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: 3 of 4 rows, Flag is No flag. 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 3

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.

| Mailbox | Type | Sign-in allowed | Last sign-in | Licensed | Full access | Send as | Size |
|---|---|---|---|---|---|---|---|
| accounts@contoso.example | Shared | No | Never | No | annabel.fraser@contoso.example, bobby.marsh@contoso.example, evie.davis@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com | annabel.fraser@contoso.example, jack.white@contoso.example | 44.8 GB |

| Mailbox | Type | Sign-in allowed | Last sign-in | Licensed | Full access | Send as | Size |
|---|---|---|---|---|---|---|---|
| info@contoso.example | Shared | No | Never | No | annabel.fraser@contoso.example, jack.white@contoso.example, noah.clark@contoso.example, william.allen@contoso.example | annabel.fraser@contoso.example, jack.white@contoso.example | 6.4 GB |
| boardroom@contoso.example | Room | No | Never | No | – | – | 102.4 MB |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.