

OLIVIA SMITH

Northwind Traders



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about the mailbox olivia.smith@northwindtraders.example.

Needs attention
3
Worst: high

Size
45.6 GB
92% of 49.5 GB

Others with access
Nobody else
Can open or send from it

Forwarding and rules
1 rule to check

Protocols
Modern only

Phones and tablets
2 devices
Sync this mailbox

Needs attention 3 3 to review

Flag	What	Area
● High	Inbox rule "Invoices to bookkeeper": Forwards to bookkeeping@ledgerline.example.	Forwarding and inbox rules
● Medium	The mailbox is 92% full and stops sending at 49.5 GB. Turn on the archive or clear old mail.	Size and growth
● Medium	1 device waiting for an admin to allow or block it.	Phones and tablets syncing it

Mailbox 6

Detail	Value
Address	olivia.smith@northwindtraders.example
Type	User mailbox
Alias	olivia.smith
Account	Olivia Smith
Sign-in	Allowed
Licensed	Yes

Size and growth 4

Detail	Value
Size	45.6 GB of 49.5 GB (92%)
Items	109,440
Recoverable deleted items	2.3 GB
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	45.6 GB	+1.4 GB
2026-09	44.2 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

Inbox rules 1 1 to review

Flag	Rule	Enabled	What it does	Why it stands out
● High	Invoices to bookkeeper	Yes	subject has invoice: forward to bookkeeping@ledgerline.example	Forwards to bookkeeping@ledgerline.example

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 1

Note
No automatic reply is on or scheduled.

Devices 21 to review

Flag	Device	Platform	App	Access	First sync	Last sync
	iPhone 14	iOS	Outlook app	Allowed	3 Sep 2025	13 Oct 2026
● Medium	SM-A546B	Android	Mail app (ActiveSync)	Waiting for approval	20 Jul 2025	Never

Email activity 1

Detail	Value
Last email activity	12 Oct 2026 (2 days ago)

Open findings 22 to review

Flag	Check	Detail	First seen
● High	No mail is forwarded outside the organisation	Inbox rule "Invoices to bookkeeper" forwards to bookkeeping@ledgerline.example	8 Sep 2026
● Medium	No mailbox is nearly full	45.6 GB of 49.5 GB (92%), no archive	13 Oct 2026

History 0

No changes recorded yet.

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