

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	17 Oct 2026	17 Oct 2026, 10:53 UTC	fabrikam.onmicrosoft.com

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

Needs attention 0 Nothing to do	Storage 39.2 GB No limit of its own	Sharing Inside only From Microsoft's link counts	Last activity 17 Oct 2026 Active
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Needs attention 0

Nothing needs attention.

Site 5

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

Storage and growth 6

Detail	Value
Storage used	39.2 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	36.2 GB (92% of the site)
Older versions of files	3.0 GB (8% of the site)
Files untouched for two years	21.7 GB (55% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
October 2026	39.2 GB	+2.0 GB
September 2026	37.1 GB	–

Libraries 1

Every document library on the site, largest first.

Library	Size	Current files	Older versions	Files	Last change
Documents	39.2 GB	36.2 GB	3.0 GB	70	15 Oct 2026

Largest files 1

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	3.0 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
Sensitivity label	None
Unmanaged devices	Full access

Owner 1

Detail	Value
Primary owner	anna.kowalski@fabrikam.example

Activity 4

Detail	Value
Last activity	17 Oct 2026

Detail	Value
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.