

Northwind Traders



PREPARED BY
Harbour IT

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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: 7 of 36 rows, Of quota is 4%. 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

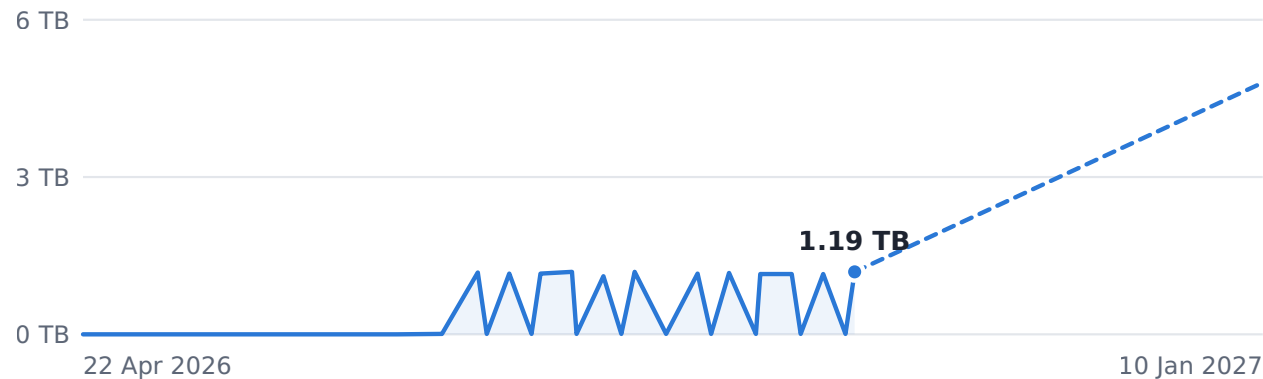
Disabled or deleted accounts

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 7

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

Person	Account	Storage	Of quota	Files	Active files (30 days)	Last activity
hannah.robinson@northwindtraders.example	Enabled	45.9 GB	4%	50	5	7 Oct 2026
arthur.evans@northwindtraders.example	Enabled	45.6 GB	4%	50	5	10 Oct 2026
grace.taylor@northwindtraders.example	Enabled	43.2 GB	4%	50	5	9 Oct 2026
sophie.smith@northwindtraders.example	Enabled	41.9 GB	4%	50	5	9 Oct 2026
maya.martin@northwindtraders.example	Enabled	39.7 GB	4%	50	5	10 Oct 2026
ruby.hill@northwindtraders.example	Enabled	38.4 GB	4%	50	5	10 Oct 2026
thomas.clarke@northwindtraders.example	Enabled	37.8 GB	4%	50	5	9 Oct 2026

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