

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

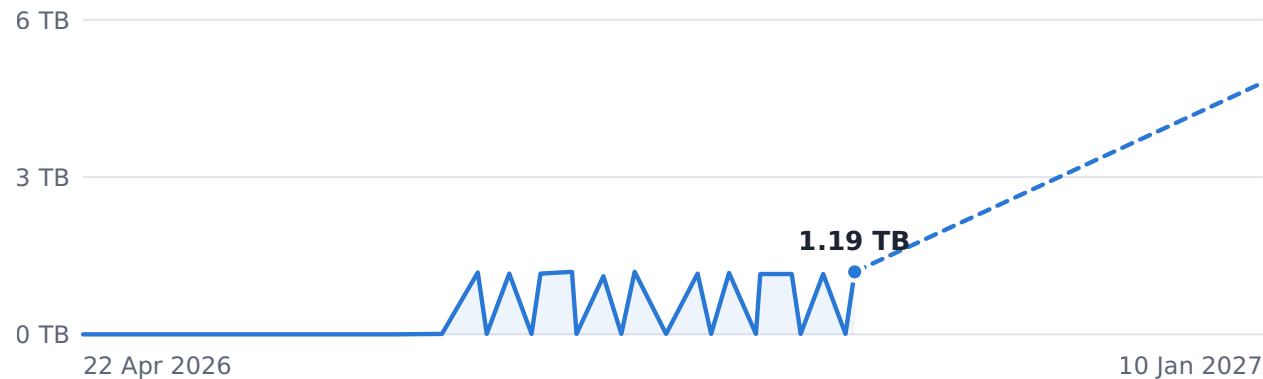
Disabled or deleted accounts

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.

Person	Account	Of quota	Files	Active files (30 days)	Last activity
george.roberts@northwindtraders.example	Enabled	6%	50	5	9 Oct 2026
ella.baker@northwindtraders.example	Enabled	6%	50	5	7 Oct 2026
harry.lee@northwindtraders.example	Enabled	6%	50	5	7 Oct 2026
isla.evans@northwindtraders.example	Enabled	5%	50	5	10 Oct 2026
ann.patel@northwindtraders.example	Enabled	5%	50	5	9 Oct 2026
owen.white@northwindtraders.example	Enabled	5%	50	5	10 Oct 2026
megan.lee@northwindtraders.example	Enabled	5%	50	5	9 Oct 2026
olivia.scott@northwindtraders.example	Enabled	5%	50	5	9 Oct 2026
leo.morris@northwindtraders.example	Enabled	5%	50	5	9 Oct 2026

Person	Account	Of quota	Files	Active files (30 days)	Last activity
george.robinson@northwindtraders.example	Enabled	5%	50	5	10 Oct 2026
hannah.robinson@northwindtraders.example	Enabled	4%	50	5	7 Oct 2026
arthur.evans@northwindtraders.example	Enabled	4%	50	5	10 Oct 2026
grace.taylor@northwindtraders.example	Enabled	4%	50	5	9 Oct 2026
sophie.smith@northwindtraders.example	Enabled	4%	50	5	9 Oct 2026
maya.martin@northwindtraders.example	Enabled	4%	50	5	10 Oct 2026
ruby.hill@northwindtraders.example	Enabled	4%	50	5	10 Oct 2026
thomas.clarke@northwindtraders.example	Enabled	4%	50	5	9 Oct 2026
imogen.edwards@northwindtraders.example	Enabled	3%	50	5	9 Oct 2026
ethan.green@northwindtraders.example	Enabled	3%	50	5	7 Oct 2026
ruby.taylor@northwindtraders.example	Enabled	3%	50	5	7 Oct 2026
olivia.smith@northwindtraders.example	Enabled	3%	50	5	7 Oct 2026
jacob.hughes@northwindtraders.example	Enabled	3%	50	5	7 Oct 2026
rhys.moore@northwindtraders.example	Enabled	3%	50	5	9 Oct 2026
aaron.watson@northwindtraders.example	Enabled	2%	50	5	9 Oct 2026
leo.evans@northwindtraders.example	Enabled	2%	50	5	7 Oct 2026
alfie.scott@northwindtraders.example	Enabled	2%	50	5	9 Oct 2026
robert.hughes@northwindtraders.example	Disabled	2%	50	5	9 Oct 2026
owen.taylor@northwindtraders.example	Enabled	2%	50	5	7 Oct 2026
leo.wright@northwindtraders.example	Enabled	2%	50	5	10 Oct 2026
amelia.watson@northwindtraders.example	Enabled	2%	50	5	10 Oct 2026
zara.jackson@northwindtraders.example	Enabled	1%	50	5	10 Oct 2026
mia.hughes@northwindtraders.example	Enabled	1%	50	5	7 Oct 2026

Person	Account	Of quota	Files	Active files (30 days)	Last activity
rhys.clark@northwindtraders.example	Enabled	Under 1%	50	5	9 Oct 2026
grace.wilson@northwindtraders.example	Enabled	Under 1%	50	5	7 Oct 2026
hannah.patel@northwindtraders.example	Enabled	Under 1%	50	5	7 Oct 2026
alfie.roberts@northwindtraders.example	Enabled	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.