Exchange Assessment

Prepared For:
Your Customer / Prospect
Prepared By:
Your Company Name
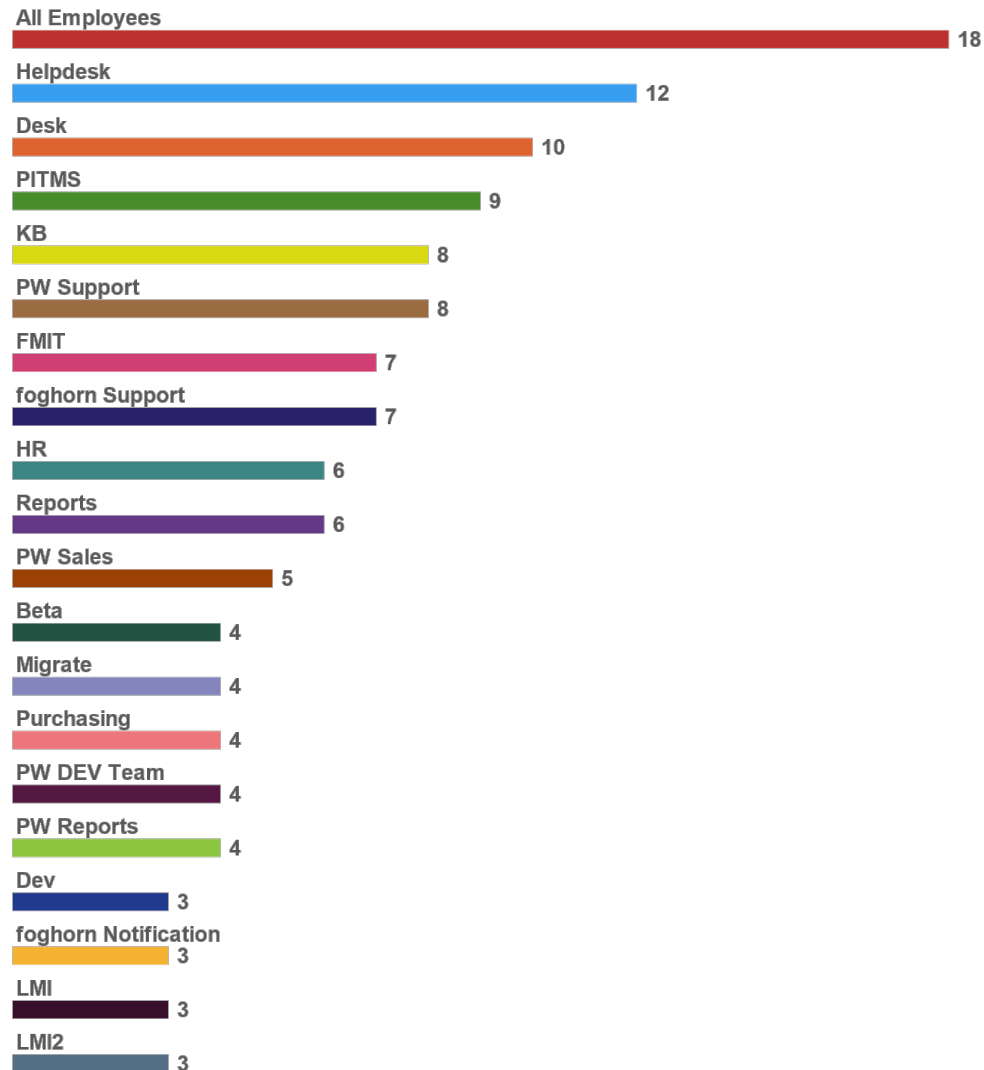
Agenda

- Environment
- Risk and Issue Score
- Issue Review
- Next Steps

Environment - Overview

Exchange	
Edition	Office 365
Version Number	0.20 (15.0.0.0)
Office 365 License	Office 365 (Plan E3)
Mailboxes	
Total Mailboxes	38
# Enabled	38
# Disabled	0
Total Used Size (MB)	81339
Mailbox Size and Quota	
# Mailboxes with Quotas	37
Total Allocated Quota Size (MB)	1020054
# Mailbox without Quotas	1
Distribution Lists	
Total Lists	49
# Lists without Members or Groups	3
Retention Policies	
# Policies	3

Distribution Lists
Members/Groups

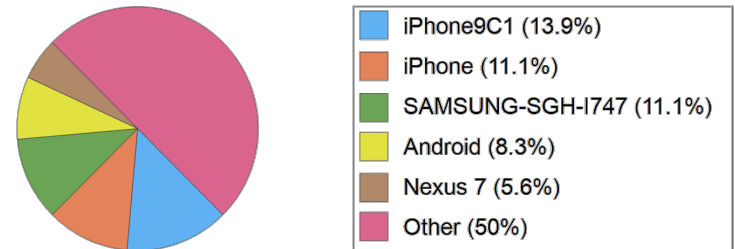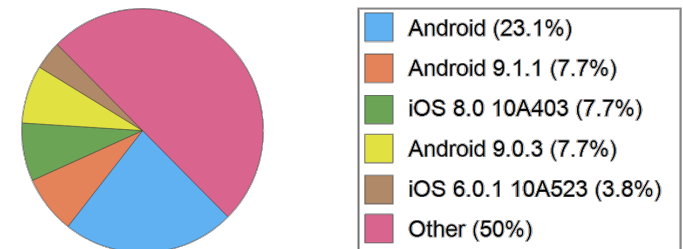| Distribution List	# Members/Groups
All Employees	18
Helpdesk	12
Desk	10
PITMS	9
KB	8
PW Support	8
FMIT	7
foghorn Support	7
HR	6
Reports	6
PW Sales	5
Beta	4
Migrate	4
Purchasing	4
PW DEV Team	4
PW Reports	4
Dev	3
foghorn Notification	3
LMI	3
LMI2	3

Environment - Usage

Top 25 Mailbox Sizes (MB)

wendell
18302.32 Space Used   7297.68 Available Quota   25600 Total

fred thomas
8440.31 Space Used   17159.69 Available Quota   25600 Total

Michael mayhemon
8257.73 Space Used   17342.27 Available Quota   25600 Total

Tony hughes
7687.84 Space Used   17912.16 Available Quota   25600 Total

marcus parish
5726.92 Space Used   19873.08 Available Quota   25600 Total

dennis harold
5696.55 Space Used   19903.45 Available Quota   25600 Total

Mark summer
4020.33 Space Used   21579.67 Available Quota   25600 Total

Pablo simpson
3896.88 Space Used   21703.12 Available Quota   25600 Total

Kevin mayhem
2988.7 Space Used   22611.3 Available Quota   25600 Total

Paul krickey
1934.48 Space Used   23665.52 Available Quota   25600 Total

Jamie LaNier little
1818.67 Space Used   23781.33 Available Quota   25600 Total

James davis
1726.73 Space Used   23873.27 Available Quota   25600 Total

Joe Costen
1641.95 Space Used   23958.05 Available Quota   25600 Total

ben yellin
1275.2 Space Used   24324.8 Available Quota   25600 Total

ethan-paul christy
958.32 Space Used   24641.68 Available Quota   25600 Total

Madeleine west
915.7 Space Used   24684.3 Available Quota   25600 Total

myco Tickets
681.81 Space Used   24918.19 Available Quota   25600 Total

Sarah murray
428.12 Space Used   25171.88 Available Quota   25600 Total

Tanya Williams
249.83 Space Used   25350.17 Available Quota   25600 Total

Notify@myco
217.26 Space Used   25382.74 Available Quota   25600 Total

Jessica Smith
186.59 Space Used   25413.41 Available Quota   25600 Total

hank\ joel
112.11 Space Used   25487.89 Available Quota   25600 Total

Alert Bridge
92.03 Space Used   25507.97 Available Quota   25600 Total

Elvin hammond
86.54 Space Used   25513.46 Available Quota   25600 Total

mjmayhemon
65.09 Space Used   25534.91 Available Quota   25600 Total

Mobile Device Names

- iPhone9C1 (13.9%)
- iPhone (11.1%)
- SAMSUNG-SGH-I747 (11.1%)
- Android (8.3%)
- Nexus 7 (5.6%)
- Other (50%)

Mobile Device OSes

- Android (23.1%)
- Android 9.1.1 (7.7%)
- iOS 8.0 10A403 (7.7%)
- Android 9.0.3 (7.7%)
- iOS 6.0.1 10A523 (3.8%)
- Other (50%)

Risk and Issue Score

Risk Score

CURRENT
35

LOW   MEDIUM   HIGH

Current Issue Score

Overall Weighted Issue Score

Current   115

Issue Review

Mailbox Size versus Quota (>50%) (35 pts)
Issue: Some mailboxes were found to be using over 50% of their quota. Once a mailbox quota is hit, the particular user will no longer be able to receive email.
Recommendation: We propose immediately enlarging the mailbox quota or archiving mailbox contents to reduce space utilization for all mailboxes over 50%.

-wparson@myco.com

Issue Review

Mailbox without Quota (20 pts)
Issue: 1 mailboxes do not have quotas assigned. Mailboxes without quotas could potentially grow unrestrained. Completely unconstrained growth of individual mailboxes is discouraged as it can affect other Exchange users. An email outage may result if any user without a quota receives sufficient email to fill up existing disk capacity.
Recommendation: We recommend placing quotas on all mailboxes to prevent unrestrained mailbox growth.

-ConferenceRoom@myco.com

Issue Review

Empty Distribution Lists (20 pts)

Issue: 3 lists do not contain any members or groups. Empty groups may be merely legacy lists which can be removed or lists which should be populated. Empty distribution lists will not deliver messages to individual mailboxes and may be lost or missed. This is often a sign of misconfiguration.

Recommendation: We suggest examining each empty list and either removing the list or populating properly.

-Support1
-Support2
-Zpageops

Next Steps

- Agree on List of Issues to Resolve
- Present Project Estimates and Costs
- Establish Timelines
- Set Milestones
- Get Signoff to Begin Work