

Contoso Legal LLP



PREPARED BY
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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Mailboxes answering mail with an out-of-office reply, who outside hears it, and replies that have been on so long they look forgotten.

Filtered view. Mailboxes with an automatic reply: 3 of 4 rows, From: never or blank. The headline figures cover every row.

Replying now

3

Mailboxes sending an automatic reply

Replying outside the organisation

3

To everyone or to contacts

On for over 30 days

1

Active accounts, possibly forgotten

Scheduled to start

1

Replies set for later

Mailboxes with an automatic reply 3 1 to review

3 mailboxes are answering mail with an automatic reply now, 3 of them to people outside the organisation too. Checked 4 mailboxes. Replies on for over 30 days on an active account are flagged: they're often left on after someone is back. Turn one off in Outlook (Settings > Mail > Automatic replies) or, as an admin, in the Exchange admin centre (Recipients > Mailboxes > the mailbox > Others > Automatic replies).

Flag	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
● Medium	jacob.johnson@contoso.example	User	On	–	–	Everyone	7 Sep 2026	Active	I'm on leave until 2 September. For anything urgent please email the office.	I'm on leave until 2 September. For anything urgent please email the office.
	bobby.marsh@contoso.example	User	On	–	–	Everyone	12 Oct 2026	Sign-in blocked	Bobby Marsh has left the company. Please contact annabel.fraser@contoso.example instead.	Bobby Marsh has left the company. Please contact annabel.fraser@contoso.example instead.
	ella.thomas@contoso.example	User	On	–	–	Contacts only	12 Oct 2026	Active	I'm at a conference this week and will reply on Monday.	I'm at a conference this week and will reply on Monday.

First seen on is the earliest of Office Sentry's collections, in an unbroken run, that found the reply on; it can't go back further than the snapshots kept.

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, 04:00 UTC.