MAIL FORWARDING

# Fabrikam Dental Group

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
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Every mailbox that sends mail on automatically, and the settings that allow it.

**Filtered view.** Forwarding: 6 of 6 rows, 1 column hidden. The headline figures cover every row.

Forwarding outside
**5**
From 4 mailboxes, all blocked from reaching outside

Forwarding inside
**1**
To colleagues in the organisation

Automatic forwarding
**Blocked**
By the outbound spam policy

## Forwarding 6 5 to review

Every place mail leaves a mailbox automatically: the mailbox's forwarding setting and inbox rules. A forward outside that the outbound spam policy blocks bounces, but someone set it up: check why.

| Flag | Mailbox | Forwards to | Set by | Outside the organisation | Keeps a copy |
|---|---|---|---|---|---|
| Medium | rhys.walker@fabrikam.example | rhys.walker@homemail.example | Mailbox forwarding address | Yes | No |
| Medium | rhys.hall@fabrikam.example | rhys.hall@homemail.example | Mailbox forwarding address | Yes | No |
| Medium | anna.kowalski@fabrikam.example | anna.kowalski@homemail.example | Mailbox forwarding address | Yes | Yes |
| Medium | anna.kowalski@fabrikam.example | anna.kowalski.home@homemail.example | Inbox rule "Copy to home" | Yes | Yes |
| | info@fabrikam.example | office.manager@fabrikam.example | Inbox rule "To manager" | No | Yes |
| Medium | thomas.robinson@fabrikam.example | bookkeeping@ledgerline.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 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed.
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