

Northwind Traders



PREPARED BY
Harbour IT

DATE
11 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Every mailbox's size against its quota, largest share of quota first.

Total size

706.5 GB

Across 40 mailboxes



Over 90% of quota

3

Sending stops at 100%



Largest

47.2 GB

Mailboxes by size 40 3 to review

706.5 GB across 40 mailboxes. 3 are over 90% of quota: turn on the archive or clear old mail before sending stops.

Largest mailboxes

hannah.robinson@northwindtraders.example		47.2 GB
olivia.smith@northwindtraders.example		45.6 GB
accounts@northwindtraders.example		44.8 GB
megan.lee@northwindtraders.example		31.4 GB
isla.evans@northwindtraders.example		30.5 GB
sophie.smith@northwindtraders.example		29.7 GB
owen.white@northwindtraders.example		28.3 GB
amelia.watson@northwindtraders.example		27.3 GB

Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
● Medium	hannah.robinson@northwindtraders.example	User	47.2 GB	49.5 GB	95%	113280	2.4 GB	No	–

Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
● Medium	olivia.smith@northwindtraders.example	User	45.6 GB	49.5 GB	92%	109440	2.3 GB	No	–
● Medium	accounts@northwindtraders.example	Shared	44.8 GB	49.5 GB	91%	134400	0 bytes	No	–
	megan.lee@northwindtraders.example	User	31.4 GB	49.5 GB	63%	75369	1.6 GB	No	–
	isla.evans@northwindtraders.example	User	30.5 GB	49.5 GB	62%	73169	1.5 GB	No	–
	sophie.smith@northwindtraders.example	User	29.7 GB	49.5 GB	60%	71261	1.5 GB	Yes	–
	owen.white@northwindtraders.example	User	28.3 GB	49.5 GB	57%	67853	1.4 GB	No	–
	amelia.watson@northwindtraders.example	User	27.3 GB	49.5 GB	55%	65604	1.4 GB	No	–
	leo.evans@northwindtraders.example	User	26.9 GB	49.5 GB	54%	64519	1.3 GB	Yes	–
	grace.taylor@northwindtraders.example	User	24.7 GB	49.5 GB	50%	59233	1.2 GB	No	–
	thomas.clarke@northwindtraders.example	User	23.7 GB	49.5 GB	48%	56866	1.2 GB	No	–
	alfie.scott@northwindtraders.example	User	22.4 GB	49.5 GB	45%	53834	1.1 GB	No	–
	ella.baker@northwindtraders.example	User	21.0 GB	49.5 GB	42%	50457	1.1 GB	No	–
	mia.hughes@northwindtraders.example	User	20.4 GB	49.5 GB	41%	48877	1.0 GB	No	–
	jacob.hughes@northwindtraders.example	User	19.9 GB	49.5 GB	40%	47780	1019.3 MB	Yes	–
	aaron.watson@northwindtraders.example	User	19.7 GB	49.5 GB	40%	47233	1007.7 MB	No	–
	imogen.edwards@northwindtraders.example	User	19.5 GB	49.5 GB	39%	46840	999.3 MB	No	–
	olivia.scott@northwindtraders.example	User	19.3 GB	49.5 GB	39%	46358	989.0 MB	No	–
	robert.hughes@northwindtraders.example	User	19.2 GB	49.5 GB	39%	46129	984.1 MB	No	–
	reception@northwindtraders.example	Shared	18.9 GB	49.5 GB	38%	56699	0 bytes	No	–
	george.roberts@northwindtraders.example	User	15.6 GB	49.5 GB	32%	37545	801.0 MB	No	–
	leo.wright@northwindtraders.example	User	14.5 GB	49.5 GB	29%	34890	744.3 MB	Yes	–
	ruby.hill@northwindtraders.example	User	14.5 GB	49.5 GB	29%	34862	743.7 MB	No	–
	hannah.patel@northwindtraders.example	User	12.3 GB	49.5 GB	25%	29591	631.3 MB	No	–

Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
	george.robinson@northwindtraders.example	User	11.4 GB	49.5 GB	23%	27443	585.5 MB	No	–
	harry.lee@northwindtraders.example	User	11.4 GB	49.5 GB	23%	27330	583.0 MB	No	–
	ethan.green@northwindtraders.example	User	10.1 GB	49.5 GB	20%	24269	517.7 MB	Yes	–
	alfie.roberts@northwindtraders.example	User	9.9 GB	49.5 GB	20%	23646	504.5 MB	No	–
	ruby.taylor@northwindtraders.example	User	9.7 GB	49.5 GB	20%	23255	496.1 MB	Yes	–
	grace.wilson@northwindtraders.example	User	9.3 GB	49.5 GB	19%	22215	473.9 MB	No	–
	zara.jackson@northwindtraders.example	User	8.3 GB	49.5 GB	17%	20021	427.1 MB	No	–
	ann.patel@northwindtraders.example	User	7.3 GB	49.5 GB	15%	17495	373.2 MB	Yes	–
	info@northwindtraders.example	Shared	6.4 GB	49.5 GB	13%	19200	0 bytes	No	–
	maya.martin@northwindtraders.example	User	6.2 GB	49.5 GB	12%	14805	315.9 MB	Yes	–
	rhys.clark@northwindtraders.example	User	5.5 GB	49.5 GB	11%	13260	282.9 MB	Yes	–
	arthur.evans@northwindtraders.example	User	4.9 GB	49.5 GB	10%	11852	252.9 MB	No	–
	owen.taylor@northwindtraders.example	User	4.5 GB	49.5 GB	9%	10773	229.8 MB	No	–
	rhys.moore@northwindtraders.example	User	2.5 GB	49.5 GB	5%	5981	127.6 MB	No	–
	leo.morris@northwindtraders.example	User	1.5 GB	49.5 GB	3%	3673	78.4 MB	No	–
	boardroom@northwindtraders.example	Room	102.4 MB	49.5 GB	Under 1%	300	0 bytes	No	–

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.