

Northwind Traders



PREPARED BY
Harbour IT

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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 sophie.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

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

sophie.smith@northwindtraders.example

29.7 GB

Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
sophie.smith@northwindtraders.example	User	29.7 GB	49.5 GB	60%	71261	1.5 GB	Yes	–