

Contoso Legal LLP



PREPARED BY
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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Filtered view. Mailboxes by size: 3 of 23 rows, Flag is Medium. 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 3 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

evie.davis@contoso.example		47.2 GB
oliver.hill@contoso.example		45.6 GB
accounts@contoso.example		44.8 GB

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	–
● Medium	oliver.hill@contoso.example	User	45.6 GB	49.5 GB	92%	109440	2.3 GB	No	–
● Medium	accounts@contoso.example	Shared	44.8 GB	49.5 GB	91%	134400	0 bytes	No	–

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