

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Which mailboxes are on litigation hold or have an archive, leavers' mailboxes that aren't held, and large mailboxes that need an archive.

Mailboxes on litigation hold

0 of 40

Mail kept even if deleted

Archive turned on

9 of 40

Mailboxes with an online archive

Leavers' mailboxes without a hold

1

Blocked or converted, not on hold

Every mailbox 40 1 to review

0 of 40 mailboxes are on litigation hold and 9 have an archive turned on.

Flag	Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
	aaron.watson@northwindtraders.example	User	Active	No	No	19.7 GB
	accounts@northwindtraders.example	Shared	Not found in the directory	No	No	44.8 GB
	alfie.roberts@northwindtraders.example	User	Active	No	No	9.9 GB
	alfie.scott@northwindtraders.example	User	Active	No	No	22.4 GB
	amelia.watson@northwindtraders.example	User	Active	No	No	27.3 GB
	ann.patel@northwindtraders.example	User	Active	No	Yes	7.3 GB
	arthur.evans@northwindtraders.example	User	Active	No	No	4.9 GB
	boardroom@northwindtraders.example	Room	Not found in the directory	No	No	102.4 MB
	ella.baker@northwindtraders.example	User	Active	No	No	21.0 GB

Flag	Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
	ethan.green@northwindtraders.example	User	Active	No	Yes	10.1 GB
	george.roberts@northwindtraders.example	User	Active	No	No	15.6 GB
	george.robinson@northwindtraders.example	User	Active	No	No	11.4 GB
	grace.taylor@northwindtraders.example	User	Active	No	No	24.7 GB
	grace.wilson@northwindtraders.example	User	Active	No	No	9.3 GB
	hannah.patel@northwindtraders.example	User	Active	No	No	12.3 GB
	hannah.robinson@northwindtraders.example	User	Active	No	No	47.2 GB
	harry.lee@northwindtraders.example	User	Active	No	No	11.4 GB
	imogen.edwards@northwindtraders.example	User	Active	No	No	19.5 GB
	info@northwindtraders.example	Shared	Not found in the directory	No	No	6.4 GB
	isla.evans@northwindtraders.example	User	Active	No	No	30.5 GB
	jacob.hughes@northwindtraders.example	User	Active	No	Yes	19.9 GB
	leo.evans@northwindtraders.example	User	Active	No	Yes	26.9 GB
	leo.morris@northwindtraders.example	User	Active	No	No	1.5 GB
	leo.wright@northwindtraders.example	User	Active	No	Yes	14.5 GB
	maya.martin@northwindtraders.example	User	Active	No	Yes	6.2 GB
	megan.lee@northwindtraders.example	User	Active	No	No	31.4 GB
	mia.hughes@northwindtraders.example	User	Active	No	No	20.4 GB
	olivia.scott@northwindtraders.example	User	Active	No	No	19.3 GB
	olivia.smith@northwindtraders.example	User	Active	No	No	45.6 GB
	owen.taylor@northwindtraders.example	User	Active	No	No	4.5 GB
	owen.white@northwindtraders.example	User	Active	No	No	28.3 GB
	reception@northwindtraders.example	Shared	Not found in the directory	No	No	18.9 GB

Flag	Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
	rhys.clark@northwindtraders.example	User	Active	No	Yes	5.5 GB
	rhys.moore@northwindtraders.example	User	Active	No	No	2.5 GB
● Medium	robert.hughes@northwindtraders.example	User	Sign-in blocked	No	No	19.2 GB
	ruby.hill@northwindtraders.example	User	Active	No	No	14.5 GB
	ruby.taylor@northwindtraders.example	User	Active	No	Yes	9.7 GB
	sophie.smith@northwindtraders.example	User	Active	No	Yes	29.7 GB
	thomas.clarke@northwindtraders.example	User	Active	No	No	23.7 GB
	zara.jackson@northwindtraders.example	User	Active	No	No	8.3 GB

Leavers without a hold 1 1 to review

1 mailbox of people who seem to have left is not on litigation hold. 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	Mailbox	Type	Why it looks like a leaver	Archive	Mailbox size
● Medium	robert.hughes@northwindtraders.example	User	Sign-in blocked	No	19.2 GB

Large mailboxes without an archive 3

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	Mailbox	Type	Mailbox size	Stops sending at	Used
● Low	accounts@northwindtraders.example	Shared	44.8 GB	49.5 GB	91%
● Low	hannah.robinson@northwindtraders.example	User	47.2 GB	49.5 GB	95%
● Low	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 11 Oct 2026, 20:31 UTC.