

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: 36 of 36 rows, 1 column hidden. 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

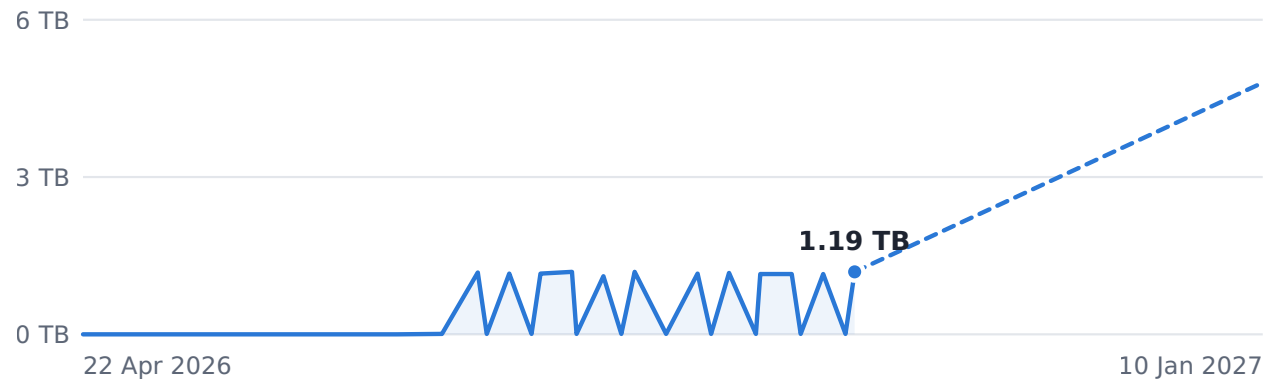
Disabled or deleted accounts

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 36

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

Account	Storage	Of quota	Files	Active files (30 days)	Last activity
Enabled	59.7 GB	6%	50	5	9 Oct 2026
Enabled	58.7 GB	6%	50	5	7 Oct 2026
Enabled	57.1 GB	6%	50	5	7 Oct 2026
Enabled	54.5 GB	5%	50	5	10 Oct 2026
Enabled	53.4 GB	5%	50	5	9 Oct 2026
Enabled	51.7 GB	5%	50	5	10 Oct 2026
Enabled	51.4 GB	5%	50	5	9 Oct 2026
Enabled	50.0 GB	5%	50	5	9 Oct 2026
Enabled	49.9 GB	5%	50	5	9 Oct 2026

Account	Storage	Of quota	Files	Active files (30 days)	Last activity
Enabled	49.5 GB	5%	50	5	10 Oct 2026
Enabled	45.9 GB	4%	50	5	7 Oct 2026
Enabled	45.6 GB	4%	50	5	10 Oct 2026
Enabled	43.2 GB	4%	50	5	9 Oct 2026
Enabled	41.9 GB	4%	50	5	9 Oct 2026
Enabled	39.7 GB	4%	50	5	10 Oct 2026
Enabled	38.4 GB	4%	50	5	10 Oct 2026
Enabled	37.8 GB	4%	50	5	9 Oct 2026
Enabled	34.9 GB	3%	50	5	9 Oct 2026
Enabled	34.2 GB	3%	50	5	7 Oct 2026
Enabled	33.8 GB	3%	50	5	7 Oct 2026
Enabled	28.7 GB	3%	50	5	7 Oct 2026
Enabled	27.6 GB	3%	50	5	7 Oct 2026
Enabled	26.4 GB	3%	50	5	9 Oct 2026
Enabled	24.7 GB	2%	50	5	9 Oct 2026
Enabled	24.6 GB	2%	50	5	7 Oct 2026
Enabled	23.1 GB	2%	50	5	9 Oct 2026
Disabled	22.2 GB	2%	50	5	9 Oct 2026
Enabled	22.1 GB	2%	50	5	7 Oct 2026
Enabled	20.8 GB	2%	50	5	10 Oct 2026
Enabled	15.9 GB	2%	50	5	10 Oct 2026
Enabled	13.8 GB	1%	50	5	10 Oct 2026
Enabled	10.7 GB	1%	50	5	7 Oct 2026

Account	Storage	Of quota	Files	Active files (30 days)	Last activity
Enabled	10.2 GB	Under 1%	50	5	9 Oct 2026
Enabled	8.6 GB	Under 1%	50	5	7 Oct 2026
Enabled	7.4 GB	Under 1%	50	5	7 Oct 2026
Enabled	5.5 GB	Under 1%	50	5	9 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.