MAILBOX HOLDS AND ARCHIVING: LARGE MAILBOXES WITHOUT AN ARCHIVE

# All clients

Harbour IT

| PREPARED BY | DATE | CLIENTS |
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| 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.

## 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% |

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, 04:00 UTC.