

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	contoso.onmicrosoft.com

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

Filtered view. Rules to check: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Rules to check 3 3 high risk	Forward outside 2 Rules sending mail out	Inbox rules 8 Across 22 mailboxes
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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	Why it stands out	What it does
● High	annabel.fraser@contoso.example	.	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	Forwards to annabel.fraser.home@homemail.example	All messages: forward to annabel.fraser.home@homemail.example
● High	oliver.hill@contoso.example	Invoices to bookkeeper	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

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.