MAILBOX HOLDS AND ARCHIVING

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 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 reception@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
reception@northwindtraders.example	Shared	Active	No	No	No	18.9 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	Mailbox	Type	Mailbox size	Stops sending at
Low	accounts@northwindtraders.example	Shared	44.8 GB	49.5 GB
Low	hannah.robinson@northwindtraders.example	User	47.2 GB	49.5 GB
Low	olivia.smith@northwindtraders.example	User	45.6 GB	49.5 GB

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