

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 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: 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	Type	Account	Litigation hold	Archive	Mailbox size
	Shared	Not found in the directory	No	No	44.8 GB
	User	Active	No	Yes	13.1 GB
	Room	Not found in the directory	No	No	102.4 MB
● Medium	User	Sign-in blocked	No	No	25.0 GB
	User	Active	No	Yes	26.6 GB
	User	Active	No	No	47.2 GB
	Shared	Not found in the directory	No	No	6.4 GB
	User	Active	No	Yes	22.3 GB
	User	Active	No	No	7.5 GB
	User	Active	No	No	25.1 GB
	User	Active	No	Yes	26.6 GB
	User	Active	No	No	26.9 GB
	User	Active	No	No	21.2 GB
	User	Active	No	No	45.6 GB
	User	Active	No	No	12.5 GB

Flag	Type	Account	Litigation hold	Archive	Mailbox size
	User	Active	No	No	24.6 GB
	User	Active	No	No	18.8 GB
	User	Active	No	No	28.1 GB
	Shared	Not found in the directory	No	No	18.9 GB
	User	Active	No	Yes	3.0 GB
	User	Active	No	No	23.4 GB
	User	Active	No	No	4.1 GB
	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%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.