SHAREPOINT SITES

# Northwind Traders

Harbour IT

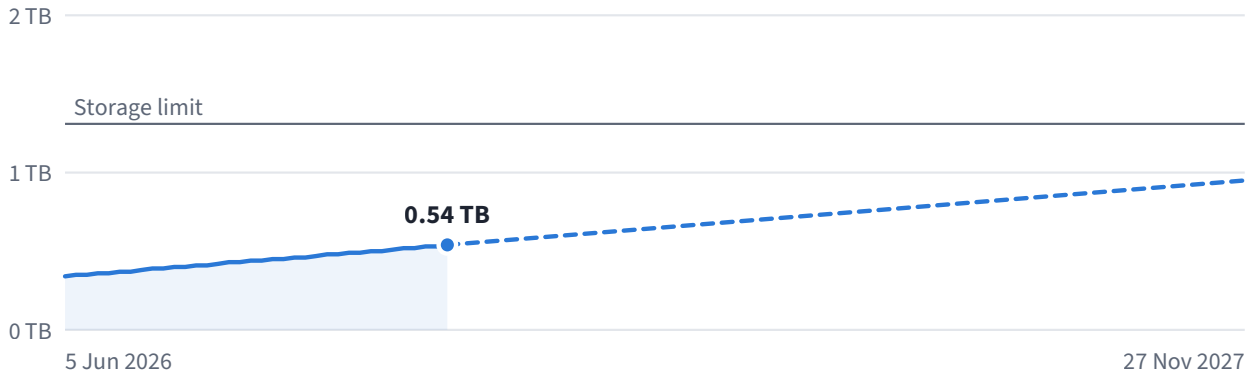
| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 18:57 UTC | northwindtraders.onmicrosoft.com |

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

**Filtered view.** All sites: 1 of 5 rows, Site is Operations. The headline figures cover every row.

| Sites | Storage used | Anyone links | Guest links | Inactive sites |
|---|---|---|---|---|
| 5 | 551.0 GB | 2 | 2 | 0 |
| | +34.6 GB in 30 days | No sign-in needed to open | Shared with named people outside | 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 27 Nov 2026.

| Flag | Site | Anyone links | Guest links | Organisation links | External sharing on | Last activity |
|---|---|---|---|---|---|---|
| High | Marketing | 2 | 0 | 3 | Yes | 29 Nov 2026 |
| Medium | Clients | 0 | 1 | 3 | Yes | 29 Nov 2026 |
| Medium | Finance | 0 | 1 | 3 | Yes | 29 Nov 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




| Site | Type | Owner | Storage | 30-day change | Files | Last activity | External sharing on | Address |
|---|---|---|---|---|---|---|---|---|
| Operations | Group or Team site | ann.patel@northwindtraders.example | 88.2 GB | +7.7 GB | 10 | 25 Nov 2026 | Unknown | https://northwindtraders.sharepoint.com/sites/operations |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 18:57 UTC.