

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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

Filtered view. Mailboxes by size: 3 of 40 rows, Flag is Medium. The headline figures cover every row.

Total size

706.5 GB

Across 40 mailboxes



Over 90% of quota

3

Sending stops at 100%



Largest

47.2 GB

Mailboxes by size 3 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

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	–
● 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	–

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.