

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 17:16 UTC	contoso.onmicrosoft.com

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

Filtered view. Forwarding: 4 of 4 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 4 3 to review

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

Flag	Forwards to	Set by	Outside the organisation	Keeps a copy
High	annabel.fraser@homemail.example	Admin (mailbox setting)	Yes	Yes
High	annabel.fraser.home@homemail.example	Inbox rule "Copy to home"	Yes	Yes
	office.manager@contoso.example	Inbox rule "To manager"	No	Yes
High	bookkeeping@ledgerline.example	Inbox rule "Invoices to bookkeeper"	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