

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

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

**Filtered view.** All sites: 1 of 5 rows, Site is <https://contoso.sharepoint.com/sites/finance>. The headline figures cover every row.

Sites

**5**

plus 0 system sites

Storage used

**337.1 GB**



+10.3 GB in 30 days

Anyone links

**2**

No sign-in needed to open

Guest links

**2**

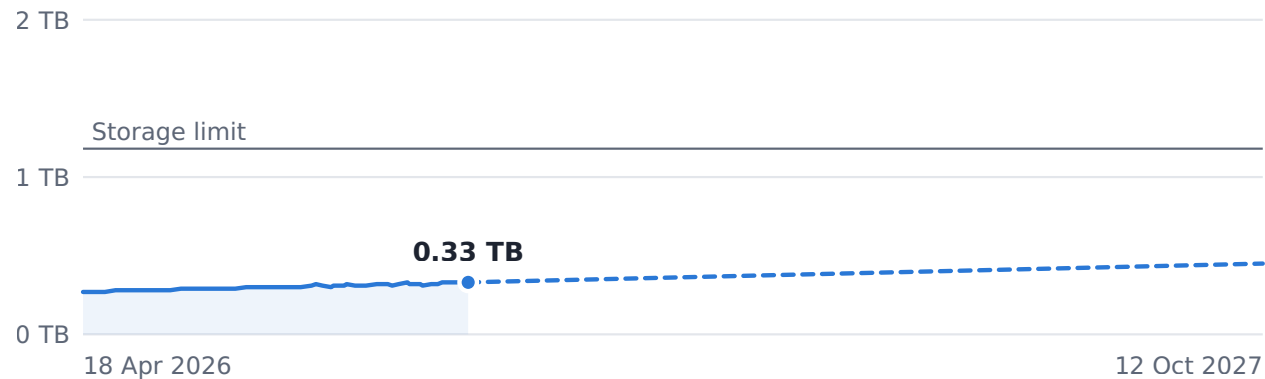
Shared with named people  
outside

Inactive sites

**0**

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 2026-10-10.

| Flag     | Site                                                                                                        | Anyone links | Guest links | Organisation links | External sharing on | Last activity |
|----------|-------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------------|---------------------|---------------|
| ● High   | <a href="https://contoso.sharepoint.com/sites/marketing">https://contoso.sharepoint.com/sites/marketing</a> | 2            | 0           | 3                  | Yes                 | 12 Oct 2026   |
| ● Medium | <a href="https://contoso.sharepoint.com/sites/clients">https://contoso.sharepoint.com/sites/clients</a>     | 0            | 1           | 3                  | Yes                 | 11 Oct 2026   |
| ● Medium | <a href="https://contoso.sharepoint.com/sites/finance">https://contoso.sharepoint.com/sites/finance</a>     | 0            | 1           | 3                  | Yes                 | 12 Oct 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

<https://contoso.sharepoint.com/sites/finance> 74.2 GB

| Site                                                                                                    | Type               | Owner                          | Storage | 30-day change | Files | Last activity | External sharing on |
|---------------------------------------------------------------------------------------------------------|--------------------|--------------------------------|---------|---------------|-------|---------------|---------------------|
| <a href="https://contoso.sharepoint.com/sites/finance">https://contoso.sharepoint.com/sites/finance</a> | Group or Team site | annabel.fraser@contoso.example | 74.2 GB | +3.2 GB       | 10    | 12 Oct 2026   | Yes                 |