

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	13 Oct 2026	13 Oct 2026, 04:00 UTC	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: 1 of 4 rows, State is Scheduled. 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
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Mailboxes with an automatic reply 1

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
william.clark@contoso.example	User	Scheduled	17 Oct 2026	31 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 13 Oct 2026, 04:00 UTC.