

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 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: 40 of 40 rows, 1 column hidden. 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 40 1 to review

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

Flag	Mailbox	Type	Litigation hold	Archive	Mailbox size
	aaron.watson@northwindtraders.example	User	No	No	19.7 GB
	accounts@northwindtraders.example	Shared	No	No	44.8 GB
	alfie.roberts@northwindtraders.example	User	No	No	9.9 GB
	alfie.scott@northwindtraders.example	User	No	No	22.4 GB
	amelia.watson@northwindtraders.example	User	No	No	27.3 GB
	ann.patel@northwindtraders.example	User	No	Yes	7.3 GB
	arthur.evans@northwindtraders.example	User	No	No	4.9 GB
	boardroom@northwindtraders.example	Room	No	No	102.4 MB
	ella.baker@northwindtraders.example	User	No	No	21.0 GB
	ethan.green@northwindtraders.example	User	No	Yes	10.1 GB
	george.roberts@northwindtraders.example	User	No	No	15.6 GB
	george.robinson@northwindtraders.example	User	No	No	11.4 GB
	grace.taylor@northwindtraders.example	User	No	No	24.7 GB
	grace.wilson@northwindtraders.example	User	No	No	9.3 GB
	hannah.patel@northwindtraders.example	User	No	No	12.3 GB

Flag	Mailbox	Type	Litigation hold	Archive	Mailbox size
	hannah.robinson@northwindtraders.example	User	No	No	47.2 GB
	harry.lee@northwindtraders.example	User	No	No	11.4 GB
	imogen.edwards@northwindtraders.example	User	No	No	19.5 GB
	info@northwindtraders.example	Shared	No	No	6.4 GB
	isla.evans@northwindtraders.example	User	No	No	30.5 GB
	jacob.hughes@northwindtraders.example	User	No	Yes	19.9 GB
	leo.evans@northwindtraders.example	User	No	Yes	26.9 GB
	leo.morris@northwindtraders.example	User	No	No	1.5 GB
	leo.wright@northwindtraders.example	User	No	Yes	14.5 GB
	maya.martin@northwindtraders.example	User	No	Yes	6.2 GB
	megan.lee@northwindtraders.example	User	No	No	31.4 GB
	mia.hughes@northwindtraders.example	User	No	No	20.4 GB
	olivia.scott@northwindtraders.example	User	No	No	19.3 GB
	olivia.smith@northwindtraders.example	User	No	No	45.6 GB
	owen.taylor@northwindtraders.example	User	No	No	4.5 GB
	owen.white@northwindtraders.example	User	No	No	28.3 GB
	reception@northwindtraders.example	Shared	No	No	18.9 GB
	rhys.clark@northwindtraders.example	User	No	Yes	5.5 GB
	rhys.moore@northwindtraders.example	User	No	No	2.5 GB
● Medium	robert.hughes@northwindtraders.example	User	No	No	19.2 GB
	ruby.hill@northwindtraders.example	User	No	No	14.5 GB
	ruby.taylor@northwindtraders.example	User	No	Yes	9.7 GB
	sophie.smith@northwindtraders.example	User	No	Yes	29.7 GB
	thomas.clarke@northwindtraders.example	User	No	No	23.7 GB
	zara.jackson@northwindtraders.example	User	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%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.