

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	contoso.onmicrosoft.com

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

Filtered view. Forwarding: 1 of 4 rows, Mailbox is info@contoso.example. What stops forwarding: 2 of 2 rows, 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
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Forwarding 1

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

Mailbox	Forwards to	Set by	Outside the organisation	Keeps a copy
info@contoso.example	office.manager@contoso.example	Inbox rule "To manager"	No	Yes

What stops forwarding 2

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

Applies to	Automatic forwarding outside
Everyone	Blocked (Microsoft's 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 14 Oct 2026, 04:00 UTC.