

## Exchange Mailboxes

<https://campus.barracuda.com/doc/89620773/>

On the Site page, you can click either of the following links in the Exchange Mailbox Summary area to see an overview of Exchange Mailboxes:

- Total Mailboxes—Displays active and inactive mailboxes
- Active Mailboxes—Displays only active mailboxes

Clicking either of the mailbox links takes you to a list of mailboxes and statistics such as:

- Email addresses of users
- Display names of users
- Percent of mailbox space used
- Number of items in mail
- Last login time of users

You can click each mailbox to see a more detailed view of that mailbox.

- User information
- Group Memberships

### Mailbox Usage over 100%

You will see mailbox usage over 100% if a mailbox is taking up more than its own allocated memory. For example, if you allocated 18 KB to each mailbox, and one is taking up 36 KB, you see mailbox usage of 200%. Mailboxes can take up more than their own allocated memory if the total allocated memory is not exceeded.

### Mailbox Traffic Summary

The Mailbox Traffic Summary area displays the number of mail messages sent and received for the usage period displayed.

The data in this section is accurate, however the usage dates will vary because the Microsoft reports that contribute to this data are not generated on a consistent basis.

#### To view a summary of mailboxes

1. In Service Center, click **Status > Service Modules**.
2. Do one of the following:
  - Click the **Microsoft Office 365 2.0** link.
  - Under **Management**, on the right side, click **Microsoft Office 365 2.0**.
3. Click the link for a site.

4. In the **Exchange Mailbox Summary** area, click the number next to **Total Mailboxes**.

## Mailboxes

EMAIL	DISPLAY NAME	USAGE	LAST LOGIN
<a href="#">janedoe@mw2018.onmicrosoft.com</a>	Jane Doe	0% of 98 GB	
<a href="#">bobbylobby@mw2018.onmicrosoft.com</a>	Robert Loblaw ㇏	84% of 1.4 GB	5/16/2019
<a href="#">tom.kanary@mw2018.onmicrosoft.com</a>	Tom Kanary	296% of 6.38 MB	3/19/2019
<a href="#">minion1@mw2018.onmicrosoft.com</a>	Minion1 Kanary	0% of 98 GB	
<a href="#">kanary@mw2018.onmicrosoft.com</a>	Tom Kanary	72% of 6.38 MB	
<a href="#">bartsimpson@mw2018.onmicrosoft.com</a>	Bart Simpson	84% of 6.38 MB	5/16/2019


**To view the details of a mailbox**

1. In Service Center, click **Status > Service Modules**.
2. Do one of the following:
  - Click the **Microsoft Office 365 2.0** link.
  - Under **Management**, on the right side, click **Microsoft Office 365 2.0**.
3. Click the link for a site.
4. In the **Exchange Mailbox Summary** area, click the number next to **Total Mailboxes**.
5. In the **Mailboxes** list, click an email address.

MAILBOX USAGE

72% of 6.38 MB

Microsoft Office 365 2.0



Office 365 Management

- Office 365 Admin Center

Mailbox Summary

- Display Name: Tom Canary
- Email Address: kanary@mw2018.onmicrosoft.com
- Identity: kanary@mw2018.onmicrosoft.com
- Title:
- Department:
- Company: avastmw2018\_modified

Resources & Documentation

- Office 365 Support Website
- Office 365 Blog

Group Memberships

Page size: 50 2 items in 1 pages

GROUP NAME	EMAIL ADDRESS
mw-dev	mw-dev@avastmw2018.onmicrosoft.com
MW-Site	MW-Site@avastmw2018.onmicrosoft.com

## Figures

1. Mailboxes.jpg
2. MailboxDetails.jpg

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