

# Northwind Traders



PREPARED BY  
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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: 1 of 40 rows, Mailbox is rhys.moore@northwindtraders.example. 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 1

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

| Mailbox                             | Type | Account | Litigation hold | Archive | Mailbox size |
|-------------------------------------|------|---------|-----------------|---------|--------------|
| rhys.moore@northwindtraders.example | User | Active  | No              | No      | 2.5 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%  |