

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 17:16 UTC	fabrikam.onmicrosoft.com

Everything collected about the mailbox thomas.allen@fabrikam.example.

Needs attention

0

Nothing to do

Size

20.6 GB

42% of 49.5 GB

Others with access

Nobody else

Can open or send from it

Forwarding and rules

1 inbox rule

Protocols

Modern only

Phones and tablets

None

Sync this mailbox

Needs attention 0

Nothing needs attention.

Mailbox 6

Detail	Value
Address	thomas.allen@fabrikam.example
Type	User mailbox
Alias	thomas.allen
Account	Thomas Allen
Sign-in	Allowed
Licensed	Yes

Size and growth 4

Detail	Value
Size	20.6 GB of 49.5 GB (42%)
Items	49,459
Recoverable deleted items	1.0 GB
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	20.6 GB	+1.9 GB
2026-09	18.8 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

Inbox rules 1

Rule	Enabled	What it does	Why it stands out
Newsletters	Yes	sender has newsletter: move to Newsletters	–

Who can open or send from it 1

Note
No one else has full access, send as or send on behalf.

Protocols and settings 5

Detail	Value
Older protocols allowed	None
Mailbox auditing	On
Hidden from the address book	No
Archive	Off
Litigation hold	Off

Automatic reply 1

Note
No automatic reply is on or scheduled.

Phones and tablets syncing it 1

Note
No phone or tablet syncs this mailbox.

Email activity 1

Detail	Value
Last email activity	8 Oct 2026 (4 days ago)

Open findings 1

Flag	Check	Detail	First seen
● Low	Nobody relies on a text or call as their only second factor	Second factor is only Mobile phone (SMS or call)	7 Sep 2026

History 0

No changes recorded yet.

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, 17:16 UTC.