MAILBOX PERMISSIONS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	fabrikam.onmicrosoft.com

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

Filtered view. By mailbox: 3 of 3 rows, 1 column hidden. Every permission: 6 of 21 rows, Mailbox is reception@fabrikam.example. 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 10 2 to review

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.

Flag	Person	Account	Mailboxes	Full access	Send as	Send on behalf
	anna.kowalski@fabrikam.example	Active	3	accounts@fabrikam.example, info@fabrikam.example, reception@fabrikam.example	accounts@fabrikam.example, info@fabrikam.example, reception@fabrikam.example	info@fabrikam.example
	aisha.brown@fabrikam.example	Active	2	info@fabrikam.example, reception@fabrikam.example	–	–
	owen.turner@fabrikam.example	Active	2	accounts@fabrikam.example, reception@fabrikam.example	–	–
	amelia.khan@fabrikam.example	Active	1	accounts@fabrikam.example	accounts@fabrikam.example	–

Flag	Person	Account	Mailboxes	Full access	Send as	Send on behalf
	ava.jackson@fabrikam.example	Active	1	info@fabrikam.example	info@fabrikam.example	–
Medium	ben.okafor@fabrikam.example	Sign-in blocked	1	accounts@fabrikam.example	–	–
	chloe.jackson@fabrikam.example	Active	1	info@fabrikam.example	–	–
	henry.roberts@fabrikam.example	Active	1	accounts@fabrikam.example	–	–
	leo.harrison@fabrikam.example	Active	1	reception@fabrikam.example	reception@fabrikam.example	–
High	sam.carter_consultants.example#EXT#@fabrikam.onmicrosoft.com	Guest	1	accounts@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 6

One row per permission, for filtering in Excel.

Mailbox	Mailbox type	Person	Access	Account
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

Mailbox	Mailbox type	Person	Access	Account
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 29 Nov 2026, 04:00 UTC.