



All clients

PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

Every mailbox's size against its quota, largest share of quota first.

Filtered view. Mailboxes by size: 9 of 121 rows, Flag is Medium, 1 column hidden. The headline figures cover every row.

Mailboxes by size 9 9 to review

473.7 GB across 23 mailboxes. 3 are over 90% of quota: turn on the archive or clear old mail before sending stops.

Largest mailboxes

aisha.brown@fabrikam.example		47.2 GB
evie.davis@contoso.example		47.2 GB
hannah.robinson@northwindtraders.example		47.2 GB
oliver.hill@contoso.example		45.6 GB
olivia.smith@northwindtraders.example		45.6 GB
thomas.robinson@fabrikam.example		45.6 GB
accounts@contoso.example		44.8 GB
accounts@fabrikam.example		44.8 GB

Flag	Client	Mailbox	Type	Size	Stops sending at	Used	Recoverable items	Archive	Litigation hold
● Medium	Contoso Legal LLP	evie.davis@contoso.example	User	47.2 GB	49.5 GB	95%	2.4 GB	No	–
● Medium	Contoso Legal LLP	oliver.hill@contoso.example	User	45.6 GB	49.5 GB	92%	2.3 GB	No	–
● Medium	Contoso Legal LLP	accounts@contoso.example	Shared	44.8 GB	49.5 GB	91%	0 bytes	No	–

Flag	Client	Mailbox	Type	Size	Stops sending at	Used	Recoverable items	Archive	Litigation hold
● Medium	Fabrikam Dental Group	aisha.brown@fabrikam.example	User	47.2 GB	49.5 GB	95%	2.4 GB	No	–
● Medium	Fabrikam Dental Group	thomas.robinson@fabrikam.example	User	45.6 GB	49.5 GB	92%	2.3 GB	No	–
● Medium	Fabrikam Dental Group	accounts@fabrikam.example	Shared	44.8 GB	49.5 GB	91%	0 bytes	No	–
● Medium	Northwind Traders	hannah.robinson@northwindtraders.example	User	47.2 GB	49.5 GB	95%	2.4 GB	No	–
● Medium	Northwind Traders	olivia.smith@northwindtraders.example	User	45.6 GB	49.5 GB	92%	2.3 GB	No	–
● Medium	Northwind Traders	accounts@northwindtraders.example	Shared	44.8 GB	49.5 GB	91%	0 bytes	No	–

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.