

Northwind Traders



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 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 olivia.smith@northwindtraders.example. 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 1 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

olivia.smith@northwindtraders.example

45.6 GB

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	–

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.