

Northwind Traders



PREPARED BY
Harbour IT

DATE
11 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Storage and growth, inactive sites, and which sites are shared outside.

Sites
5
plus 0 system sites

Storage used
551.0 GB

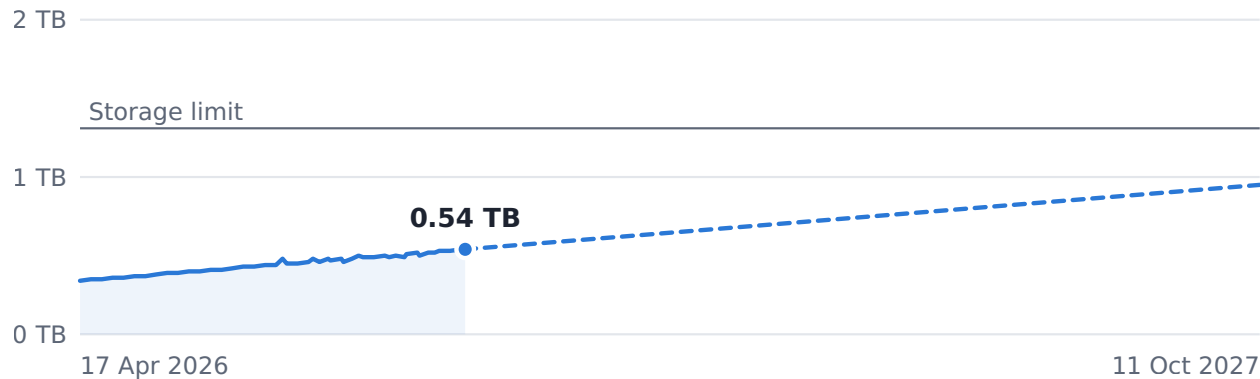
+34.6 GB in 30 days

Anyone links
2
No sign-in needed to open

Guest links
2
Shared with named people outside

Inactive sites
0
No activity in 90 days

SharePoint storage over time



Sites shared outside the organisation 3 3 to review

Sharing links on each site, from Microsoft's count. Anyone links open without signing in. The Shared files report lists the files behind them. Microsoft's figures as of 2026-10-09.

Flag	Site	Anyone links	Guest links	Organisation links	External sharing on	Last activity
● High	https://northwindtraders.sharepoint.com/sites/marketing	2	0	3	Yes	11 Oct 2026
● Medium	https://northwindtraders.sharepoint.com/sites/clients	0	1	3	Yes	11 Oct 2026
● Medium	https://northwindtraders.sharepoint.com/sites/finance	0	1	3	Yes	11 Oct 2026

Inactive sites 0

Sites nobody has used in 90 days. Archive or delete them, or confirm someone still owns the content.

Every site has been used in the last 90 days.

All sites 5

Largest first.

Largest sites

https://northwindtraders.sharepoint.com/sites/clients		242.5 GB
https://northwindtraders.sharepoint.com/sites/finance		121.2 GB
https://northwindtraders.sharepoint.com/sites/operations		88.2 GB
https://northwindtraders.sharepoint.com/sites/marketing		55.1 GB
https://northwindtraders.sharepoint.com/sites/intranet		44.1 GB

Site	Type	Owner	Storage	30-day change	Files	Last activity	External sharing on
https://northwindtraders.sharepoint.com/sites/clients	Group or Team site	ann.patel@northwindtraders.example	242.5 GB	+21.1 GB	10	11 Oct 2026	Yes
https://northwindtraders.sharepoint.com/sites/finance	Group or Team site	ann.patel@northwindtraders.example	121.2 GB	+10.5 GB	10	11 Oct 2026	Yes
https://northwindtraders.sharepoint.com/sites/operations	Group or Team site	ann.patel@northwindtraders.example	88.2 GB	+7.7 GB	10	7 Oct 2026	Unknown
https://northwindtraders.sharepoint.com/sites/marketing	Group or Team site	ann.patel@northwindtraders.example	55.1 GB	+4.8 GB	10	11 Oct 2026	Yes
https://northwindtraders.sharepoint.com/sites/intranet	Communication site	ann.patel@northwindtraders.example	44.1 GB	+3.8 GB	10	9 Oct 2026	Unknown

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