MAIL FORWARDING

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 18:57 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 Medium. What stops forwarding: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

Forwarding outside
**4**
From 3 mailboxes, all blocked from reaching outside

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: the mailbox's forwarding setting and inbox rules. A forward outside that the outbound spam policy blocks bounces, but someone set it up: check why.

| Flag | Mailbox | Forwards to | Set by | Outside the organisation | Reaches outside | Keeps a copy |
|---|---|---|---|---|---|---|
| Medium | grace.taylor@northwindtraders.example | grace.taylor@homemail.example | Mailbox forwarding address | Yes | No: blocked | No |
| Medium | ann.patel@northwindtraders.example | ann.patel@homemail.example | Mailbox forwarding address | Yes | No: blocked | Yes |
| Medium | ann.patel@northwindtraders.example | ann.patel.home@homemail.example | Inbox rule "Copy to home" | Yes | No: blocked | Yes |
| Medium | olivia.smith@northwindtraders.example | bookkeeping@ledgerline.example | Inbox rule "Invoices to bookkeeper" | Yes | No: blocked | Yes |

## What stops forwarding 2

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

| Applies to | Automatic forwarding outside |
|---|---|
| Everyone | Blocked (Microsoft's default) |
| Any outside domain | Allowed |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 18:57 UTC.