

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Each person's OneDrive: storage, activity, sharing, and OneDrives of people who've left.

Filtered view. All OneDrives: 35 of 36 rows, Account is Enabled. The headline figures cover every row.

OneDrives

36



Storage used

1.19 TB

+1.19 TB in 30 days



Belong to people who've left

1

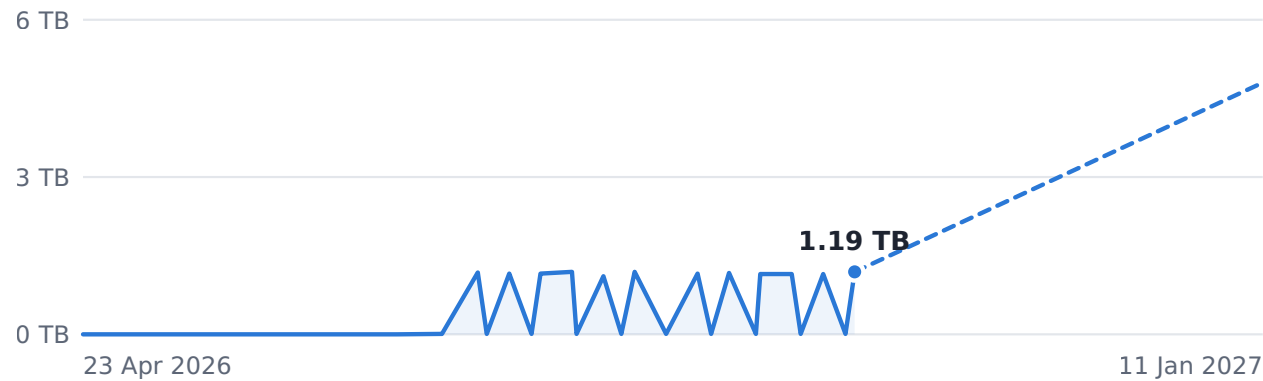
Disabled or deleted accounts

Files shared outside

1

Anyone links or people outside

OneDrive storage over time



OneDrives of people who've left 1

Files here may include client data nobody is looking after. Move what's still needed to a shared site, then remove the account.

Flag	Person	Account	Storage	Files	Last activity
● Low	robert.hughes@northwindtraders.example	Disabled	22.2 GB	50	10 Oct 2026

Sharing by person 1 1 to review

Files and folders each person shares from their OneDrive beyond specific colleagues.

Flag	Person	Anyone links	People outside	Organisation - wide	Shared items
● High	ann.patel@northwindtraders.example	1	None	0	1

All OneDrives 35

Largest first. Microsoft's figures as of 2026-10-10.

Person	Account	Storage	Of quota	Files	Active files (30 days)	Last activity
george.roberts@northwindtraders.example	Enabled	59.7 GB	6%	50	5	10 Oct 2026
ella.baker@northwindtraders.example	Enabled	58.7 GB	6%	50	5	8 Oct 2026
harry.lee@northwindtraders.example	Enabled	57.1 GB	6%	50	5	8 Oct 2026
isla.evans@northwindtraders.example	Enabled	54.5 GB	5%	50	5	11 Oct 2026
ann.patel@northwindtraders.example	Enabled	53.4 GB	5%	50	5	10 Oct 2026
owen.white@northwindtraders.example	Enabled	51.7 GB	5%	50	5	11 Oct 2026
megan.lee@northwindtraders.example	Enabled	51.4 GB	5%	50	5	10 Oct 2026
olivia.scott@northwindtraders.example	Enabled	50.0 GB	5%	50	5	10 Oct 2026
leo.morris@northwindtraders.example	Enabled	49.9 GB	5%	50	5	10 Oct 2026

Person	Account	Storage	Of quota	Files	Active files (30 days)	Last activity
george.robinson@northwindtraders.example	Enabled	49.5 GB	5%	50	5	11 Oct 2026
hannah.robinson@northwindtraders.example	Enabled	45.9 GB	4%	50	5	8 Oct 2026
arthur.evans@northwindtraders.example	Enabled	45.6 GB	4%	50	5	11 Oct 2026
grace.taylor@northwindtraders.example	Enabled	43.2 GB	4%	50	5	10 Oct 2026
sophie.smith@northwindtraders.example	Enabled	41.9 GB	4%	50	5	10 Oct 2026
maya.martin@northwindtraders.example	Enabled	39.7 GB	4%	50	5	11 Oct 2026
ruby.hill@northwindtraders.example	Enabled	38.4 GB	4%	50	5	11 Oct 2026
thomas.clarke@northwindtraders.example	Enabled	37.8 GB	4%	50	5	10 Oct 2026
imogen.edwards@northwindtraders.example	Enabled	34.9 GB	3%	50	5	10 Oct 2026
ethan.green@northwindtraders.example	Enabled	34.2 GB	3%	50	5	8 Oct 2026
ruby.taylor@northwindtraders.example	Enabled	33.8 GB	3%	50	5	8 Oct 2026
olivia.smith@northwindtraders.example	Enabled	28.7 GB	3%	50	5	8 Oct 2026
jacob.hughes@northwindtraders.example	Enabled	27.6 GB	3%	50	5	8 Oct 2026
rhys.moore@northwindtraders.example	Enabled	26.4 GB	3%	50	5	10 Oct 2026
aaron.watson@northwindtraders.example	Enabled	24.7 GB	2%	50	5	10 Oct 2026
leo.evans@northwindtraders.example	Enabled	24.6 GB	2%	50	5	8 Oct 2026
alfie.scott@northwindtraders.example	Enabled	23.1 GB	2%	50	5	10 Oct 2026
owen.taylor@northwindtraders.example	Enabled	22.1 GB	2%	50	5	8 Oct 2026
leo.wright@northwindtraders.example	Enabled	20.8 GB	2%	50	5	11 Oct 2026
amelia.watson@northwindtraders.example	Enabled	15.9 GB	2%	50	5	11 Oct 2026
zara.jackson@northwindtraders.example	Enabled	13.8 GB	1%	50	5	11 Oct 2026
mia.hughes@northwindtraders.example	Enabled	10.7 GB	1%	50	5	8 Oct 2026
rhys.clark@northwindtraders.example	Enabled	10.2 GB	Under 1%	50	5	10 Oct 2026

Person	Account	Storage	Of quota	Files	Active files (30 days)	Last activity
grace.wilson@northwindtraders.example	Enabled	8.6 GB	Under 1%	50	5	8 Oct 2026
hannah.patel@northwindtraders.example	Enabled	7.4 GB	Under 1%	50	5	8 Oct 2026
alfie.roberts@northwindtraders.example	Enabled	5.5 GB	Under 1%	50	5	10 Oct 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 04:00 UTC.