

Fabrikam Dental Group



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 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: 1 of 58 rows, Mailbox is lily.watson@fabrikam.example. 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
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Every mailbox 1

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

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
lily.watson@fabrikam.example	User	Active	No	No	8.0 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	Type	Mailbox size	Stops sending at	Used
● Low	Shared	44.8 GB	49.5 GB	91%
● Low	User	47.2 GB	49.5 GB	95%
● Low	User	45.6 GB	49.5 GB	92%

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