

Northwind Traders



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

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

Filtered view. Forwarding: 4 of 5 rows, Keeps a copy is Yes. 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
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Forwarding 4 3 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	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
	info@northwindtraders.example	office.manager@northwindtraders.example	Inbox rule "To manager"	No	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	Applies to	Automatic forwarding outside
Outbound spam policy: Default	Everyone	Blocked (Microsoft's default)
Remote domain: 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 11 Oct 2026, 20:31 UTC.