MAILBOX SIZE

Northwind Traders

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 18:57 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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

Filtered view. Mailboxes by size: 1 of 40 rows, Mailbox is alfie.scott@northwindtraders.example, 1 column hidden. 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 1

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

alfie.scott@northwindtraders.example  22.4 GB

Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Litigation hold
alfie.scott@northwindtraders.example	User	22.4 GB	49.5 GB	45%	53834	1.1 GB	No

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 18:57 UTC.