AUTOMATIC REPLIES

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	fabrikam.onmicrosoft.com

Mailboxes answering mail with an out-of-office reply, who outside hears it, and replies that have been on so long they look forgotten.

Filtered view. Mailboxes with an automatic reply: 4 of 4 rows, 1 column hidden. The headline figures cover every row.

Replying now	Replying outside the organisation	On for over 30 days	Scheduled to start
3	**3**	**1**	**1**
Mailboxes sending an automatic reply	To everyone or to contacts	Active accounts, possibly forgotten	Replies set for later

Mailboxes with an automatic reply 4 1 to review

3 mailboxes are answering mail with an automatic reply now, 3 of them to people outside the organisation too. Checked 57 mailboxes. Replies on for over 30 days on an active account are flagged: they're often left on after someone is back. Turn one off in Outlook (Settings > Mail > Automatic replies) or, as an admin, in the Exchange admin centre (Recipients > Mailboxes > the mailbox > Others > Automatic replies).

Flag	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues
Medium	rhys.walker@fabrikam.example	User	On	–	–	Everyone	25 Oct 2026	Active	I'm on leave until 2 September. For anything urgent please email the office.
	ben.okafor@fabrikam.example	User	On	–	–	Everyone	29 Nov 2026	Sign-in blocked	Ben Okafor has left the company. Please contact anna.kowalski@fabrikam.example instead.

Flag	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues
	george.walker@fabrikam.example	User	On	–	–	Contacts only	29 Nov 2026	Active	I'm at a conference this week and will reply on Monday.
	owen.smith@fabrikam.example	User	Scheduled	3 Dec 2026	17 Dec 2026	Everyone	–	Active	I'm on holiday from next Monday for two weeks.

First seen on is the earliest of Office Sentry's collections, in an unbroken run, that found the reply on; it can't go back further than the snapshots kept.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.