

EVIE DAVIS

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Everything collected about the mailbox evie.davis@contoso.example.

Needs attention  
**1**  
Worst: medium

Size  
**47.2 GB**  
95% of 49.5 GB

Others with access  
**Nobody else**  
Can open or send from it

Forwarding and rules  
**1 inbox rule**

Protocols  
**1 older protocol allowed**

Phones and tablets  
**1 device**  
Sync this mailbox

Needs attention 1 1 to review

| Flag     | What                                                                                         | Area            |
|----------|----------------------------------------------------------------------------------------------|-----------------|
| ● Medium | The mailbox is 95% full and stops sending at 49.5 GB. Turn on the archive or clear old mail. | Size and growth |

Mailbox 6

| Detail   | Value                      |
|----------|----------------------------|
| Address  | evie.davis@contoso.example |
| Type     | User mailbox               |
| Alias    | evie.davis                 |
| Account  | Evie Davis                 |
| Sign-in  | Allowed                    |
| Licensed | Yes                        |

Size and growth 4

| Detail                    | Value                    |
|---------------------------|--------------------------|
| Size                      | 47.2 GB of 49.5 GB (95%) |
| Items                     | 113,280                  |
| Recoverable deleted items | 2.4 GB                   |
| Stops sending at          | 49.5 GB                  |

Size by month 2

The last collection of each month.

| Month   | Size    | Change  |
|---------|---------|---------|
| 2026-10 | 47.2 GB | +3.3 GB |
| 2026-09 | 43.9 GB | –       |

## Forwarding and inbox rules 1

| Detail                     | Value |
|----------------------------|-------|
| Forwarding set by an admin | None  |

## Inbox rules 1

| Rule        | Enabled | What it does                               | Why it stands out |
|-------------|---------|--------------------------------------------|-------------------|
| Newsletters | Yes     | sender has newsletter: move to Newsletters | –                 |

## Who can open or send from it 1

| Note                                                    |
|---------------------------------------------------------|
| No one else has full access, send as or send on behalf. |

## Protocols and settings 5

| Detail                       | Value |
|------------------------------|-------|
| Older protocols allowed      | POP   |
| Mailbox auditing             | On    |
| Hidden from the address book | No    |
| Archive                      | Off   |
| Litigation hold              | Off   |

Automatic reply 1

| Note                                   |
|----------------------------------------|
| No automatic reply is on or scheduled. |

Devices 1

| Device    | Platform | App         | Access  | First sync  | Last sync   |
|-----------|----------|-------------|---------|-------------|-------------|
| iPhone 15 | iOS      | Outlook app | Allowed | 27 Nov 2024 | 11 Oct 2026 |

Email activity 1

| Detail              | Value               |
|---------------------|---------------------|
| Last email activity | 12 Oct 2026 (today) |

Open findings 1 1 to review

| Flag                  | Check                     | Detail                               | First seen  |
|-----------------------|---------------------------|--------------------------------------|-------------|
| <span>● Medium</span> | No mailbox is nearly full | 47.2 GB of 49.5 GB (95%), no archive | 12 Oct 2026 |

History 0

|                          |
|--------------------------|
| No changes recorded yet. |
|--------------------------|