

# 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, Flag is No flag. 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

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).

| Mailbox                       | Type | State     | From        | Until       | Replies outside the organisation | First seen on | Account         | Reply to colleagues                                                                      | Reply to outside senders                                                                 |
|-------------------------------|------|-----------|-------------|-------------|----------------------------------|---------------|-----------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 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.                                  |
| william.clark@contoso.example | User | Scheduled | 16 Oct 2026 | 30 Oct 2026 | Everyone                         | –             | Active          | I'm on holiday from next Monday for two weeks.                                           | I'm on holiday from next Monday for two weeks.                                           |

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.