

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 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, Mailbox is reception@contoso.example. The headline figures cover every row.

Can be signed in to

0 of 4

Should be none

Shared mailboxes

3

Rooms and equipment

1

Shared and resource mailboxes 1

0 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
reception@contoso.example	Shared	Unknown	–	–	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

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.