MAILBOX HOLDS AND ARCHIVING

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 18:57 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: 1 of 23 rows, Mailbox is olivia.wilson@contoso.example. The headline figures cover every row.

Mailboxes on litigation hold
3 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, on no hold

Every mailbox 1

3 of 23 mailboxes are on litigation hold, 1 is kept by a retention policy or eDiscovery hold, and 5 have an archive turned on.

Mailbox	Type	Account	Litigation hold	Retention or eDiscovery hold	Archive	Mailbox size
olivia.wilson@contoso.example	User	Active	No	No	No	24.6 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	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%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 18:57 UTC.