

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: 2 of 5 rows, Mailbox is ann.patel@northwindtraders.example. 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
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Forwarding 2 2 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

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 12 Oct 2026, 06:36 UTC.