

Fabrikam Dental Group



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

Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

Filtered view. By person: 2 of 10 rows, Send as is reception@fabrikam.example. By mailbox: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

People with access

10

To a mailbox other than their own

Mailboxes others use

3

Opened or sent from by someone else

Access to review

2

Blocked, guest or outside accounts

By person 2

10 people can open or send from 3 mailboxes other than their own. People with blocked sign-in, guests and outside addresses are flagged: remove access nobody needs.

Person	Account	Mailboxes	Full access	Send as	Send on behalf
anna.kowalski@fabrikam.example	Active	3	info@fabrikam.example, accounts@fabrikam.example, reception@fabrikam.example	accounts@fabrikam.example, info@fabrikam.example, reception@fabrikam.example	info@fabrikam.example
leo.harrison@fabrikam.example	Active	1	reception@fabrikam.example	reception@fabrikam.example	–

By mailbox 3

Who can get into each mailbox, and how.

Mailbox	Type	Send as	Send on behalf
accounts@fabrikam.example	Shared	amelia.khan@fabrikam.example, anna.kowalski@fabrikam.example	–
info@fabrikam.example	Shared	anna.kowalski@fabrikam.example, ava.jackson@fabrikam.example	anna.kowalski@fabrikam.example
reception@fabrikam.example	Shared	anna.kowalski@fabrikam.example, leo.harrison@fabrikam.example	–

Every permission 21 2 to review

One row per permission, for filtering in Excel.

Flag	Mailbox	Mailbox type	Person	Access	Account
	accounts@fabrikam.example	Shared	amelia.khan@fabrikam.example	Full access	Active
	accounts@fabrikam.example	Shared	amelia.khan@fabrikam.example	Send as	Active
	accounts@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Full access	Active
	accounts@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Send as	Active
● Medium	accounts@fabrikam.example	Shared	ben.okafor@fabrikam.example	Full access	Sign-in blocked
	accounts@fabrikam.example	Shared	henry.roberts@fabrikam.example	Full access	Active
	accounts@fabrikam.example	Shared	owen.turner@fabrikam.example	Full access	Active
● High	accounts@fabrikam.example	Shared	sam.carter@consultants.example	Full access	Outside the organisation
	info@fabrikam.example	Shared	aisha.brown@fabrikam.example	Full access	Active
	info@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Full access	Active
	info@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Send as	Active
	info@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Send on behalf	Active

Flag	Mailbox	Mailbox type	Person	Access	Account
	info@fabrikam.example	Shared	ava.jackson@fabrikam.example	Full access	Active
	info@fabrikam.example	Shared	ava.jackson@fabrikam.example	Send as	Active
	info@fabrikam.example	Shared	chloe.jackson@fabrikam.example	Full access	Active
	reception@fabrikam.example	Shared	aisha.brown@fabrikam.example	Full access	Active
	reception@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Full access	Active
	reception@fabrikam.example	Shared	anna.kowalski@fabrikam.example	Send as	Active
	reception@fabrikam.example	Shared	leo.harrison@fabrikam.example	Full access	Active
	reception@fabrikam.example	Shared	leo.harrison@fabrikam.example	Send as	Active
	reception@fabrikam.example	Shared	owen.turner@fabrikam.example	Full access	Active

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.