MAILBOX SIZE

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 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 rhys.evans@contoso.example, 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 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

rhys.evans@contoso.example  3.0 GB

Mailbox	Type	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
rhys.evans@contoso.example	User	49.5 GB	6%	7132	152.2 MB	Yes	Yes

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.