter@consultants.example. The headline figures cover every row.

People with access

11

To a mailbox other than their own

Mailboxes others use

3

Opened or sent from by someone else

Access to review

2

Blocked, guest or outside accounts

By person 11 2 to review

11 people can open or send from 3 mailboxes other than their own. People with blocked sign-in, guests and outside addresses are flagged: remove access nobody needs.

Flag	Account	Mailboxes	Full access	Send as	Send on behalf
	Active	3	info@northwindtraders.example, accounts@northwindtraders.example, reception@northwindtraders.example	accounts@northwindtraders.example, info@northwindtraders.example, reception@northwindtraders.example	info@northwindtraders.example
	Active	2	info@northwindtraders.example, reception@northwindtraders.example	info@northwindtraders.example	–
	Active	1	accounts@northwindtraders.example	–	–
	Active	1	accounts@northwindtraders.example	accounts@northwindtraders.example	–
	Active	1	info@northwindtraders.example	–	–

Flag	Account	Mailboxes	Full access	Send as	Send on behalf
	Active	1	info@northwindtraders.example	–	–
	Active	1	accounts@northwindtraders.example	–	–
	Active	1	reception@northwindtraders.example	reception@northwindtraders.example	–
● Medium	Sign-in blocked	1	accounts@northwindtraders.example	–	–
	Active	1	reception@northwindtraders.example	–	–
● High	Outside the organisation	1	accounts@northwindtraders.example	–	–

By mailbox 3

Who can get into each mailbox, and how.

Mailbox	Type	Full access	Send as	Send on behalf
accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example	ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example	–
info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example	ann.patel@northwindtraders.example
reception@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example	ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example	–

Every permission 1 1 to review

One row per permission, for filtering in Excel.

Flag	Mailbox	Mailbox type	Person	Access	Account
● High	accounts@northwindtraders.example	Shared	sam.carter@consultants.example	Full access	Outside the organisation

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.