

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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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: 23 of 23 rows, 1 column hidden. 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 23 1 to review

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

Flag	Mailbox	Type	Litigation hold	Archive	Mailbox size
	accounts@contoso.example	Shared	No	No	44.8 GB
	annabel.fraser@contoso.example	User	No	Yes	13.1 GB
	boardroom@contoso.example	Room	No	No	102.4 MB
● Medium	bobby.marsh@contoso.example	User	No	No	25.0 GB
	ella.thomas@contoso.example	User	No	Yes	26.6 GB
	evie.davis@contoso.example	User	No	No	47.2 GB
	info@contoso.example	Shared	No	No	6.4 GB
	jack.white@contoso.example	User	No	Yes	22.3 GB
	jacob.johnson@contoso.example	User	No	No	7.5 GB
	joseph.morris@contoso.example	User	No	No	25.1 GB
	lily.harrison@contoso.example	User	No	Yes	26.6 GB
	megan.smith@contoso.example	User	No	No	26.9 GB
	noah.clark@contoso.example	User	No	No	21.2 GB
	oliver.hill@contoso.example	User	No	No	45.6 GB
	olivia.ward@contoso.example	User	No	No	12.5 GB

Flag	Mailbox	Type	Litigation hold	Archive	Mailbox size
	olivia.wilson@contoso.example	User	No	No	24.6 GB
	owen.taylor@contoso.example	User	No	No	18.8 GB
	priya.hughes@contoso.example	User	No	No	28.1 GB
	reception@contoso.example	Shared	No	No	18.9 GB
	rhys.evans@contoso.example	User	No	Yes	3.0 GB
	sophie.taylor@contoso.example	User	No	No	23.4 GB
	william.allen@contoso.example	User	No	No	4.1 GB
	william.clark@contoso.example	User	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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