SHAREPOINT SITES

Contoso Legal LLP

Harbour IT

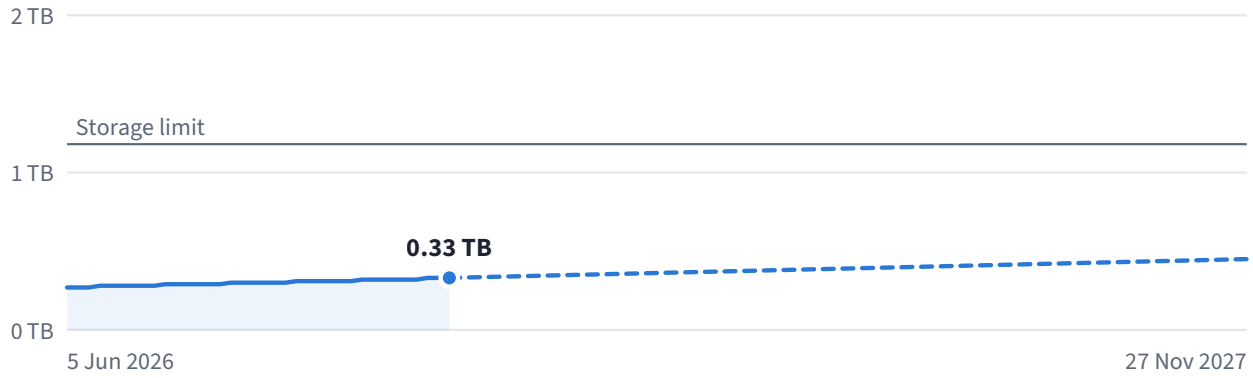
PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

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

Filtered view. All sites: 1 of 5 rows, Site is Operations, 1 column hidden. The headline figures cover every row.

Sites	Storage used	Anyone links	Guest links	Inactive sites
5	337.1 GB	2	2	0
	+10.3 GB in 30 days	No sign-in needed to open	Shared with named people outside	No activity in 90 days

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 27 Nov 2026.

Flag	Site	Anyone links	Guest links	Organisation links	External sharing on	Last activity
High	Marketing	2	0	3	Yes	29 Nov 2026
Medium	Clients	0	1	3	Yes	28 Nov 2026
Medium	Finance	0	1	3	Yes	29 Nov 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



Site	Type	Owner	30-day change	Files	Last activity	External sharing on	Address
Operations	Group or Team site	annabel.fraser@contoso.example	+2.4 GB	10	29 Nov 2026	Unknown	https://contoso.sharepoint.com/sites/operations

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 04:00 UTC.