MAIL FORWARDING

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PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Every mailbox that sends mail on automatically, and the settings that allow it.

Filtered view. Forwarding: 1 of 4 rows, Reaches outside is blank. What stops forwarding: 2 of 2 rows, 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.

Mailbox	Forwards to	Set by	Outside the organisation	Reaches outside	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.

Setting	Applies to
Outbound spam policy: Default	Everyone
Remote domain: Default	Any outside domain

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, 18:57 UTC.