MAILBOX HOLDS AND ARCHIVING

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	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: 57 of 58 rows, Flag is No flag, 1 column hidden. The headline figures cover every row.

Mailboxes on litigation hold
7 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, on no hold

Every mailbox 57

7 of 58 mailboxes are on litigation hold, 4 are kept by a retention policy or eDiscovery hold, and 14 have an archive turned on.

Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Mailbox size
aaron.smith@fabrikam.example	User	Active	No	No	15.5 GB
accounts@fabrikam.example	Shared	Sign-in blocked	Yes	No	44.8 GB
aisha.brown@fabrikam.example	User	Active	No	No	47.2 GB
amelia.jackson@fabrikam.example	User	Active	No	No	8.7 GB
amelia.khan@fabrikam.example	User	Active	No	No	12.2 GB
anna.kowalski@fabrikam.example	User	Active	No	No	15.0 GB

Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Mailbox size
arthur.lee@fabrikam.example	User	Active	No	No	4.9 GB
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
boardroom@fabrikam.example	Room	Sign-in blocked	No	No	102.4 MB
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	Yes	No	2.7 GB
ethan.jones@fabrikam.example	User	Active	No	No	12.6 GB
freya.evans@fabrikam.example	User	Active	No	No	12.3 GB
george.baker@fabrikam.example	User	Active	No	No	7.1 GB
george.walker@fabrikam.example	User	Active	No	No	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
info@fabrikam.example	Shared	Sign-in blocked	No	No	6.4 GB
isla.scott@fabrikam.example	User	Active	No	No	30.9 GB
jack.lee@fabrikam.example	User	Active	Yes	No	22.3 GB
jack.roberts@fabrikam.example	User	Active	No	No	21.5 GB
jack.ward@fabrikam.example	User	Active	Yes	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

Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Mailbox size
lily.watson@fabrikam.example	User	Active	No	No	8.0 GB
lily.white@fabrikam.example	User	Active	No	No	14.5 GB
megan.green@fabrikam.example	User	Active	No	No	16.2 GB
megan.king@fabrikam.example	User	Active	No	No	4.9 GB
noah.harris@fabrikam.example	User	Active	No	Yes	31.0 GB
noah.wood@fabrikam.example	User	Active	No	Yes	26.6 GB
olivia.taylor@fabrikam.example	User	Active	No	No	24.0 GB
oscar.smith@fabrikam.example	User	Active	No	No	9.6 GB
owen.khan@fabrikam.example	User	Active	No	No	10.7 GB
owen.patel@fabrikam.example	User	Active	No	No	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	Yes	31.2 GB
priya.williams@fabrikam.example	User	Active	Yes	No	8.4 GB
reception@fabrikam.example	Shared	Active	No	No	18.9 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	No	16.1 GB
ruby.davies@fabrikam.example	User	Active	Yes	No	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

Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Mailbox size
thomas.johnson@fabrikam.example	User	Active	Yes	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	No	2.1 GB
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 on no hold: not litigation hold, and no retention policy or eDiscovery hold that keeps mail. 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	Used
Low	accounts@fabrikam.example	Shared	44.8 GB	49.5 GB	91%
Low	aisha.brown@fabrikam.example	User	47.2 GB	49.5 GB	95%
Low	thomas.robinson@fabrikam.example	User	45.6 GB	49.5 GB	92%

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, 10:48 UTC.