

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 13 Oct 2026 | 13 Oct 2026, 04:00 UTC | contoso.onmicrosoft.com |

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. 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         | 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                                                  | –                                                                         | –                    |
|          |                                |                 |           |                                                                           |                                                                           |                      |

| Flag   | Person                         | Account                  | Mailboxes | Full access               | Send as                   | Send on behalf |
|--------|--------------------------------|--------------------------|-----------|---------------------------|---------------------------|----------------|
|        | ella.thomas@contoso.example    | Active                   | 1         | reception@contoso.example | –                         | –              |
|        | 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 | 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   | Send as                                                       | Send on behalf                 |
|---------------------------|--------|---------------------------------------------------------------|--------------------------------|
| accounts@contoso.example  | Shared | annabel.fraser@contoso.example, jack.white@contoso.example    | –                              |
| info@contoso.example      | Shared | annabel.fraser@contoso.example, jack.white@contoso.example    | annabel.fraser@contoso.example |
| reception@contoso.example | Shared | 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 13 Oct 2026, 04:00 UTC.