MAILBOX HOLDS AND ARCHIVING: LEAVERS WITHOUT A HOLD

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.

Leavers without a hold 3

3 to review

1 mailbox of people who seem to have left is on no hold: not litigation hold, and no retention policy or eDiscovery hold that keeps mail. A hold keeps every message, including deleted ones, after the leaver's licence is removed or the mailbox is converted; without one, mail can be deleted and is gone for good once the licence goes. If the client needs to keep a leaver's mail, put the mailbox on hold (Exchange admin centre, Recipients > Mailboxes > the mailbox > Others > Manage litigation hold) before removing the licence.

Flag	Client	Mailbox	Type	Why it looks like a leaver	Archive	Mailbox size
Medium	Contoso Legal LLP	bobby.marsh@contoso.example	User	Sign-in blocked	No	25.0 GB
Medium	Fabrikam Dental Group	ben.okafor@fabrikam.example	User	Sign-in blocked	No	7.4 GB
Medium	Northwind Traders	robert.hughes@northwindtraders.example	User	Sign-in blocked	No	19.2 GB

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