

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	13 Oct 2026	13 Oct 2026, 04:00 UTC	contoso.onmicrosoft.com

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

Filtered view. Mailboxes by size: 1 of 23 rows, Mailbox is ella.thomas@contoso.example. 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 1

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

ella.thomas@contoso.example

26.6 GB

Mailbox	Type	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
ella.thomas@contoso.example	User	26.6 GB	49.5 GB	54%	63876	1.3 GB	Yes	–