

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36
UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.
com

Everything collected about the mailbox boardroom@contoso.example.

Needs attention

0

Nothing to do

Size

102.4
MB

0% of 49.5 GB

Others with
access

Nobody else

Can open or
send from it

Forwarding and
rules

No forwarding

Phones and
tablets

None

Sync this
mailbox

Needs attention 0

Nothing needs attention.

Mailbox 5

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

Size and growth 3

Detail	Value
Size	102.4 MB of 49.5 GB (0%)
Items	300
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	102.4 MB	No change
2026-09	102.4 MB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

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	Not read
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.

History 0

No changes recorded yet.

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.