

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 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 olivia.ward@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

olivia.ward@contoso.example

12.5 GB

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	–