MAILBOX SIZE

Contoso Legal LLP

Harbour IT

PREPARED BY
Harbour IT

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29 Nov 2026

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29 Nov 2026, 18:57 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, Litigation hold is Yes. The headline figures cover every row.

Total size
473.7 GB
Across 23 mailboxes

Over 90% of quota
3
Sending stops at 100%

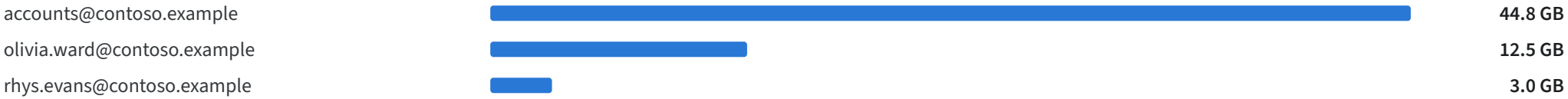
Largest
47.2 GB

Mailboxes by size 3

1 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	accounts@contoso.example	Shared	44.8 GB	49.5 GB	91%	134400	0 bytes	No	Yes

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
	rhys.evans@contoso.example	User	3.0 GB	49.5 GB	6%	7132	152.2 MB	Yes	Yes

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