

Exchange Assessment

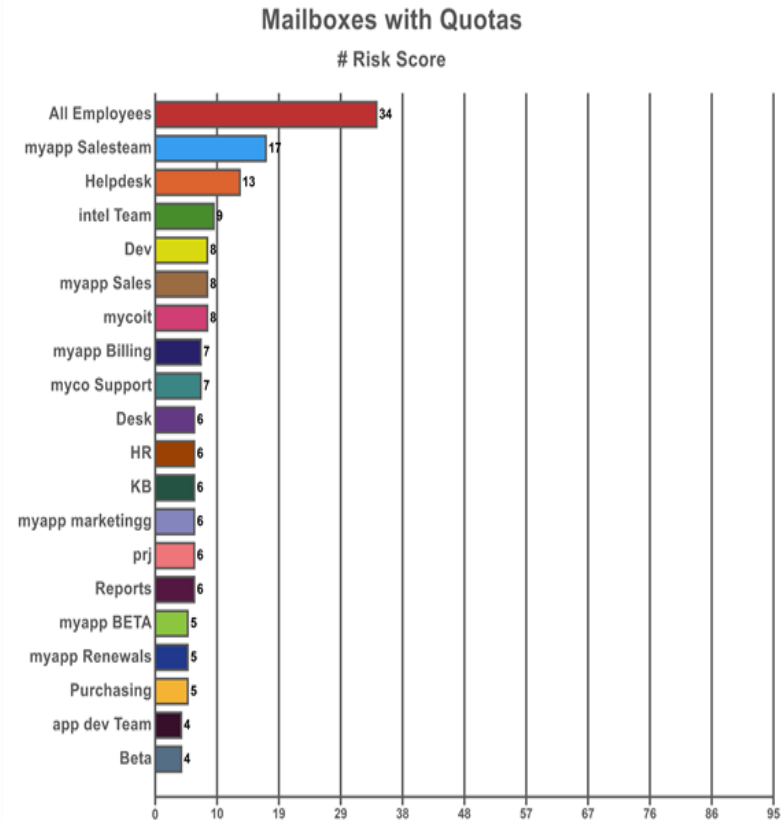
Prepared For:
Your Customer / Prospect
Prepared By:
Your Company Name

Agenda

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

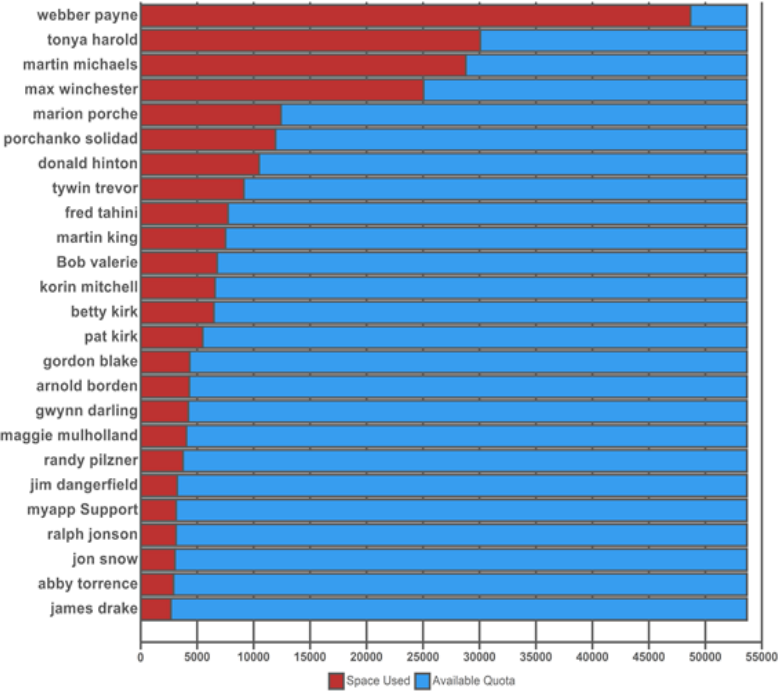
Environment - Overview

Exchange	
Edition	Office 365
Version Number	0.20 (15.0.0.0)
Office 365 Licens	Office 365 (Plan E3)
Mailboxes	
Total Mailboxes	87
# Enabled	87
# Disabled	0
Total Used Size (MB)	296865
Mailbox Size and Quota	
# Mailboxes with Quotas	87
Total Allocated Quota Size (MB)	4568771
# Mailbox without Quotas	0
Distribution Lists	
Total Lists	68
# Lists without Members or Groups	4
Retention Policies	
# Policies	3

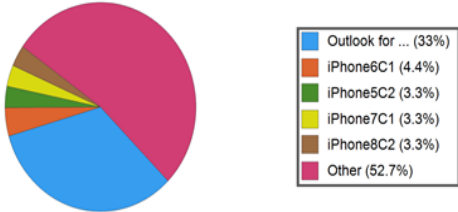


Environment - Usage

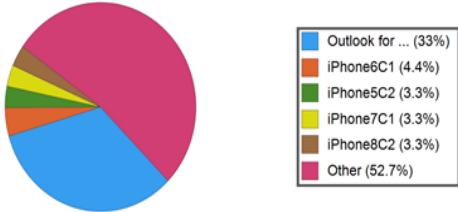
Top 25 Mailbox Sizes (MB)



Mobile Device Names

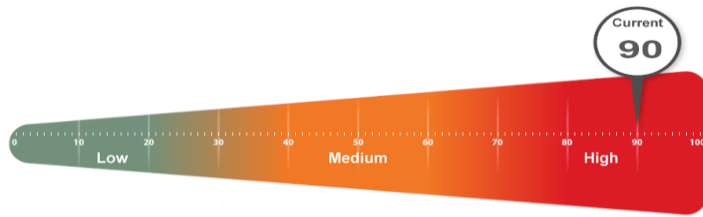


Mobile Device Names

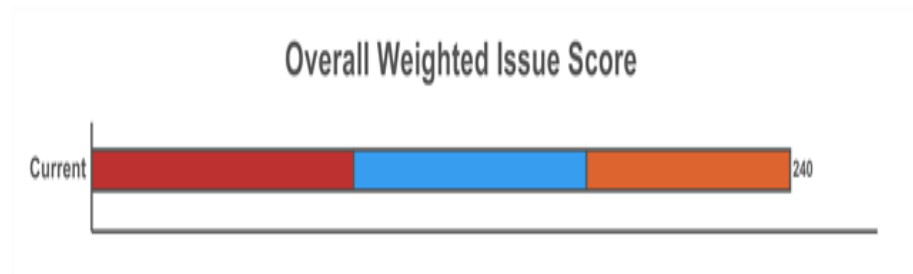


Risk and Issue Score

Risk Score



Current Issue Score



Issue Review

Mailbox Size versus Quota (>90%) (90 pts)

Issue: Some mailboxes were found to be using over 90% 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 90%.

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%.

Issue Review

Empty Distribution Lists (20 pts)

Issue: 4 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.

Next Steps

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