

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | northwindtraders.onmicrosoft.com |

Every mailbox that sends mail on automatically, and the settings that allow it.

**Filtered view.** Forwarding: 4 of 5 rows, Flag is High. What stops forwarding: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

Forwarding outside

4

Admin-set or by inbox rule

Forwarding inside

1

To colleagues in the organisation

Automatic forwarding

Blocked

By the outbound spam policy

Forwarding 4 4 to review

Every place mail leaves a mailbox automatically: admin-set forwarding and inbox rules.

| Flag   | Mailbox                               | Forwards to                     | Set by                              | Outside the organisation | Keeps a copy |
|--------|---------------------------------------|---------------------------------|-------------------------------------|--------------------------|--------------|
| ● High | grace.taylor@northwindtraders.example | grace.taylor@homemail.example   | Admin (mailbox setting)             | Yes                      | No           |
| ● High | ann.patel@northwindtraders.example    | ann.patel@homemail.example      | Admin (mailbox setting)             | Yes                      | Yes          |
| ● High | ann.patel@northwindtraders.example    | ann.patel.home@homemail.example | Inbox rule "Copy to home"           | Yes                      | Yes          |
| ● High | olivia.smith@northwindtraders.example | bookkeeping@ledgerline.example  | Inbox rule "Invoices to bookkeeper" | Yes                      | Yes          |

## What stops forwarding 2

Organisation settings that allow or block automatic forwarding to outside addresses. The strictest one wins.

| Setting                       | Automatic forwarding outside  |
|-------------------------------|-------------------------------|
| Outbound spam policy: Default | Blocked (Microsoft's default) |
| Remote domain: Default        | Allowed                       |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.