SHARED MAILBOXES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 18:57 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, Sign-in allowed is No. 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 29 Nov 2026, 18:57 UTC.