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

Every mailbox that sends mail on automatically, and the settings that allow it.

**Filtered view.** Forwarding: 4 of 6 rows, Keeps a copy is Yes, 1 column hidden. The headline figures cover every row.

|                                                              |                                                                    |                                                                       |
|--------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| Forwarding outside<br><b>5</b><br>Admin-set or by inbox rule | Forwarding inside<br><b>1</b><br>To colleagues in the organisation | Automatic forwarding<br><b>Blocked</b><br>By the outbound spam policy |
|--------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|

Forwarding 4 3 to review

Every place mail leaves a mailbox automatically: admin-set forwarding and inbox rules.

| Flag   | Mailbox                          | Set by                              | Outside the organisation | Keeps a copy |
|--------|----------------------------------|-------------------------------------|--------------------------|--------------|
| ● High | anna.kowalski@fabrikam.example   | Admin (mailbox setting)             | Yes                      | Yes          |
| ● High | anna.kowalski@fabrikam.example   | Inbox rule "Copy to home"           | Yes                      | Yes          |
|        | info@fabrikam.example            | Inbox rule "To manager"             | No                       | Yes          |
| ● High | thomas.robinson@fabrikam.example | Inbox rule "Invoices to bookkeeper" | Yes                      | Yes          |

What stops forwarding 2

Organisation settings that allow or block automatic forwarding to outside addresses. The strictest one wins.

| Setting                       | Applies to         | Automatic forwarding outside  |
|-------------------------------|--------------------|-------------------------------|
| Outbound spam policy: Default | Everyone           | Blocked (Microsoft's default) |
| Remote domain: Default        | Any outside domain | Allowed                       |

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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.