

Contoso Legal LLP



PREPARED BY

Harbour IT

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DATA COLLECTED

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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: 4 of 4 rows, 1 column hidden. 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 4 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	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.
	william.clark@contoso.example	User	Scheduled	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, 06:36 UTC.