

All clients

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	15 Oct 2026	15 Oct 2026, 04:00 UTC	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.

Filtered view. Large mailboxes without an archive: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

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	Type	Mailbox size	Stops sending at	Used
● Low	Contoso Legal LLP	Shared	44.8 GB	49.5 GB	91%
● Low	Contoso Legal LLP	User	47.2 GB	49.5 GB	95%
● Low	Contoso Legal LLP	User	45.6 GB	49.5 GB	92%
● Low	Fabrikam Dental Group	Shared	44.8 GB	49.5 GB	91%
● Low	Fabrikam Dental Group	User	47.2 GB	49.5 GB	95%
● Low	Fabrikam Dental Group	User	45.6 GB	49.5 GB	92%
● Low	Northwind Traders	Shared	44.8 GB	49.5 GB	91%
● Low	Northwind Traders	User	47.2 GB	49.5 GB	95%
● Low	Northwind Traders	User	45.6 GB	49.5 GB	92%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 15 Oct 2026, 04:00 UTC.