

PREPARED BY

Harbour IT

DATE

17 Oct 2026

DATA COLLECTED

17 Oct 2026, 10:53 UTC

MICROSOFT 365 TENANT

northwindtraders.onmicrosoft.com

Everything collected about the SharePoint site <https://northwindtraders.sharepoint.com/sites/intranet>.

Needs attention

0

Nothing to do

Storage

44.1 GB

No limit of its own

Sharing

Inside only

From Microsoft's link counts

Last activity

15 Oct 2026

Active

Needs attention 0

Nothing needs attention.

Site 5

Detail	Value
Address	https://northwindtraders.sharepoint.com/sites/intranet
Type	Communication site
Primary owner	ann.patel@northwindtraders.example
Template	Site Page Publishing
Libraries	1

Storage and growth 6

Detail	Value
Storage used	44.1 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	40.7 GB (92% of the site)
Older versions of files	3.3 GB (8% of the site)
Files untouched for two years	27.1 GB (61% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
October 2026	44.1 GB	+3.8 GB
September 2026	40.2 GB	–

Libraries 1

Every document library on the site, largest first.

Library	Size	Current files	Older versions	Files	Last change
Documents	44.1 GB	40.7 GB	3.3 GB	70	15 Oct 2026

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	3.3 GB	0 bytes	30 Apr 2024
Projects/Export 2024-12.zip	Documents	1.6 GB	116.1 MB	17 May 2026
Projects/Recording 2023-11.mp4	Documents	1.5 GB	110.1 MB	30 Nov 2024
Projects/Photos 2022-10.zip	Documents	1.5 GB	104.1 MB	3 Apr 2024
Projects/Scans 2021-09.zip	Documents	1.4 GB	98.0 MB	26 Mar 2024
Projects/Projects export.pst	Documents	1.3 GB	0 bytes	13 Oct 2023
Projects/Export 2020-08.zip	Documents	1.3 GB	92.0 MB	15 Aug 2023
Projects/Recording 2019-07.mp4	Documents	1.2 GB	86.0 MB	9 May 2023
Archive/Export 2024-12.zip	Documents	1.2 GB	84.4 MB	11 Jun 2026
Templates/Templates archive.zip	Documents	1.1 GB	0 bytes	30 Apr 2024

Sharing 7

Detail	Value
External sharing	Off
Anyone links	0
Links for people outside	0
Links for the whole organisation	3
Links for named people inside	0

Detail	Value
Sensitivity label	None
Unmanaged devices	Full access

Owner 1

Detail	Value
Primary owner	ann.patel@northwindtraders.example

Activity 4

Detail	Value
Last activity	15 Oct 2026
Files used in the last 30 days	2
Page views in the last 30 days	4
Last file change	15 Oct 2026

Open findings 1

Flag	Check	Detail	First seen
Low	Every site has at least two owners	One owner (site administrators and owners group)	12 Sep 2026

History 0

No changes recorded yet.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 17 Oct 2026, 10:53 UTC.