MAILBOX SIZE

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.onmicrosoft.com

Every mailbox's size against its quota, largest share of quota first.

Filtered view. Mailboxes by size: 18 of 23 rows, Archive is No. The headline figures cover every row.

Total size
473.7 GB

Across 23 mailboxes

Over 90% of quota
3

Sending stops at 100%

Largest
47.2 GB

Mailboxes by size 18 3 to review

473.7 GB across 23 mailboxes. 3 are over 90% of quota: turn on the archive or clear old mail before sending stops.

Largest mailboxes



Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
Medium	evie.davis@contoso.example	User	47.2 GB	49.5 GB	95%	113280	2.4 GB	No	No
Medium	oliver.hill@contoso.example	User	45.6 GB	49.5 GB	92%	109440	2.3 GB	No	No
Medium	accounts@contoso.example	Shared	44.8 GB	49.5 GB	91%	134400	0 bytes	No	Yes
	priya.hughes@contoso.example	User	28.1 GB	49.5 GB	57%	67463	1.4 GB	No	No
	megan.smith@contoso.example	User	26.9 GB	49.5 GB	54%	64574	1.3 GB	No	No
	joseph.morris@contoso.example	User	25.1 GB	49.5 GB	51%	60201	1.3 GB	No	No
	bobby.marsh@contoso.example	User	25.0 GB	49.5 GB	50%	59928	1.2 GB	No	No
	olivia.wilson@contoso.example	User	24.6 GB	49.5 GB	50%	59006	1.2 GB	No	No
	sophie.taylor@contoso.example	User	23.4 GB	49.5 GB	47%	56089	1.2 GB	No	No
	noah.clark@contoso.example	User	21.2 GB	49.5 GB	43%	50842	1.1 GB	No	No
	reception@contoso.example	Shared	18.9 GB	49.5 GB	38%	56699	0 bytes	No	No
	owen.taylor@contoso.example	User	18.8 GB	49.5 GB	38%	45128	962.7 MB	No	No

Flag	Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
	olivia.ward@contoso.example	User	12.5 GB	49.5 GB	25%	30076	641.6 MB	No	Yes
	jacob.johnson@contoso.example	User	7.5 GB	49.5 GB	15%	17926	382.4 MB	No	No
	info@contoso.example	Shared	6.4 GB	49.5 GB	13%	19200	0 bytes	No	No
	william.allen@contoso.example	User	4.1 GB	49.5 GB	8%	9771	208.5 MB	No	No
	william.clark@contoso.example	User	2.1 GB	49.5 GB	4%	5138	109.6 MB	No	No
	boardroom@contoso.example	Room	102.4 MB	49.5 GB	Under 1%	300	0 bytes	No	No

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