

Fabrikam Dental Group



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DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:32 UTC

MICROSOFT 365 TENANT
fabrikam.onmicrosoft.com

Which mailboxes are on litigation hold or have an archive, leavers' mailboxes that aren't held, and large mailboxes that need an archive.

Filtered view. Every mailbox: 53 of 58 rows, Account is Active. Large mailboxes without an archive: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Mailboxes on litigation hold

0 of 58

Mail kept even if deleted

Archive turned on

14 of 58

Mailboxes with an online archive

Leavers' mailboxes without a hold

1

Blocked or converted, not on hold

Every mailbox 53

0 of 58 mailboxes are on litigation hold and 14 have an archive turned on.

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
aaron.smith@fabrikam.example	User	Active	No	No	15.5 GB
aisha.brown@fabrikam.example	User	Active	No	No	47.2 GB
amelia.jackson@fabrikam.example	User	Active	No	Yes	8.7 GB
amelia.khan@fabrikam.example	User	Active	No	No	12.2 GB
anna.kowalski@fabrikam.example	User	Active	No	Yes	15.0 GB
arthur.lee@fabrikam.example	User	Active	No	No	4.9 GB

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
arthur.williams@fabrikam.example	User	Active	No	No	3.9 GB
ava.jackson@fabrikam.example	User	Active	No	No	30.1 GB
ava.moore@fabrikam.example	User	Active	No	Yes	18.1 GB
ava.thomas@fabrikam.example	User	Active	No	No	16.1 GB
callum.turner@fabrikam.example	User	Active	No	No	27.7 GB
chloe.jackson@fabrikam.example	User	Active	No	No	3.9 GB
ella.evans@fabrikam.example	User	Active	No	No	17.2 GB
ella.hughes@fabrikam.example	User	Active	No	No	2.7 GB
ethan.jones@fabrikam.example	User	Active	No	Yes	12.6 GB
freya.evans@fabrikam.example	User	Active	No	Yes	12.3 GB
george.baker@fabrikam.example	User	Active	No	No	7.1 GB
george.walker@fabrikam.example	User	Active	No	Yes	20.2 GB
george.williams@fabrikam.example	User	Active	No	No	23.6 GB
henry.roberts@fabrikam.example	User	Active	No	No	18.5 GB
isla.scott@fabrikam.example	User	Active	No	No	30.9 GB
jack.lee@fabrikam.example	User	Active	No	Yes	22.3 GB
jack.roberts@fabrikam.example	User	Active	No	No	21.5 GB
jack.ward@fabrikam.example	User	Active	No	No	18.8 GB
leo.harrison@fabrikam.example	User	Active	No	No	28.2 GB
lily.khan@fabrikam.example	User	Active	No	No	23.6 GB
lily.watson@fabrikam.example	User	Active	No	No	8.0 GB
lily.white@fabrikam.example	User	Active	No	Yes	14.5 GB
megan.green@fabrikam.example	User	Active	No	No	16.2 GB

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
megan.king@fabrikam.example	User	Active	No	No	4.9 GB
noah.harris@fabrikam.example	User	Active	No	No	31.0 GB
noah.wood@fabrikam.example	User	Active	No	No	26.6 GB
olivia.taylor@fabrikam.example	User	Active	No	No	24.0 GB
oscar.smith@fabrikam.example	User	Active	No	Yes	9.6 GB
owen.khan@fabrikam.example	User	Active	No	Yes	10.7 GB
owen.patel@fabrikam.example	User	Active	No	Yes	20.4 GB
owen.robinson@fabrikam.example	User	Active	No	No	27.4 GB
owen.scott@fabrikam.example	User	Active	No	No	18.2 GB
owen.smith@fabrikam.example	User	Active	No	No	23.1 GB
owen.turner@fabrikam.example	User	Active	No	No	31.2 GB
priya.williams@fabrikam.example	User	Active	No	No	8.4 GB
rhys.hall@fabrikam.example	User	Active	No	No	23.8 GB
rhys.scott@fabrikam.example	User	Active	No	No	12.8 GB
rhys.walker@fabrikam.example	User	Active	No	No	25.4 GB
ruby.clark@fabrikam.example	User	Active	No	Yes	16.1 GB
ruby.davies@fabrikam.example	User	Active	No	Yes	24.4 GB
ruby.wood@fabrikam.example	User	Active	No	No	12.7 GB
thomas.allen@fabrikam.example	User	Active	No	No	20.6 GB
thomas.johnson@fabrikam.example	User	Active	No	No	10.4 GB
thomas.robinson@fabrikam.example	User	Active	No	No	45.6 GB
william.lewis@fabrikam.example	User	Active	No	No	12.9 GB
william.wood@fabrikam.example	User	Active	No	Yes	2.1 GB

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
zara.edwards@fabrikam.example	User	Active	No	No	19.2 GB

Leavers without a hold 1 1 to review

1 mailbox of people who seem to have left is not on litigation hold. A hold keeps every message, including deleted ones, after the leaver's licence is removed or the mailbox is converted; without one, mail can be deleted and is gone for good once the licence goes. If the client needs to keep a leaver's mail, put the mailbox on hold (Exchange admin centre, Recipients > Mailboxes > the mailbox > Others > Manage litigation hold) before removing the licence.

Flag	Mailbox	Type	Why it looks like a leaver	Archive	Mailbox size
● Medium	ben.okafor@fabrikam.example	User	Sign-in blocked	No	7.4 GB

Large mailboxes without an archive 3

3 mailboxes without an archive are over 80% of quota (or over 40 GB). Turning on the archive moves old mail out of the mailbox before sending stops.

Flag	Mailbox	Type	Mailbox size	Stops sending at
● Low	accounts@fabrikam.example	Shared	44.8 GB	49.5 GB
● Low	aisha.brown@fabrikam.example	User	47.2 GB	49.5 GB
● Low	thomas.robinson@fabrikam.example	User	45.6 GB	49.5 GB