

Northwind Traders



PREPARED BY

Harbour IT

DATE

12 Oct 2026

DATA COLLECTED

11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT

northwindtraders.onmicrosoft.com

Everything collected about the mailbox reception@northwindtraders.example.

Needs attention

0

Nothing to do

Size

18.9 GB

38% of 49.5 GB

Others with access

4 people

Can open or send from it

Forwarding and rules

No forwarding

Protocols

Modern only

Phones and tablets

None

Sync this mailbox

Needs attention 0

Nothing needs attention.

Mailbox 5

Detail	Value
Address	reception@northwindtraders.example
Type	Shared mailbox
Alias	reception
Sign-in name	reception@northwindtraders.example
Account	Not found in the directory

Size and growth 3

Detail	Value
Size	18.9 GB of 49.5 GB (38%)
Items	56,699
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	18.9 GB	No change
2026-09	18.9 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

People with access 6

Person	Access	Account
alfie.roberts@northwindtraders.example	Full access	Active
ann.patel@northwindtraders.example	Full access	Active
ann.patel@northwindtraders.example	Send as	Active
rhys.moore@northwindtraders.example	Full access	Active
rhys.moore@northwindtraders.example	Send as	Active
ruby.hill@northwindtraders.example	Full access	Active

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.

Phones and tablets syncing it 1

Note

No phone or tablet syncs this mailbox.

History 6

Seen	Area	Change
11 Oct 2026	Access	Full access for alfie.roberts@northwindtraders.example added
11 Oct 2026	Access	Full access for rhys.moore@northwindtraders.example added
11 Oct 2026	Access	Full access for ruby.hill@northwindtraders.example added
11 Oct 2026	Access	Full access for alfie.scott@northwindtraders.example removed
11 Oct 2026	Access	Full access for arthur.evans@northwindtraders.example removed
11 Oct 2026	Access	Full access for leo.evans@northwindtraders.example removed

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.