

OLIVER HILL

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Everything collected about the mailbox oliver.hill@contoso.example.

Needs attention  
**3**  
Worst: high

Size  
**45.6 GB**  
92% of 49.5 GB

Others with access  
**Nobody else**  
Can open or send from it

Forwarding and rules  
**1 rule to check**

Protocols  
**Modern only**

Phones and tablets  
**1 device**  
Sync this mailbox

Needs attention 3 3 to review

| Flag     | What                                                                                         | Area                          |
|----------|----------------------------------------------------------------------------------------------|-------------------------------|
| ● High   | Inbox rule "Invoices to bookkeeper": Forwards to bookkeeping@ledgerline.example.             | Forwarding and inbox rules    |
| ● Medium | The mailbox is 92% full and stops sending at 49.5 GB. Turn on the archive or clear old mail. | Size and growth               |
| ● Medium | 1 device waiting for an admin to allow or block it.                                          | Phones and tablets syncing it |

Mailbox 6

| Detail   | Value                       |
|----------|-----------------------------|
| Address  | oliver.hill@contoso.example |
| Type     | User mailbox                |
| Alias    | oliver.hill                 |
| Account  | Oliver Hill                 |
| Sign-in  | Allowed                     |
| Licensed | Yes                         |

Size and growth 4

| Detail                    | Value                    |
|---------------------------|--------------------------|
| Size                      | 45.6 GB of 49.5 GB (92%) |
| Items                     | 109,440                  |
| Recoverable deleted items | 2.3 GB                   |
| Stops sending at          | 49.5 GB                  |

Size by month 2

The last collection of each month.

| Month   | Size    | Change  |
|---------|---------|---------|
| 2026-10 | 45.6 GB | +1.4 GB |
| 2026-09 | 44.2 GB | –       |

## Forwarding and inbox rules 1

| Detail                     | Value |
|----------------------------|-------|
| Forwarding set by an admin | None  |

## Inbox rules 1 1 to review

| Flag                | Rule                   | Enabled | What it does                                                   | Why it stands out                          |
|---------------------|------------------------|---------|----------------------------------------------------------------|--------------------------------------------|
| <span>● High</span> | Invoices to bookkeeper | Yes     | subject has invoice: forward to bookkeeping@ledgerline.example | Forwards to bookkeeping@ledgerline.example |

## Who can open or send from it 1

| Note                                                    |
|---------------------------------------------------------|
| No one else has full access, send as or send on behalf. |

## Protocols and settings 5

| Detail                       | Value |
|------------------------------|-------|
| Older protocols allowed      | None  |
| Mailbox auditing             | On    |
| Hidden from the address book | No    |
| Archive                      | Off   |
| Litigation hold              | Off   |

Automatic reply 1

| Note                                   |
|----------------------------------------|
| No automatic reply is on or scheduled. |

Devices 1 1 to review

| Flag     | Device   | Platform | App                   | Access               | First sync  | Last sync |
|----------|----------|----------|-----------------------|----------------------|-------------|-----------|
| ● Medium | SM-A546B | Android  | Mail app (ActiveSync) | Waiting for approval | 29 Aug 2025 | Never     |

Email activity 1

| Detail              | Value               |
|---------------------|---------------------|
| Last email activity | 14 Oct 2026 (today) |

Open findings 2 2 to review

| Flag     | Check                                         | Detail                                                                         | First seen  |
|----------|-----------------------------------------------|--------------------------------------------------------------------------------|-------------|
| ● High   | No mail is forwarded outside the organisation | Inbox rule "Invoices to bookkeeper" forwards to bookkeeping@ledgerline.example | 9 Sep 2026  |
| ● Medium | No mailbox is nearly full                     | 45.6 GB of 49.5 GB (92%), no archive                                           | 14 Oct 2026 |

History 0

|                          |
|--------------------------|
| No changes recorded yet. |
|--------------------------|

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