MAILBOX HOLDS AND ARCHIVING

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 10:48 UTC | 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: 1 of 40 rows, Mailbox is arthur.evans@northwindtraders.example. Large mailboxes without an archive: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Mailboxes on litigation hold
**5 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, on no hold

## Every mailbox 1

5 of 40 mailboxes are on litigation hold, 3 are kept by a retention policy or eDiscovery hold, and 9 have an archive turned on.

| Mailbox | Type | Account | Litigation hold | Retention or eDiscovery hold | Archive | Mailbox size |
|---|---|---|---|---|---|---|
| arthur.evans@northwindtraders.example | User | Active | No | No | No | 4.9 GB |

## Leavers without a hold 1 1 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 | 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 | Type | Mailbox size | Stops sending at | Used |
|---|---|---|---|---|
| Low | Shared | 44.8 GB | 49.5 GB | 91% |
| Low | User | 47.2 GB | 49.5 GB | 95% |
| Low | User | 45.6 GB | 49.5 GB | 92% |

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