

INFO

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 info@contoso.example.

Needs attention

1

Worst: medium

Size

6.4 GB

13% of 49.5 GB

Others with access

4 people

Can open or send from it

Forwarding and rules

1 inbox rule

Protocols

2 older protocols allowed

Phones and tablets

None

Sync this mailbox

Needs attention 1 1 to review

Flag	What	Area
● Medium	Signed in with legacy protocols that can't do MFA in the last 30 days. Block them for this mailbox.	Protocols and settings

Mailbox 5

Detail	Value
Address	info@contoso.example
Type	Shared mailbox
Alias	info
Sign-in name	info@contoso.example
Account	Not found in the directory

Size and growth 3

Detail	Value
Size	6.4 GB of 49.5 GB (13%)
Items	19,200
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	6.4 GB	No change
2026-09	6.4 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

Inbox rules 1

Rule	Enabled	What it does	Why it stands out
To manager	Yes	All messages: redirect to office.manager@contoso.example	–

People with access 7

Person	Access	Account
annabel.fraser@contoso.example	Full access	Active
annabel.fraser@contoso.example	Send as	Active
annabel.fraser@contoso.example	Send on behalf	Active
jack.white@contoso.example	Full access	Active
jack.white@contoso.example	Send as	Active
noah.clark@contoso.example	Full access	Active
william.allen@contoso.example	Full access	Active

Protocols and settings 5

Detail	Value
Older protocols allowed	POP, IMAP
Mailbox auditing	On
Hidden from the address book	No
Archive	Off
Litigation hold	Off

Legacy sign-ins in the last 30 days 1 1 to review

Sign-ins with protocols that can't do MFA.

Flag	Client	Succeeded	Failed	Last attempt	From
● Medium	Authenticated SMTP	1	0	11 Oct 2026	GB

Automatic reply 1

Note

No automatic reply is on or scheduled.

Phones and tablets syncing it 1

Note

No phone or tablet syncs this mailbox.

History 6

Seen	Area	Change
14 Oct 2026	Access	Full access for jack.white@contoso.example added
14 Oct 2026	Access	Full access for noah.clark@contoso.example added
14 Oct 2026	Access	Full access for william.allen@contoso.example added
14 Oct 2026	Access	Full access for ella.thomas@contoso.example removed
14 Oct 2026	Access	Full access for jacob.johnson@contoso.example removed
14 Oct 2026	Access	Full access for olivia.ward@contoso.example removed

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