

ROBERT HUGHES

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about the mailbox robert.hughes@northwindtraders.example.

Needs attention
1
Worst: low

Size
19.2 GB
39% of 49.5 GB

Others with access
Nobody else
Can open or send from it

Forwarding and rules
No forwarding

Protocols
Modern only

Phones and tablets
1 device
Sync this mailbox

Needs attention 1

Flag	What	Area
● Low	The person's sign-in is blocked and the mailbox isn't on hold: once the licence goes, the mail goes with it. Put it on litigation hold or convert it to a shared mailbox if the client needs to keep it.	Mailbox

Mailbox 6

Detail	Value
Address	robert.hughes@northwindtraders.example
Type	User mailbox
Alias	robert.hughes
Account	Robert Hughes
Sign-in	Blocked
Licensed	Yes

Size and growth 4

Detail	Value
Size	19.2 GB of 49.5 GB (39%)
Items	46,129
Recoverable deleted items	984.1 MB
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	19.2 GB	+1.2 GB
2026-09	18.1 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

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	12 Oct 2026 (today)
Reply to colleagues	Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.
Reply to outside senders	Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.

Devices 1

Device	Platform	App	Access	First sync	Last sync
iPhone 15	iOS	Outlook app	Allowed	18 Jan 2026	10 Oct 2026

Email activity 1

Detail	Value
Last email activity	None in the report period

Open findings 1 1 to review

Flag	Check	Detail	First seen
● Medium	No licences on disabled accounts	Disabled, holding 1 licence	7 Sep 2026

History 0

No changes recorded yet.

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