MAILBOX HOLDS AND ARCHIVING

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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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 olivia.smith@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
olivia.smith@northwindtraders.example	User	Active	No	No	No	45.6 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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