

# 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, Set by is Admin (mailbox setting), 1 column hidden. The headline figures cover every row.

|                                                              |                                                                    |                                                                       |
|--------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| Forwarding outside<br><b>4</b><br>Admin-set or by inbox rule | Forwarding inside<br><b>1</b><br>To colleagues in the organisation | Automatic forwarding<br><b>Blocked</b><br>By the outbound spam policy |
|--------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|

## 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 |
|--------|---------------------------------------|-------------------------------|-------------------------|--------------------------|
| ● High | grace.taylor@northwindtraders.example | grace.taylor@homemail.example | Admin (mailbox setting) | Yes                      |
| ● High | ann.patel@northwindtraders.example    | ann.patel@homemail.example    | Admin (mailbox setting) | 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 12 Oct 2026, 06:36 UTC.