MAILBOX HOLDS AND ARCHIVING

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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 leo.harrison@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.

Mailbox	Type	Account	Retention or eDiscovery hold	Archive	Mailbox size
leo.harrison@fabrikam.example	User	Active	No	No	28.2 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%

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