MAILBOX PERMISSIONS

# 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 |

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

**Filtered view.** Every permission: 14 of 21 rows, Access is Full access, 1 column hidden. 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.

| 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#EXT#@contoso.onmicrosoft.com | 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 14 2 to review

One row per permission, for filtering in Excel.

| Flag | Mailbox | Mailbox type | Person | Account |
|---|---|---|---|---|
| | accounts@contoso.example | Shared | annabel.fraser@contoso.example | Active |

| Flag | Mailbox | Mailbox type | Person | Account |
|---|---|---|---|---|
| Medium | accounts@contoso.example | Shared | bobby.marsh@contoso.example | Sign-in blocked |
| | accounts@contoso.example | Shared | evie.davis@contoso.example | Active |
| | accounts@contoso.example | Shared | jack.white@contoso.example | Active |
| | accounts@contoso.example | Shared | jacob.johnson@contoso.example | Active |
| High | accounts@contoso.example | Shared | sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com | Guest |
| | info@contoso.example | Shared | annabel.fraser@contoso.example | Active |
| | info@contoso.example | Shared | jack.white@contoso.example | Active |
| | info@contoso.example | Shared | noah.clark@contoso.example | Active |
| | info@contoso.example | Shared | william.allen@contoso.example | Active |
| | reception@contoso.example | Shared | annabel.fraser@contoso.example | Active |
| | reception@contoso.example | Shared | ella.thomas@contoso.example | Active |
| | reception@contoso.example | Shared | joseph.morris@contoso.example | Active |
| | reception@contoso.example | Shared | priya.hughes@contoso.example | 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.