INBOX RULES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Rules that forward, delete or hide mail, and every rule in every mailbox.

Filtered view. Rules to check: 1 of 3 rows, Mailbox is oliver.hill@contoso.example. 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 1 1 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	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
	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 8 3 to review

Flag	Mailbox	Rule	Enabled	Conditions	Actions
High	annabel.fraser@contoso.example	.	Yes	body has invoice, payment	move to RSS Feeds; mark as read; stop processing rules
High	annabel.fraser@contoso.example	Copy to home	Yes	All messages	forward to annabel.fraser.home@homemail.example
	evie.davis@contoso.example	Newsletters	Yes	sender has newsletter	move to Newsletters
	info@contoso.example	To manager	Yes	All messages	redirect to office.manager@contoso.example
	noah.clark@contoso.example	Newsletters	Yes	sender has newsletter	move to Newsletters
High	oliver.hill@contoso.example	Invoices to bookkeeper	Yes	subject has invoice	forward to bookkeeping@ledgerline.example
	sophie.taylor@contoso.example	Newsletters	Yes	sender has newsletter	move to Newsletters
	william.clark@contoso.example	Newsletters	Yes	sender has newsletter	move to Newsletters

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