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. 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.

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 29 Nov 2026, 18:57 UTC.