INBOX RULES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.onmicrosoft.com

Rules that forward, delete or hide mail, and every rule in every mailbox.

Filtered view. All inbox rules: 1 of 8 rows, Rule is To manager, 1 column hidden. The headline figures cover every row.

Rules to check	Forward outside	Inbox rules
3	2	8
3 high risk	Rules sending mail out	Across 22 mailboxes

Rules to check 3 3 to review

3 rules out of 8 across 22 mailboxes forward outside the organisation, delete, or bury mail. These are the classic signs of a compromised mailbox: check each one with the mailbox owner.

Flag	Mailbox	Rule	Enabled	Why it stands out	What it does
High	annabel.fraser@contoso.example	.	Yes	Moves to RSS Feeds mail mentioning invoice, payment; Rule name '.' looks deliberately blank	body has invoice, payment: move to RSS Feeds; mark as read; stop processing rules
High	annabel.fraser@contoso.example	Copy to home	Yes	Forwards to annabel.fraser.home@homemail.example	All messages: forward to annabel.fraser.home@homemail.example
High	oliver.hill@contoso.example	Invoices to bookkeeper	Yes	Forwards to bookkeeping@ledgerline.example	subject has invoice: forward to bookkeeping@ledgerline.example

Rules that send mail elsewhere 3 2 to review

Every rule that forwards or redirects mail, including to colleagues.

Flag	Mailbox	Rule	Enabled	Sends to	Outside the organisation
High	annabel.fraser@contoso.example	Copy to home	Yes	annabel.fraser.home@homemail.example	Yes

Flag	Mailbox	Rule	Enabled	Sends to	Outside the organisation
	info@contoso.example	To manager	Yes	office.manager@contoso.example	No
High	oliver.hill@contoso.example	Invoices to bookkeeper	Yes	bookkeeping@ledgerline.example	Yes

All inbox rules 1

Mailbox	Rule	Conditions	Actions
info@contoso.example	To manager	All messages	redirect to office.manager@contoso.example

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.