MAILBOX PERMISSIONS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

Filtered view. By mailbox: 3 of 3 rows, 1 column hidden. Every permission: 14 of 21 rows, Access is Full access. The headline figures cover every row.

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	accounts@contoso.example, info@contoso.example, reception@contoso.example	accounts@contoso.example, info@contoso.example, reception@contoso.example	info@contoso.example
	jack.white@contoso.example	Active	2	accounts@contoso.example, info@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	–	–

Flag	Person	Account	Mailboxes	Full access	Send as	Send on behalf
	evie.davis@contoso.example	Active	1	accounts@contoso.example	–	–
	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#EXT#@contoso.onmicrosoft.com	Guest	1	accounts@contoso.example	–	–
	william.allen@contoso.example	Active	1	info@contoso.example	–	–

By mailbox 3

Who can get into each mailbox, and how.

Type	Full access	Send as	Send on behalf
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#EXT#@contoso.onmicrosoft.com	annabel.fraser@contoso.example, jack.white@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
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 14 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

Flag	Mailbox	Mailbox type	Person	Access	Account
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	jacob.johnson@contoso.example	Full access	Active
High	accounts@contoso.example	Shared	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Full access	Guest
	info@contoso.example	Shared	annabel.fraser@contoso.example	Full access	Active
	info@contoso.example	Shared	jack.white@contoso.example	Full access	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	ella.thomas@contoso.example	Full access	Active
	reception@contoso.example	Shared	joseph.morris@contoso.example	Full access	Active
	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 29 Nov 2026, 10:48 UTC.