

ELLA THOMAS

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Everything collected about the mailbox ella.thomas@contoso.example.

Needs attention

0

Nothing to do

Size

26.6 GB

54% of 49.5 GB

Others with access

Nobody else

Can open or send from it

Forwarding and rules

No forwarding

Protocols

1 older protocol allowed

Phones and tablets

1 device

Sync this mailbox

Needs attention 0

Nothing needs attention.

Mailbox 6

Detail	Value
Address	ella.thomas@contoso.example
Type	User mailbox
Alias	ella.thomas
Account	Ella Thomas
Sign-in	Allowed
Licensed	Yes

Size and growth 4

Detail	Value
Size	26.6 GB of 49.5 GB (54%)
Items	63,876
Recoverable deleted items	1.3 GB
Stops sending at	49.5 GB

Size by month 2

The last collection of each month.

Month	Size	Change
2026-10	26.6 GB	+1.1 GB
2026-09	25.6 GB	–

Forwarding and inbox rules 1

Detail	Value
Forwarding set by an admin	None

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	IMAP
Mailbox auditing	On
Hidden from the address book	No
Archive	On
Litigation hold	Off

Automatic reply 5

Detail	Value
State	On
Replies outside the organisation	Contacts only
First seen on	12 Oct 2026 (today)
Reply to colleagues	I'm at a conference this week and will reply on Monday.
Reply to outside senders	I'm at a conference this week and will reply on Monday.

Devices 1

Device	Platform	App	Access	First sync	Last sync
iPhone 14	iOS	Mail app (ActiveSync)	Allowed	25 Sep 2025	11 Oct 2026

Email activity 1

Detail	Value
Last email activity	10 Oct 2026 (2 days ago)

History 0

No changes recorded yet.