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, Keeps a copy is Yes, 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 3 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	Keeps a copy
Medium	ann.patel@northwindtraders.example	ann.patel@homemail.example	Mailbox forwarding address	Yes	Yes
Medium	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
Medium	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 29 Nov 2026, 18:57 UTC.