

Northwind Traders



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
16 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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

Needs attention

3

Worst: high

Storage

55.1 GB

No limit of its own

Sharing

2 anyone links

From Microsoft's link counts

Microsoft 365 group

Marketing

Its members can open the site

Last activity

16 Oct 2026

Active

Needs attention 3 3 to review

Flag	What	Area
● High	2 anyone links on the site: whoever has the link opens the file without signing in, and links get forwarded. Remove them or make them expire.	Sharing
● High	1 file or folder can be changed by anyone with the link, without signing in.	Sharing
● Medium	The group that owns the site has no active owner, so nobody approves who joins it or keeps the site tidy.	Microsoft 365 group

Site 5

Detail	Value
Address	https://northwindtraders.sharepoint.com/sites/marketing
Type	Group or Team site
Primary owner	ann.patel@northwindtraders.example
Template	Group
Libraries	1

Storage and growth 6

Detail	Value
Storage used	55.1 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	50.9 GB (92% of the site)
Older versions of files	4.2 GB (8% of the site)
Files untouched for two years	29.2 GB (53% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	55.1 GB	+4.8 GB
2026-09	50.3 GB	–

Libraries 1

Every document library on the site, largest first.

Library	Size	Current files	Older versions	Files	Last change
Documents	55.1 GB	50.9 GB	4.2 GB	70	14 Oct 2026

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	4.2 GB	0 bytes	29 Apr 2024
Projects/Export 2024-12.zip	Documents	2.0 GB	145.2 MB	26 Dec 2024
Projects/Recording 2023-11.mp4	Documents	1.9 GB	137.6 MB	14 Mar 2026
Projects/Photos 2022-10.zip	Documents	1.8 GB	130.1 MB	2 Apr 2026
Projects/Scans 2021-09.zip	Documents	1.7 GB	122.5 MB	14 Jul 2023
Projects/Projects export.pst	Documents	1.6 GB	0 bytes	12 Oct 2023
Projects/Export 2020-08.zip	Documents	1.6 GB	115.0 MB	10 Feb 2026
Projects/Recording 2019-07.mp4	Documents	1.5 GB	107.5 MB	10 Mar 2023
Archive/Export 2024-12.zip	Documents	1.5 GB	105.5 MB	8 Jun 2024
Templates/Templates archive.zip	Documents	1.4 GB	0 bytes	29 Apr 2024

Sharing 7

Detail	Value
External sharing	On
Anyone links	2 (open without signing in)
Links for people outside	0
Links for the whole organisation	3
Links for named people inside	0
Sensitivity label	None
Unmanaged devices	Full access

Files shared from this site 2

2 to review

From the last Shared files scan: files and folders shared with anyone, people outside or the whole organisation.

Flag	File or folder	Library	Shared with	Can edit	Last modified
● Medium	Brand assets (folder)	Documents	Anyone with the link	No	13 Sep 2025
● High	Campaign video.mp4	Documents	Anyone with the link	Yes	15 Oct 2026

Microsoft 365 group 6

Detail	Value
Group	Marketing
Type	Microsoft 365 group
Visibility	Private
Owners	0 of 1 active
Members	12
Guests	0

Activity 4

Detail	Value
Last activity	16 Oct 2026
Files used in the last 30 days	2
Page views in the last 30 days	4
Last file change	14 Oct 2026

Open findings 3 3 to review

Flag	Check	Detail	First seen
● High	Every site has at least two owners	No enabled owner (Microsoft 365 group)	11 Sep 2026
● High	No files are shared with anyone links	Anyone can edit	16 Oct 2026
● Medium	No files are shared with anyone links	Anyone can view, link never expires	11 Sep 2026

History 1

Seen	Area	Change
16 Oct 2026	Shared files	Campaign video.mp4 shared with anyone

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 16 Oct 2026, 04:00 UTC.