

# Northwind Traders



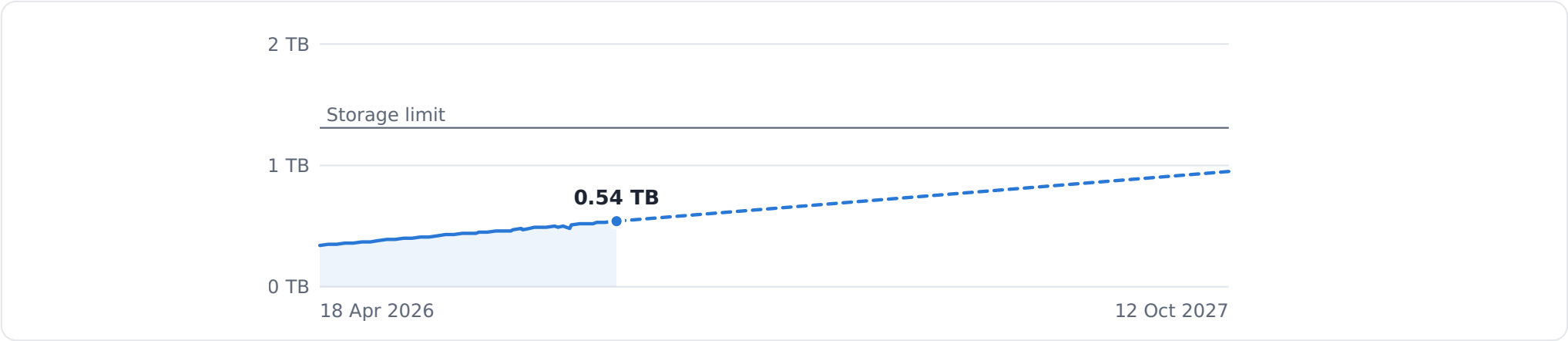
|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 13 Oct 2026 | 12 Oct 2026, 17:16 UTC | northwindtraders.onmicrosoft.com |

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

**Filtered view.** Sites shared outside the organisation: 3 of 3 rows, 1 column hidden. All sites: 1 of 5 rows, Site is <https://northwindtraders.sharepoint.com/sites/clients>. The headline figures cover every row.

|                                                              |                                                                                                                                                             |                                                                                                                                                                          |                                                                                                                                                                                |                                                                          |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <div>Sites</div> <div>5</div> <div>plus 0 system sites</div> | <div>Storage used</div> <div>551.0 GB</div> <div>+34.6 GB in 30 days</div> | <div>Anyone links</div> <div>2</div> <div>No sign-in needed to open</div> <div></div> | <div>Guest links</div> <div>2</div> <div>Shared with named people outside</div> <div></div> | <div>Inactive sites</div> <div>0</div> <div>No activity in 90 days</div> |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|

### 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 2026-10-10.

| Flag     | Site                                                    | Anyone links | Guest links | External sharing on | Last activity |
|----------|---------------------------------------------------------|--------------|-------------|---------------------|---------------|
| ● High   | https://northwindtraders.sharepoint.com/sites/marketing | 2            | 0           | Yes                 | 12 Oct 2026   |
| ● Medium | https://northwindtraders.sharepoint.com/sites/clients   | 0            | 1           | Yes                 | 12 Oct 2026   |
| ● Medium | https://northwindtraders.sharepoint.com/sites/finance   | 0            | 1           | Yes                 | 12 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/clients> 242.5 GB

| Site                                                                                                                      | Type               | Owner                              | Storage  | 30-day change | Files | Last activity | External sharing on |
|---------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------|----------|---------------|-------|---------------|---------------------|
| <a href="https://northwindtraders.sharepoint.com/sites/clients">https://northwindtraders.sharepoint.com/sites/clients</a> | Group or Team site | ann.patel@northwindtraders.example | 242.5 GB | +21.1 GB      | 10    | 12 Oct 2026   | Yes                 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 17:16 UTC.