

Fabrikam Dental Group



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 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: 54 of 58 rows, Type is User. 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 54 1 to review

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

Flag	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

Flag	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
● Medium	ben.okafor@fabrikam.example	User	Sign-in blocked	No	No	7.4 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

Flag	Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
	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	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

Flag	Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
	william.wood@fabrikam.example	User	Active	No	Yes	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 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	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%