

All clients

PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

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

Large mailboxes without an archive 9

3 mailboxes without an archive are over 80% of quota (or over 40 GB). Turning on the archive moves old mail out of the mailbox before sending stops.

Flag	Client	Mailbox	Type	Mailbox size	Stops sending at	Used
● Low	Contoso Legal LLP	accounts@contoso.example	Shared	44.8 GB	49.5 GB	91%
● Low	Contoso Legal LLP	evie.davis@contoso.example	User	47.2 GB	49.5 GB	95%
● Low	Contoso Legal LLP	oliver.hill@contoso.example	User	45.6 GB	49.5 GB	92%
● Low	Fabrikam Dental Group	accounts@fabrikam.example	Shared	44.8 GB	49.5 GB	91%
● Low	Fabrikam Dental Group	aisha.brown@fabrikam.example	User	47.2 GB	49.5 GB	95%
● Low	Fabrikam Dental Group	thomas.robinson@fabrikam.example	User	45.6 GB	49.5 GB	92%
● Low	Northwind Traders	accounts@northwindtraders.example	Shared	44.8 GB	49.5 GB	91%
● Low	Northwind Traders	hannah.robinson@northwindtraders.example	User	47.2 GB	49.5 GB	95%
● Low	Northwind Traders	olivia.smith@northwindtraders.example	User	45.6 GB	49.5 GB	92%