

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	contoso.onmicrosoft.com

Every mailbox that sends mail on automatically, and the settings that allow it.

Filtered view. Forwarding: 3 of 4 rows, Flag is High, 1 column hidden. The headline figures cover every row.

Forwarding outside 3 Admin-set or by inbox rule	Forwarding inside 1 To colleagues in the organisation	Automatic forwarding Blocked By the outbound spam policy
--	--	---

Forwarding 3 3 to review

Every place mail leaves a mailbox automatically: admin-set forwarding and inbox rules.

Flag	Mailbox	Forwards to	Outside the organisation	Keeps a copy
High	annabel.fraser@contoso.example	annabel.fraser@homemail.example	Yes	Yes
High	annabel.fraser@contoso.example	annabel.fraser.home@homemail.example	Yes	Yes
High	oliver.hill@contoso.example	bookkeeping@ledgerline.example	Yes	Yes

What stops forwarding 2

Organisation settings that allow or block automatic forwarding to outside addresses. The strictest one wins.

Setting	Applies to	Automatic forwarding outside
Outbound spam policy: Default	Everyone	Blocked (Microsoft's default)
Remote domain: Default	Any outside domain	Allowed

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, 06:36 UTC.