

# 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: 23 of 23 rows, 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 23 3 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

|                               |             |         |
|-------------------------------|-------------|---------|
| evie.davis@contoso.example    | <div></div> | 47.2 GB |
| oliver.hill@contoso.example   | <div></div> | 45.6 GB |
| accounts@contoso.example      | <div></div> | 44.8 GB |
| priya.hughes@contoso.example  | <div></div> | 28.1 GB |
| megan.smith@contoso.example   | <div></div> | 26.9 GB |
| ella.thomas@contoso.example   | <div></div> | 26.6 GB |
| lily.harrison@contoso.example | <div></div> | 26.6 GB |
| joseph.morris@contoso.example | <div></div> | 25.1 GB |

| Flag     | Mailbox                        | Type   | Stops sending at | Used     | Items  | Recoverable items | Archive | Litigation hold |
|----------|--------------------------------|--------|------------------|----------|--------|-------------------|---------|-----------------|
| ● Medium | evie.davis@contoso.example     | User   | 49.5 GB          | 95%      | 113280 | 2.4 GB            | No      | –               |
| ● Medium | oliver.hill@contoso.example    | User   | 49.5 GB          | 92%      | 109440 | 2.3 GB            | No      | –               |
| ● Medium | accounts@contoso.example       | Shared | 49.5 GB          | 91%      | 134400 | 0 bytes           | No      | –               |
|          | priya.hughes@contoso.example   | User   | 49.5 GB          | 57%      | 67463  | 1.4 GB            | No      | –               |
|          | megan.smith@contoso.example    | User   | 49.5 GB          | 54%      | 64574  | 1.3 GB            | No      | –               |
|          | ella.thomas@contoso.example    | User   | 49.5 GB          | 54%      | 63876  | 1.3 GB            | Yes     | –               |
|          | lily.harrison@contoso.example  | User   | 49.5 GB          | 54%      | 63741  | 1.3 GB            | Yes     | –               |
|          | joseph.morris@contoso.example  | User   | 49.5 GB          | 51%      | 60201  | 1.3 GB            | No      | –               |
|          | bobby.marsh@contoso.example    | User   | 49.5 GB          | 50%      | 59928  | 1.2 GB            | No      | –               |
|          | olivia.wilson@contoso.example  | User   | 49.5 GB          | 50%      | 59006  | 1.2 GB            | No      | –               |
|          | sophie.taylor@contoso.example  | User   | 49.5 GB          | 47%      | 56089  | 1.2 GB            | No      | –               |
|          | jack.white@contoso.example     | User   | 49.5 GB          | 45%      | 53442  | 1.1 GB            | Yes     | –               |
|          | noah.clark@contoso.example     | User   | 49.5 GB          | 43%      | 50842  | 1.1 GB            | No      | –               |
|          | reception@contoso.example      | Shared | 49.5 GB          | 38%      | 56699  | 0 bytes           | No      | –               |
|          | owen.taylor@contoso.example    | User   | 49.5 GB          | 38%      | 45128  | 962.7 MB          | No      | –               |
|          | annabel.fraser@contoso.example | User   | 49.5 GB          | 26%      | 31355  | 668.9 MB          | Yes     | –               |
|          | olivia.ward@contoso.example    | User   | 49.5 GB          | 25%      | 30076  | 641.6 MB          | No      | –               |
|          | jacob.johnson@contoso.example  | User   | 49.5 GB          | 15%      | 17926  | 382.4 MB          | No      | –               |
|          | info@contoso.example           | Shared | 49.5 GB          | 13%      | 19200  | 0 bytes           | No      | –               |
|          | william.allen@contoso.example  | User   | 49.5 GB          | 8%       | 9771   | 208.5 MB          | No      | –               |
|          | rhys.evans@contoso.example     | User   | 49.5 GB          | 6%       | 7132   | 152.2 MB          | Yes     | –               |
|          | william.clark@contoso.example  | User   | 49.5 GB          | 4%       | 5138   | 109.6 MB          | No      | –               |
|          | boardroom@contoso.example      | Room   | 49.5 GB          | Under 1% | 300    | 0 bytes           | No      | –               |

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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.