

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:31 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: 6 of 36 rows, Of quota is 3%. 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

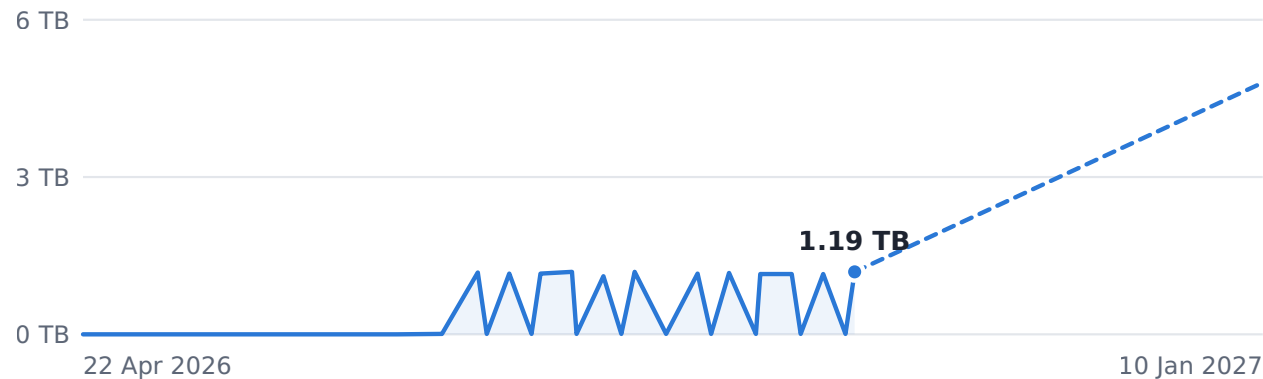
Disabled or deleted accounts

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	9 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 6

Largest first. Microsoft's figures as of 2026-10-09.

Person	Account	Storage	Of quota	Files	Active files (30 days)	Last activity
imogen.edwards@northwindtraders.example	Enabled	34.9 GB	3%	50	5	9 Oct 2026
ethan.green@northwindtraders.example	Enabled	34.2 GB	3%	50	5	7 Oct 2026
ruby.taylor@northwindtraders.example	Enabled	33.8 GB	3%	50	5	7 Oct 2026
olivia.smith@northwindtraders.example	Enabled	28.7 GB	3%	50	5	7 Oct 2026
jacob.hughes@northwindtraders.example	Enabled	27.6 GB	3%	50	5	7 Oct 2026
rhys.moore@northwindtraders.example	Enabled	26.4 GB	3%	50	5	9 Oct 2026