

Contoso Legal LLP



PREPARED BY
Harbour IT

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13 Oct 2026

DATA COLLECTED
13 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: 4 of 23 rows, Recoverable items is 0 bytes. 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 4 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

accounts@contoso.example		44.8 GB
reception@contoso.example		18.9 GB
info@contoso.example		6.4 GB
boardroom@contoso.example		102.4 MB

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	–
	reception@contoso.example	Shared	18.9 GB	49.5 GB	38%	56699	0 bytes	No	–
	info@contoso.example	Shared	6.4 GB	49.5 GB	13%	19200	0 bytes	No	–
	boardroom@contoso.example	Room	102.4 MB	49.5 GB	Under 1%	300	0 bytes	No	–

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