

All clients



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 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: 1 of 121 rows, Mailbox is olivia.smith@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Mailboxes by size 1 1 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

olivia.smith@northwindtraders.example

45.6 GB

Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
● Medium	olivia.smith@northwindtraders.example	User	45.6 GB	49.5 GB	92%	109440	2.3 GB	No	–

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.