

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
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: 3 of 23 rows, Type is Shared. 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 3

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
info@contoso.example	Shared	Not found in the directory	No	No	6.4 GB
reception@contoso.example	Shared	Not found in the directory	No	No	18.9 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%