

PREPARED BY
Harbour ITDATE
12 Oct 2026DATA COLLECTED
11 Oct 2026, 20:31 UTCMICROSOFT 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 5%. 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

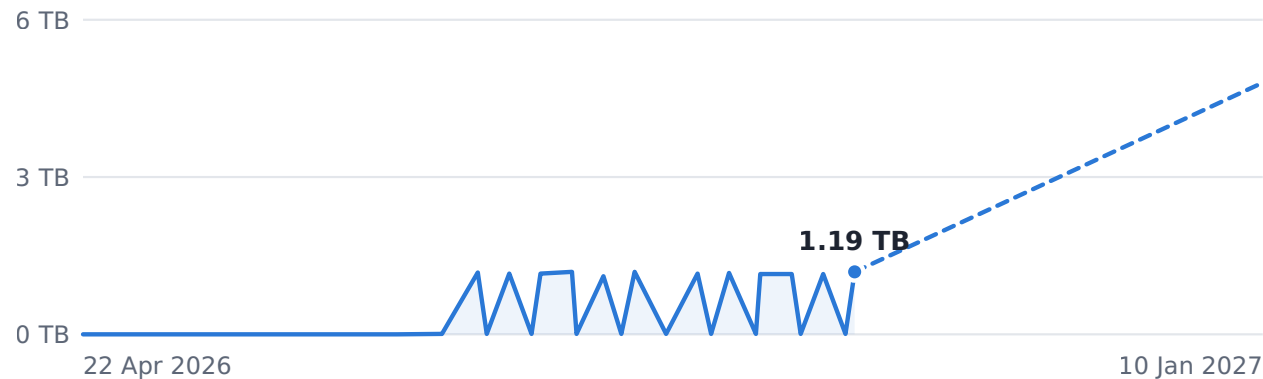
Disabled or deleted accounts

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
isla.evans@northwindtraders.example	Enabled	54.5 GB	5%	50	5	10 Oct 2026
ann.patel@northwindtraders.example	Enabled	53.4 GB	5%	50	5	9 Oct 2026
owen.white@northwindtraders.example	Enabled	51.7 GB	5%	50	5	10 Oct 2026
megan.lee@northwindtraders.example	Enabled	51.4 GB	5%	50	5	9 Oct 2026
olivia.scott@northwindtraders.example	Enabled	50.0 GB	5%	50	5	9 Oct 2026
leo.morris@northwindtraders.example	Enabled	49.9 GB	5%	50	5	9 Oct 2026
george.robinson@northwindtraders.example	Enabled	49.5 GB	5%	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 11 Oct 2026, 20:31 UTC.