

GRACE TAYLOR

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	northwindtraders.onmicrosoft.com

Everything collected about the mailbox `grace.taylor@northwindtraders.example`.

Needs attention 1 Worst: high	Size 24.7 GB 50% of 49.5 GB	Others with access Nobody else Can open or send from it
Forwarding and rules Forwards outside	Protocols Modern only	Phones and tablets 1 device Sync this mailbox

Needs attention 1 1 to review

Flag	What	Area
● High	All mail is forwarded to <code>grace.taylor@homemail.example</code> , outside the organisation.	Forwarding and inbox rules

Mailbox 6

Detail	Value
Address	grace.taylor@northwindtraders.example
Type	User mailbox
Alias	grace.taylor
Account	Grace Taylor
Sign-in	Allowed
Licensed	Yes

Size and growth 4

Detail	Value
Size	24.7 GB of 49.5 GB (50%)
Items	59,233
Recoverable deleted items	1.2 GB
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	24.7 GB	+1010.9 MB
2026-09	23.7 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	grace.taylor@homemail.example (outside the organisation), no copy kept in the mailbox

Who can open or send from it 1

Note
No one else has full access, send as or send on behalf.

Protocols and settings 5

Detail	Value
Older protocols allowed	None
Mailbox auditing	On
Hidden from the address book	No
Archive	Off
Litigation hold	Off

Automatic reply 5

Detail	Value
State	On
Replies outside the organisation	Everyone
First seen on	7 Sep 2026 (35 days ago)
Reply to colleagues	I'm on leave until 2 September. For anything urgent please email the office.
Reply to outside senders	I'm on leave until 2 September. For anything urgent please email the office.

Devices 1

Device	Platform	App	Access	First sync	Last sync
Pixel 8	Android	Mail app (ActiveSync)	Allowed	2 May 2026	11 Oct 2026

Email activity 1

Detail	Value
Last email activity	12 Oct 2026 (today)

Open findings 1

1 to review

Flag	Check	Detail	First seen
High	No mail is forwarded outside the organisation	Mailbox forwarding to grace.taylor@homemail.example (doesn't keep a copy)	12 Oct 2026

History 1

Seen	Area	Change
12 Oct 2026	Forwarding	Set to grace.taylor@homemail.example

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.