SHARED MAILBOXES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

Shared, room and equipment mailboxes that can be signed in to, and who uses them.

Filtered view. Shared and resource mailboxes: 1 of 4 rows, Flag is Medium. The headline figures cover every row.

Can be signed in to
1 of 4
Should be none

Shared mailboxes
3

Rooms and equipment
1

Shared and resource mailboxes 1 1 to review

1 of 4 can be signed in to directly. These accounts don't need a password; an open one usually has no MFA and nobody watching it. Block sign-in in the Microsoft 365 admin centre (Users > Active users > the mailbox > Block sign-in). People keep their access.

Flag	Mailbox	Type	Sign-in allowed	Last sign-in	Licensed	Full access	Send as	Size
Medium	reception@contoso.example	Shared	Yes	Never	No	annabel.fraser@contoso.example, ella.thomas@contoso.example, joseph.morris@contoso.example, priya.hughes@contoso.example	annabel.fraser@contoso.example, joseph.morris@contoso.example	18.9 GB

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