

## Northwind Traders



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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

**Filtered view.** All sites: 1 of 5 rows, Site is <https://northwindtraders.sharepoint.com/sites/intranet>, Last activity: in the last 30 days. The headline figures cover every row.

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**



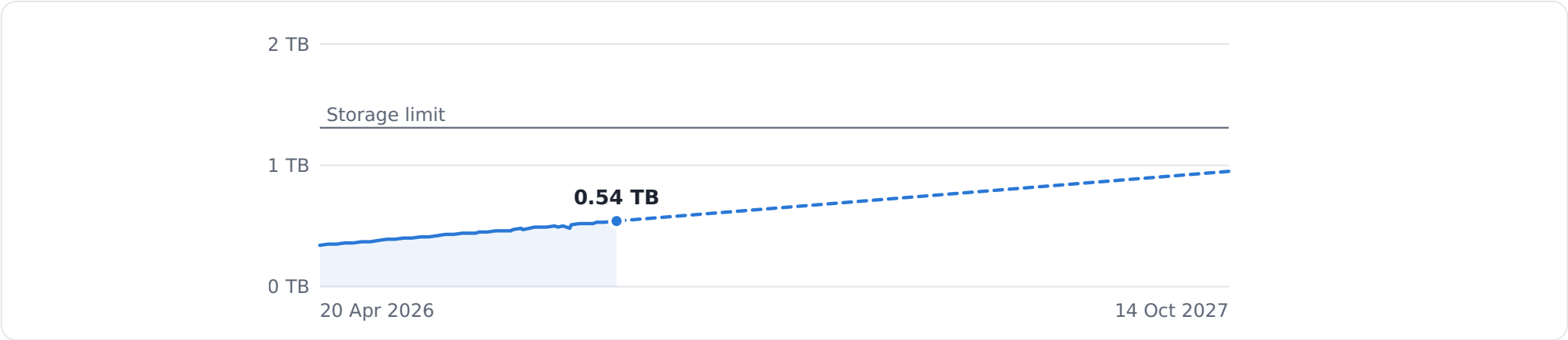
Shared with named people  
outside

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 2026-10-12.

| Flag     | Site                                                    | Anyone links | Guest links | Organisation links | External sharing on | Last activity |
|----------|---------------------------------------------------------|--------------|-------------|--------------------|---------------------|---------------|
| ● High   | https://northwindtraders.sharepoint.com/sites/marketing | 2            | 0           | 3                  | Yes                 | 14 Oct 2026   |
| ● Medium | https://northwindtraders.sharepoint.com/sites/clients   | 0            | 1           | 3                  | Yes                 | 14 Oct 2026   |
| ● Medium | https://northwindtraders.sharepoint.com/sites/finance   | 0            | 1           | 3                  | Yes                 | 14 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 1

Largest first.

Largest sites

<https://northwindtraders.sharepoint.com/sites/intranet> 44.1 GB

| Site                                                                                                                        | Type               | Owner                              | Storage | 30-day change | Files | Last activity | External sharing on |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|---------|---------------|-------|---------------|---------------------|
| <a href="https://northwindtraders.sharepoint.com/sites/intranet">https://northwindtraders.sharepoint.com/sites/intranet</a> | Communication site | ann.patel@northwindtraders.example | 44.1 GB | +3.8 GB       | 10    | 12 Oct 2026   | Unknown             |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.