MAILBOX HOLDS AND ARCHIVING: EVERY MAILBOX

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
3

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

Every mailbox 121 3 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	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Contoso Legal LLP	accounts@contoso.example	Shared	Sign-in blocked	Yes	No	No	44.8 GB
	Contoso Legal LLP	annabel.fraser@contoso.example	User	Active	No	No	Yes	13.1 GB
	Contoso Legal LLP	boardroom@contoso.example	Room	Sign-in blocked	No	No	No	102.4 MB
Medium	Contoso Legal LLP	bobby.marsh@contoso.example	User	Sign-in blocked	No	No	No	25.0 GB
	Contoso Legal LLP	ella.thomas@contoso.example	User	Active	No	No	Yes	26.6 GB
	Contoso Legal LLP	evie.davis@contoso.example	User	Active	No	No	No	47.2 GB
	Contoso Legal LLP	info@contoso.example	Shared	Sign-in blocked	No	No	No	6.4 GB
	Contoso Legal LLP	jack.white@contoso.example	User	Active	No	No	Yes	22.3 GB
	Contoso Legal LLP	jacob.johnson@contoso.example	User	Active	No	No	No	7.5 GB
	Contoso Legal LLP	joseph.morris@contoso.example	User	Active	No	No	No	25.1 GB
	Contoso Legal LLP	lily.harrison@contoso.example	User	Active	No	No	Yes	26.6 GB
	Contoso Legal LLP	megan.smith@contoso.example	User	Active	No	No	No	26.9 GB
	Contoso Legal LLP	noah.clark@contoso.example	User	Active	No	Yes	No	21.2 GB

Flag	Client	Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Contoso Legal LLP	oliver.hill@contoso.example	User	Active	No	No	No	45.6 GB
	Contoso Legal LLP	olivia.ward@contoso.example	User	Active	Yes	No	No	12.5 GB
	Contoso Legal LLP	olivia.wilson@contoso.example	User	Active	No	No	No	24.6 GB
	Contoso Legal LLP	owen.taylor@contoso.example	User	Active	No	No	No	18.8 GB
	Contoso Legal LLP	priya.hughes@contoso.example	User	Active	No	No	No	28.1 GB
	Contoso Legal LLP	reception@contoso.example	Shared	Active	No	No	No	18.9 GB
	Contoso Legal LLP	rhys.evans@contoso.example	User	Active	Yes	No	Yes	3.0 GB
	Contoso Legal LLP	sophie.taylor@contoso.example	User	Active	No	No	No	23.4 GB
	Contoso Legal LLP	william.allen@contoso.example	User	Active	No	No	No	4.1 GB
	Contoso Legal LLP	william.clark@contoso.example	User	Active	No	No	No	2.1 GB
	Fabrikam Dental Group	aaron.smith@fabrikam.example	User	Active	No	No	No	15.5 GB
	Fabrikam Dental Group	accounts@fabrikam.example	Shared	Sign-in blocked	Yes	No	No	44.8 GB
	Fabrikam Dental Group	aisha.brown@fabrikam.example	User	Active	No	No	No	47.2 GB
	Fabrikam Dental Group	amelia.jackson@fabrikam.example	User	Active	No	No	Yes	8.7 GB
	Fabrikam Dental Group	amelia.khan@fabrikam.example	User	Active	No	No	No	12.2 GB
	Fabrikam Dental Group	anna.kowalski@fabrikam.example	User	Active	No	No	Yes	15.0 GB
	Fabrikam Dental Group	arthur.lee@fabrikam.example	User	Active	No	No	No	4.9 GB
	Fabrikam Dental Group	arthur.williams@fabrikam.example	User	Active	No	No	No	3.9 GB
	Fabrikam Dental Group	ava.jackson@fabrikam.example	User	Active	No	No	No	30.1 GB
	Fabrikam Dental Group	ava.moore@fabrikam.example	User	Active	No	Yes	Yes	18.1 GB
	Fabrikam Dental Group	ava.thomas@fabrikam.example	User	Active	No	No	No	16.1 GB
● Medium	Fabrikam Dental Group	ben.okafor@fabrikam.example	User	Sign-in blocked	No	No	No	7.4 GB
	Fabrikam Dental Group	boardroom@fabrikam.example	Room	Sign-in blocked	No	No	No	102.4 MB

Flag	Client	Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Fabrikam Dental Group	callum.turner@fabrikam.example	User	Active	No	No	No	27.7 GB
	Fabrikam Dental Group	chloe.jackson@fabrikam.example	User	Active	No	No	No	3.9 GB
	Fabrikam Dental Group	ella.evans@fabrikam.example	User	Active	No	No	No	17.2 GB
	Fabrikam Dental Group	ella.hughes@fabrikam.example	User	Active	Yes	No	No	2.7 GB
	Fabrikam Dental Group	ethan.jones@fabrikam.example	User	Active	No	No	Yes	12.6 GB
	Fabrikam Dental Group	freya.evans@fabrikam.example	User	Active	No	No	Yes	12.3 GB
	Fabrikam Dental Group	george.baker@fabrikam.example	User	Active	No	No	No	7.1 GB
	Fabrikam Dental Group	george.walker@fabrikam.example	User	Active	No	No	Yes	20.2 GB
	Fabrikam Dental Group	george.williams@fabrikam.example	User	Active	No	No	No	23.6 GB
	Fabrikam Dental Group	henry.roberts@fabrikam.example	User	Active	No	No	No	18.5 GB
	Fabrikam Dental Group	info@fabrikam.example	Shared	Sign-in blocked	No	No	No	6.4 GB
	Fabrikam Dental Group	isla.scott@fabrikam.example	User	Active	No	No	No	30.9 GB
	Fabrikam Dental Group	jack.lee@fabrikam.example	User	Active	Yes	No	Yes	22.3 GB
	Fabrikam Dental Group	jack.roberts@fabrikam.example	User	Active	No	No	No	21.5 GB
	Fabrikam Dental Group	jack.ward@fabrikam.example	User	Active	Yes	No	No	18.8 GB
	Fabrikam Dental Group	leo.harrison@fabrikam.example	User	Active	No	No	No	28.2 GB
	Fabrikam Dental Group	lily.khan@fabrikam.example	User	Active	No	No	No	23.6 GB
	Fabrikam Dental Group	lily.watson@fabrikam.example	User	Active	No	No	No	8.0 GB
	Fabrikam Dental Group	lily.white@fabrikam.example	User	Active	No	No	Yes	14.5 GB
	Fabrikam Dental Group	megan.green@fabrikam.example	User	Active	No	No	No	16.2 GB
	Fabrikam Dental Group	megan.king@fabrikam.example	User	Active	No	No	No	4.9 GB
	Fabrikam Dental Group	noah.harris@fabrikam.example	User	Active	No	Yes	No	31.0 GB
	Fabrikam Dental Group	noah.wood@fabrikam.example	User	Active	No	Yes	No	26.6 GB

Flag	Client	Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Fabrikam Dental Group	olivia.taylor@fabrikam.example	User	Active	No	No	No	24.0 GB
	Fabrikam Dental Group	oscar.smith@fabrikam.example	User	Active	No	No	Yes	9.6 GB
	Fabrikam Dental Group	owen.khan@fabrikam.example	User	Active	No	No	Yes	10.7 GB
	Fabrikam Dental Group	owen.patel@fabrikam.example	User	Active	No	No	Yes	20.4 GB
	Fabrikam Dental Group	owen.robinson@fabrikam.example	User	Active	No	No	No	27.4 GB
	Fabrikam Dental Group	owen.scott@fabrikam.example	User	Active	No	No	No	18.2 GB
	Fabrikam Dental Group	owen.smith@fabrikam.example	User	Active	No	No	No	23.1 GB
	Fabrikam Dental Group	owen.turner@fabrikam.example	User	Active	No	Yes	No	31.2 GB
	Fabrikam Dental Group	priya.williams@fabrikam.example	User	Active	Yes	No	No	8.4 GB
	Fabrikam Dental Group	reception@fabrikam.example	Shared	Active	No	No	No	18.9 GB
	Fabrikam Dental Group	rhys.hall@fabrikam.example	User	Active	No	No	No	23.8 GB
	Fabrikam Dental Group	rhys.scott@fabrikam.example	User	Active	No	No	No	12.8 GB
	Fabrikam Dental Group	rhys.walker@fabrikam.example	User	Active	No	No	No	25.4 GB
	Fabrikam Dental Group	ruby.clark@fabrikam.example	User	Active	No	No	Yes	16.1 GB
	Fabrikam Dental Group	ruby.davies@fabrikam.example	User	Active	Yes	No	Yes	24.4 GB
	Fabrikam Dental Group	ruby.wood@fabrikam.example	User	Active	No	No	No	12.7 GB
	Fabrikam Dental Group	thomas.allen@fabrikam.example	User	Active	No	No	No	20.6 GB
	Fabrikam Dental Group	thomas.johnson@fabrikam.example	User	Active	Yes	No	No	10.4 GB
	Fabrikam Dental Group	thomas.robinson@fabrikam.example	User	Active	No	No	No	45.6 GB
	Fabrikam Dental Group	william.lewis@fabrikam.example	User	Active	No	No	No	12.9 GB
	Fabrikam Dental Group	william.wood@fabrikam.example	User	Active	No	No	Yes	2.1 GB
	Fabrikam Dental Group	zara.edwards@fabrikam.example	User	Active	No	No	No	19.2 GB
	Northwind Traders	aaron.watson@northwindtraders.example	User	Active	No	No	No	19.7 GB

Flag	Client	Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Northwind Traders	accounts@northwindtraders.example	Shared	Sign-in blocked	Yes	No	No	44.8 GB
	Northwind Traders	alfie.roberts@northwindtraders.example	User	Active	No	No	No	9.9 GB
	Northwind Traders	alfie.scott@northwindtraders.example	User	Active	No	No	No	22.4 GB
	Northwind Traders	amelia.watson@northwindtraders.example	User	Active	Yes	No	No	27.3 GB
	Northwind Traders	ann.patel@northwindtraders.example	User	Active	No	No	Yes	7.3 GB
	Northwind Traders	arthur.evans@northwindtraders.example	User	Active	No	No	No	4.9 GB
	Northwind Traders	boardroom@northwindtraders.example	Room	Sign-in blocked	No	No	No	102.4 MB
	Northwind Traders	ella.baker@northwindtraders.example	User	Active	No	No	No	21.0 GB
	Northwind Traders	ethan.green@northwindtraders.example	User	Active	No	No	Yes	10.1 GB
	Northwind Traders	george.roberts@northwindtraders.example	User	Active	No	Yes	No	15.6 GB
	Northwind Traders	george.robinson@northwindtraders.example	User	Active	No	No	No	11.4 GB
	Northwind Traders	grace.taylor@northwindtraders.example	User	Active	No	No	No	24.7 GB
	Northwind Traders	grace.wilson@northwindtraders.example	User	Active	No	No	No	9.3 GB
	Northwind Traders	hannah.patel@northwindtraders.example	User	Active	No	No	No	12.3 GB
	Northwind Traders	hannah.robinson@northwindtraders.example	User	Active	No	No	No	47.2 GB
	Northwind Traders	harry.lee@northwindtraders.example	User	Active	No	No	No	11.4 GB
	Northwind Traders	imogen.edwards@northwindtraders.example	User	Active	No	No	No	19.5 GB
	Northwind Traders	info@northwindtraders.example	Shared	Sign-in blocked	No	No	No	6.4 GB
	Northwind Traders	isla.evans@northwindtraders.example	User	Active	Yes	No	No	30.5 GB
	Northwind Traders	jacob.hughes@northwindtraders.example	User	Active	No	No	Yes	19.9 GB
	Northwind Traders	leo.evans@northwindtraders.example	User	Active	No	No	Yes	26.9 GB
	Northwind Traders	leo.morris@northwindtraders.example	User	Active	No	No	No	1.5 GB
	Northwind Traders	leo.wright@northwindtraders.example	User	Active	No	Yes	Yes	14.5 GB

Flag	Client	Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
	Northwind Traders	maya.martin@northwindtraders.example	User	Active	No	No	Yes	6.2 GB
	Northwind Traders	megan.lee@northwindtraders.example	User	Active	No	No	No	31.4 GB
	Northwind Traders	mia.hughes@northwindtraders.example	User	Active	No	No	No	20.4 GB
	Northwind Traders	olivia.scott@northwindtraders.example	User	Active	Yes	No	No	19.3 GB
	Northwind Traders	olivia.smith@northwindtraders.example	User	Active	No	No	No	45.6 GB
	Northwind Traders	owen.taylor@northwindtraders.example	User	Active	No	No	No	4.5 GB
	Northwind Traders	owen.white@northwindtraders.example	User	Active	No	Yes	No	28.3 GB
	Northwind Traders	reception@northwindtraders.example	Shared	Active	No	No	No	18.9 GB
	Northwind Traders	rhys.clark@northwindtraders.example	User	Active	No	No	Yes	5.5 GB
	Northwind Traders	rhys.moore@northwindtraders.example	User	Active	No	No	No	2.5 GB
Medium	Northwind Traders	robert.hughes@northwindtraders.example	User	Sign-in blocked	No	No	No	19.2 GB
	Northwind Traders	ruby.hill@northwindtraders.example	User	Active	No	No	No	14.5 GB
	Northwind Traders	ruby.taylor@northwindtraders.example	User	Active	No	No	Yes	9.7 GB
	Northwind Traders	sophie.smith@northwindtraders.example	User	Active	Yes	No	Yes	29.7 GB
	Northwind Traders	thomas.clarke@northwindtraders.example	User	Active	No	No	No	23.7 GB
	Northwind Traders	zara.jackson@northwindtraders.example	User	Active	No	No	No	8.3 GB

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