

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| 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 accounts@fabrikam.example.

|                                                                |                                                              |                                                                                       |
|----------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <div>Needs attention</div> <div>3</div> <div>Worst: high</div> | <div>Size</div> <div>44.8 GB</div> <div>91% of 49.5 GB</div> | <div>Others with access</div> <div>6 people</div> <div>Can open or send from it</div> |
| <div>Forwarding and rules</div> <div>No forwarding</div>       | <div>Protocols</div> <div>Modern only</div>                  | <div>Phones and tablets</div> <div>None</div> <div>Sync this mailbox</div>            |

Needs attention 3 3 to review

| Flag   | What                                                                                         | Area                         |
|--------|----------------------------------------------------------------------------------------------|------------------------------|
| High   | sam.carter@consultants.example (outside the organisation) has full access to this mailbox.   | Who can open or send from it |
| Medium | The mailbox is 91% full and stops sending at 49.5 GB. Turn on the archive or clear old mail. | Size and growth              |
| Medium | ben.okafor@fabrikam.example (sign-in blocked) has full access to this mailbox.               | Who can open or send from it |

Mailbox 5

| Detail       | Value                      |
|--------------|----------------------------|
| Address      | accounts@fabrikam.example  |
| Type         | Shared mailbox             |
| Alias        | accounts                   |
| Sign-in name | accounts@fabrikam.example  |
| Account      | Not found in the directory |

## Size and growth 3

| Detail           | Value                    |
|------------------|--------------------------|
| Size             | 44.8 GB of 49.5 GB (91%) |
| Items            | 134,400                  |
| Stops sending at | 49.5 GB                  |

## Size by month 2

The last collection of each month.

| Month   | Size    | Change    |
|---------|---------|-----------|
| 2026-10 | 44.8 GB | No change |
| 2026-09 | 44.8 GB | –         |

## Forwarding and inbox rules 1

| Detail                     | Value |
|----------------------------|-------|
| Forwarding set by an admin | None  |

## People with access 8 2 to review

| Flag     | Person                         | Access      | Account                  |
|----------|--------------------------------|-------------|--------------------------|
|          | amelia.khan@fabrikam.example   | Full access | Active                   |
|          | amelia.khan@fabrikam.example   | Send as     | Active                   |
|          | anna.kowalski@fabrikam.example | Full access | Active                   |
|          | anna.kowalski@fabrikam.example | Send as     | Active                   |
| ● Medium | ben.okafor@fabrikam.example    | Full access | Sign-in blocked          |
|          | henry.roberts@fabrikam.example | Full access | Active                   |
|          | owen.turner@fabrikam.example   | Full access | Active                   |
| ● High   | sam.carter@consultants.example | Full access | Outside the organisation |

## 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. |

## Open findings 1 1 to review

| Flag     | Check                     | Detail                               | First seen |
|----------|---------------------------|--------------------------------------|------------|
| ● Medium | No mailbox is nearly full | 44.8 GB of 49.5 GB (91%), no archive | 7 Sep 2026 |

## History 6

| Seen        | Area   | Change                                                 |
|-------------|--------|--------------------------------------------------------|
| 12 Oct 2026 | Access | Full access for amelia.khan@fabrikam.example added     |
| 12 Oct 2026 | Access | Full access for henry.roberts@fabrikam.example added   |
| 12 Oct 2026 | Access | Full access for owen.turner@fabrikam.example added     |
| 12 Oct 2026 | Access | Full access for aisha.brown@fabrikam.example removed   |
| 12 Oct 2026 | Access | Full access for ava.jackson@fabrikam.example removed   |
| 12 Oct 2026 | Access | Full access for chloe.jackson@fabrikam.example removed |

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.