

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	contoso.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: 22 of 23 rows, Flag is No flag. The headline figures cover every row.

Mailboxes on litigation hold

0 of 23

Mail kept even if deleted

Archive turned on

5 of 23

Mailboxes with an online archive

Leavers' mailboxes without a hold

1

Blocked or converted, not on hold

Every mailbox 22

0 of 23 mailboxes are on litigation hold and 5 have an archive turned on.

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
accounts@contoso.example	Shared	Not found in the directory	No	No	44.8 GB
annabel.fraser@contoso.example	User	Active	No	Yes	13.1 GB
boardroom@contoso.example	Room	Not found in the directory	No	No	102.4 MB
ella.thomas@contoso.example	User	Active	No	Yes	26.6 GB
evie.davis@contoso.example	User	Active	No	No	47.2 GB
info@contoso.example	Shared	Not found in the directory	No	No	6.4 GB

Mailbox	Type	Account	Litigation hold	Archive	Mailbox size
jack.white@contoso.example	User	Active	No	Yes	22.3 GB
jacob.johnson@contoso.example	User	Active	No	No	7.5 GB
joseph.morris@contoso.example	User	Active	No	No	25.1 GB
lily.harrison@contoso.example	User	Active	No	Yes	26.6 GB
megan.smith@contoso.example	User	Active	No	No	26.9 GB
noah.clark@contoso.example	User	Active	No	No	21.2 GB
oliver.hill@contoso.example	User	Active	No	No	45.6 GB
olivia.ward@contoso.example	User	Active	No	No	12.5 GB
olivia.wilson@contoso.example	User	Active	No	No	24.6 GB
owen.taylor@contoso.example	User	Active	No	No	18.8 GB
priya.hughes@contoso.example	User	Active	No	No	28.1 GB
reception@contoso.example	Shared	Not found in the directory	No	No	18.9 GB
rhys.evans@contoso.example	User	Active	No	Yes	3.0 GB
sophie.taylor@contoso.example	User	Active	No	No	23.4 GB
william.allen@contoso.example	User	Active	No	No	4.1 GB
william.clark@contoso.example	User	Active	No	No	2.1 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	bobby.marsh@contoso.example	User	Sign-in blocked	No	25.0 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@contoso.example	Shared	44.8 GB	49.5 GB	91%
● Low	evie.davis@contoso.example	User	47.2 GB	49.5 GB	95%
● Low	oliver.hill@contoso.example	User	45.6 GB	49.5 GB	92%

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