

Fabrikam Dental Group



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
16 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
fabrikam.onmicrosoft.com

Everything collected about the SharePoint site <https://fabrikam.sharepoint.com/sites/finance>.

Needs attention
1
Worst: low

Storage
117.5 GB
No limit of its own

Sharing
1 link outside
From Microsoft's link counts

Microsoft 365 group
Finance
Its members can open the site

Last activity
12 Oct 2026
Active

Needs attention 1

Flag	What	Area
● Low	1 sharing link for named people outside the organisation. Check each still needs access.	Sharing

Site 5

Detail	Value
Address	https://fabrikam.sharepoint.com/sites/finance
Type	Group or Team site
Primary owner	anna.kowalski@fabrikam.example
Template	Group
Libraries	2

Storage and growth 8

Detail	Value
Storage used	117.5 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	92.8 GB (79% of the site)
Older versions of files	7.6 GB (6% of the site)
Recycle bin	3.0 GB (3% of the site)
Preservation Hold library	11.8 GB (10% of the site)
Files untouched for two years	53.4 GB (45% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	117.5 GB	+6.1 GB
2026-09	111.4 GB	–

Libraries 2 1 to review

Every document library on the site, largest first.

Flag	Library	Size	Current files	Older versions	Files	Last change
	Documents	100.4 GB	92.8 GB	7.6 GB	70	14 Oct 2026
● Medium	Preservation Hold Library	11.8 GB	11.8 GB	0 bytes	2	11 Sep 2025

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	7.6 GB	0 bytes	29 Apr 2024
Contracts archive_v12.zip	Preservation Hold Library	7.1 GB	0 bytes	11 Sep 2025
Board pack 2023_v8.pdf	Preservation Hold Library	4.7 GB	0 bytes	11 Sep 2025
Projects/Export 2024-12.zip	Documents	3.7 GB	264.6 MB	29 Nov 2023
Projects/Recording 2023-11.mp4	Documents	3.5 GB	250.8 MB	26 Jun 2026
Projects/Photos 2022-10.zip	Documents	3.3 GB	237.1 MB	13 Jan 2026
Projects/Scans 2021-09.zip	Documents	3.1 GB	223.3 MB	1 Jan 2026

File	Library	Size	Older versions	Last change
Projects/Projects export.pst	Documents	3.0 GB	0 bytes	12 Oct 2023
Projects/Export 2020-08.zip	Documents	2.9 GB	209.6 MB	17 Feb 2023
Projects/Recording 2019-07.mp4	Documents	2.7 GB	195.8 MB	17 Jan 2026

Sharing 7

Detail	Value
External sharing	On
Anyone links	0
Links for people outside	1
Links for the whole organisation	3
Links for named people inside	0
Sensitivity label	None
Unmanaged devices	Full access

Files shared from this site 1

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

File or folder	Library	Shared with	Can edit	Last modified
Budget.xlsx	Documents	accountant@hargreaves-partners.example	No	14 Oct 2026

Microsoft 365 group 6

Detail	Value
Group	Finance
Type	Microsoft 365 group
Visibility	Private
Owners	2
Members	10
Guests	1

Activity 4

Detail	Value
Last activity	12 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 2 1 to review

Flag	Check	Detail	First seen
● Medium	People outside can only view shared files	Can be edited by accountant@hargreaves-partners.example	16 Oct 2026
● Low	SharePoint storage isn't nearly full	117.5 GB, of which 3.0 GB in the recycle bin and 7.6 GB older versions	16 Oct 2026

History 1

Seen	Area	Change
16 Oct 2026	Shared files	Budget.xlsx shared with people outside

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.