MAIL FORWARDING

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 18:57 UTC	contoso.onmicrosoft.com

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

Filtered view. Forwarding: 1 of 4 rows, Reaches outside is blank, 1 column hidden. The headline figures cover every row.

Forwarding outside
3
From 2 mailboxes, all blocked from reaching outside

Forwarding inside
1
To colleagues in the organisation

Automatic forwarding
Blocked
By the outbound spam policy

Forwarding 1

Every place mail leaves a mailbox automatically: the mailbox's forwarding setting and inbox rules. A forward outside that the outbound spam policy blocks bounces, but someone set it up: check why.

Forwards to	Set by	Outside the organisation	Reaches outside	Keeps a copy
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.

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

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