

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	contoso.onmicrosoft.com

Everything collected about the mailbox accounts@contoso.example.

Needs attention

3

Worst: high

Size

44.8 GB

91% of 49.5 GB

Others with access

6 people

Can open or send from it

Forwarding and rules

No forwarding

Protocols

Modern only

Phones and tablets

None

Sync this mailbox

Needs attention 3 3 to review

Flag	What	Area
High	sam.carter@consultants.example (outside the organisation) has full access to this mailbox.	Who can open or send from it
Medium	The mailbox is 91% full and stops sending at 49.5 GB. Turn on the archive or clear old mail.	Size and growth
Medium	bobby.marsh@contoso.example (sign-in blocked) has full access to this mailbox.	Who can open or send from it

Mailbox 5

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

Size and growth 3

Detail	Value
Size	44.8 GB of 49.5 GB (91%)
Items	134,400
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	44.8 GB	No change
2026-09	44.8 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

People with access 8 2 to review

Flag	Person	Access	Account
	annabel.fraser@contoso.example	Full access	Active
	annabel.fraser@contoso.example	Send as	Active
● Medium	bobby.marsh@contoso.example	Full access	Sign-in blocked
	evie.davis@contoso.example	Full access	Active
	jack.white@contoso.example	Full access	Active
	jack.white@contoso.example	Send as	Active
	jacob.johnson@contoso.example	Full access	Active
● High	sam.carter@consultants.example	Full access	Outside the organisation

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.

Phones and tablets syncing it 1

Note
No phone or tablet syncs this mailbox.

Open findings 1 1 to review

Flag	Check	Detail	First seen
● Medium	No mailbox is nearly full	44.8 GB of 49.5 GB (91%), no archive	7 Sep 2026

History 4

Seen	Area	Change
12 Oct 2026	Access	Full access for evie.davis@contoso.example added
12 Oct 2026	Access	Full access for jack.white@contoso.example added
12 Oct 2026	Access	Full access for noah.clark@contoso.example removed
12 Oct 2026	Access	Full access for rhys.evans@contoso.example removed

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.