

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

People with access

11

To a mailbox other than their own

Mailboxes others use

3

Opened or sent from by someone else

Access to review

2

Blocked, guest or outside accounts

By person 11 2 to review

11 people can open or send from 3 mailboxes other than their own. People with blocked sign-in, guests and outside addresses are flagged: remove access nobody needs.

Flag	Person	Account	Mailboxes	Full access	Send as	Send on behalf
	annabel.fraser@contoso.example	Active	3	info@contoso.example, accounts@contoso.example, reception@contoso.example	accounts@contoso.example, info@contoso.example, reception@contoso.example	info@contoso.example
	jack.white@contoso.example	Active	2	info@contoso.example, accounts@contoso.example	accounts@contoso.example, info@contoso.example	–
● Medium	bobby.marsh@contoso.example	Sign-in blocked	1	accounts@contoso.example	–	–
	ella.thomas@contoso.example	Active	1	reception@contoso.example	–	–
	evie.davis@contoso.example	Active	1	accounts@contoso.example	–	–

Flag	Person	Account	Mailboxes	Full access	Send as	Send on behalf
	jacob.johnson@contoso.example	Active	1	accounts@contoso.example	–	–
	joseph.morris@contoso.example	Active	1	reception@contoso.example	reception@contoso.example	–
	noah.clark@contoso.example	Active	1	info@contoso.example	–	–
	priya.hughes@contoso.example	Active	1	reception@contoso.example	–	–
● High	sam.carter@consultants.example	Outside the organisation	1	accounts@contoso.example	–	–
	william.allen@contoso.example	Active	1	info@contoso.example	–	–

By mailbox 3

Who can get into each mailbox, and how.

Mailbox	Type	Full access	Send as	Send on behalf
accounts@contoso.example	Shared	annabel.fraser@contoso.example, bobby.marsh@contoso.example, evie.davis@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, sam.carter@consultants.example	annabel.fraser@contoso.example, jack.white@contoso.example	–
info@contoso.example	Shared	annabel.fraser@contoso.example, jack.white@contoso.example, noah.clark@contoso.example, william.allen@contoso.example	annabel.fraser@contoso.example, jack.white@contoso.example	annabel.fraser@contoso.example
reception@contoso.example	Shared	annabel.fraser@contoso.example, ella.thomas@contoso.example, joseph.morris@contoso.example, priya.hughes@contoso.example	annabel.fraser@contoso.example, joseph.morris@contoso.example	–

Every permission 21 2 to review

One row per permission, for filtering in Excel.

Flag	Mailbox	Mailbox type	Person	Access	Account
	accounts@contoso.example	Shared	annabel.fraser@contoso.example	Full access	Active
	accounts@contoso.example	Shared	annabel.fraser@contoso.example	Send as	Active
● Medium	accounts@contoso.example	Shared	bobby.marsh@contoso.example	Full access	Sign-in blocked
	accounts@contoso.example	Shared	evie.davis@contoso.example	Full access	Active
	accounts@contoso.example	Shared	jack.white@contoso.example	Full access	Active
	accounts@contoso.example	Shared	jack.white@contoso.example	Send as	Active
	accounts@contoso.example	Shared	jacob.johnson@contoso.example	Full access	Active
● High	accounts@contoso.example	Shared	sam.carter@consultants.example	Full access	Outside the organisation
	info@contoso.example	Shared	annabel.fraser@contoso.example	Full access	Active
	info@contoso.example	Shared	annabel.fraser@contoso.example	Send as	Active
	info@contoso.example	Shared	annabel.fraser@contoso.example	Send on behalf	Active
	info@contoso.example	Shared	jack.white@contoso.example	Full access	Active
	info@contoso.example	Shared	jack.white@contoso.example	Send as	Active
	info@contoso.example	Shared	noah.clark@contoso.example	Full access	Active
	info@contoso.example	Shared	william.allen@contoso.example	Full access	Active
	reception@contoso.example	Shared	annabel.fraser@contoso.example	Full access	Active
	reception@contoso.example	Shared	annabel.fraser@contoso.example	Send as	Active
	reception@contoso.example	Shared	ella.thomas@contoso.example	Full access	Active
	reception@contoso.example	Shared	joseph.morris@contoso.example	Full access	Active
	reception@contoso.example	Shared	joseph.morris@contoso.example	Send as	Active

Flag	Mailbox	Mailbox type	Person	Access	Account
	reception@contoso.example	Shared	priya.hughes@contoso.example	Full access	Active

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, 17:16 UTC.