

Northwind Traders



PREPARED BY
Harbour IT

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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.

Filtered view. Every mailbox: 39 of 40 rows, Flag is No flag. The headline figures cover every row.

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 39

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

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

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
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
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

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
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
rhys.clark@northwindtraders.example	User	Active	No	Yes	5.5 GB
rhys.moore@northwindtraders.example	User	Active	No	No	2.5 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%

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