

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	11 Oct 2026, 20:32 UTC	contoso.onmicrosoft.com

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

Filtered view. 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 4 3 to review

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

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

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 11 Oct 2026, 20:32 UTC.