

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 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: 1 of 23 rows, Used is 6%. 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	Size	Stops sending at	Used	Items	Recoverable items	Archive	Litigation hold
rhys.evans@contoso.example	User	3.0 GB	49.5 GB	6%	7132	152.2 MB	Yes	–

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.