MAILBOX HOLDS AND ARCHIVING: EVERY MAILBOX

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Which mailboxes are on litigation hold or have an archive, leavers' mailboxes that aren't held, and large mailboxes that need an archive.

Filtered view. Every mailbox: 40 of 121 rows, Client is Northwind Traders, 1 column hidden. The headline figures cover every row.

Every mailbox 40 1 to review

3 of 23 mailboxes are on litigation hold, 1 is kept by a retention policy or eDiscovery hold, and 5 have an archive turned on.

Flag	Client	Mailbox	Type	Account	Retention or eDiscovery hold	Archive	Mailbox size
	Northwind Traders	aaron.watson@northwindtraders.example	User	Active	No	No	19.7 GB
	Northwind Traders	accounts@northwindtraders.example	Shared	Sign-in blocked	No	No	44.8 GB
	Northwind Traders	alfie.roberts@northwindtraders.example	User	Active	No	No	9.9 GB
	Northwind Traders	alfie.scott@northwindtraders.example	User	Active	No	No	22.4 GB
	Northwind Traders	amelia.watson@northwindtraders.example	User	Active	No	No	27.3 GB
	Northwind Traders	ann.patel@northwindtraders.example	User	Active	No	Yes	7.3 GB
	Northwind Traders	arthur.evans@northwindtraders.example	User	Active	No	No	4.9 GB
	Northwind Traders	boardroom@northwindtraders.example	Room	Sign-in blocked	No	No	102.4 MB
	Northwind Traders	ella.baker@northwindtraders.example	User	Active	No	No	21.0 GB
	Northwind Traders	ethan.green@northwindtraders.example	User	Active	No	Yes	10.1 GB
	Northwind Traders	george.roberts@northwindtraders.example	User	Active	Yes	No	15.6 GB

Flag	Client	Mailbox	Type	Account	Retention or eDiscovery hold	Archive	Mailbox size
	Northwind Traders	george.robinson@northwindtraders.example	User	Active	No	No	11.4 GB
	Northwind Traders	grace.taylor@northwindtraders.example	User	Active	No	No	24.7 GB
	Northwind Traders	grace.wilson@northwindtraders.example	User	Active	No	No	9.3 GB
	Northwind Traders	hannah.patel@northwindtraders.example	User	Active	No	No	12.3 GB
	Northwind Traders	hannah.robinson@northwindtraders.example	User	Active	No	No	47.2 GB
	Northwind Traders	harry.lee@northwindtraders.example	User	Active	No	No	11.4 GB
	Northwind Traders	imogen.edwards@northwindtraders.example	User	Active	No	No	19.5 GB
	Northwind Traders	info@northwindtraders.example	Shared	Sign-in blocked	No	No	6.4 GB
	Northwind Traders	isla.evans@northwindtraders.example	User	Active	No	No	30.5 GB
	Northwind Traders	jacob.hughes@northwindtraders.example	User	Active	No	Yes	19.9 GB
	Northwind Traders	leo.evans@northwindtraders.example	User	Active	No	Yes	26.9 GB
	Northwind Traders	leo.morris@northwindtraders.example	User	Active	No	No	1.5 GB
	Northwind Traders	leo.wright@northwindtraders.example	User	Active	Yes	Yes	14.5 GB
	Northwind Traders	maya.martin@northwindtraders.example	User	Active	No	Yes	6.2 GB
	Northwind Traders	megan.lee@northwindtraders.example	User	Active	No	No	31.4 GB
	Northwind Traders	mia.hughes@northwindtraders.example	User	Active	No	No	20.4 GB
	Northwind Traders	olivia.scott@northwindtraders.example	User	Active	No	No	19.3 GB
	Northwind Traders	olivia.smith@northwindtraders.example	User	Active	No	No	45.6 GB
	Northwind Traders	owen.taylor@northwindtraders.example	User	Active	No	No	4.5 GB
	Northwind Traders	owen.white@northwindtraders.example	User	Active	Yes	No	28.3 GB
	Northwind Traders	reception@northwindtraders.example	Shared	Active	No	No	18.9 GB
	Northwind Traders	rhys.clark@northwindtraders.example	User	Active	No	Yes	5.5 GB
	Northwind Traders	rhys.moore@northwindtraders.example	User	Active	No	No	2.5 GB

Flag	Client	Mailbox	Type	Account	Retention or eDiscovery hold	Archive	Mailbox size
Medium	Northwind Traders	robert.hughes@northwindtraders.example	User	Sign-in blocked	No	No	19.2 GB
	Northwind Traders	ruby.hill@northwindtraders.example	User	Active	No	No	14.5 GB
	Northwind Traders	ruby.taylor@northwindtraders.example	User	Active	No	Yes	9.7 GB
	Northwind Traders	sophie.smith@northwindtraders.example	User	Active	No	Yes	29.7 GB
	Northwind Traders	thomas.clarke@northwindtraders.example	User	Active	No	No	23.7 GB
	Northwind Traders	zara.jackson@northwindtraders.example	User	Active	No	No	8.3 GB

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, 10:48 UTC.