MAILBOX HOLDS AND ARCHIVING

# Fabrikam Dental Group

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
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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: 1 of 58 rows, Mailbox is jack.ward@fabrikam.example, 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 1

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.

| Type | Account | Litigation hold | Retention or eDiscovery hold | Archive | Mailbox size |
|---|---|---|---|---|---|
| User | Active | Yes | No | No | 18.8 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% |

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