

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

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, 1 column hidden. 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  | <div></div> | 47.2 GB |
| oliver.hill@contoso.example | <div></div> | 45.6 GB |
| accounts@contoso.example    | <div></div> | 44.8 GB |

| Flag     | Mailbox                     | Type   | Stops sending at | Used | Items  | Recoverable items | Archive | Litigation hold |
|----------|-----------------------------|--------|------------------|------|--------|-------------------|---------|-----------------|
| ● Medium | evie.davis@contoso.example  | User   | 49.5 GB          | 95%  | 113280 | 2.4 GB            | No      | –               |
| ● Medium | oliver.hill@contoso.example | User   | 49.5 GB          | 92%  | 109440 | 2.3 GB            | No      | –               |
| ● Medium | accounts@contoso.example    | Shared | 49.5 GB          | 91%  | 134400 | 0 bytes           | No      | –               |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.