

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, Type is Communication site. The headline figures cover every row.

Sites
5
plus 0 system sites

Storage used
337.1 GB

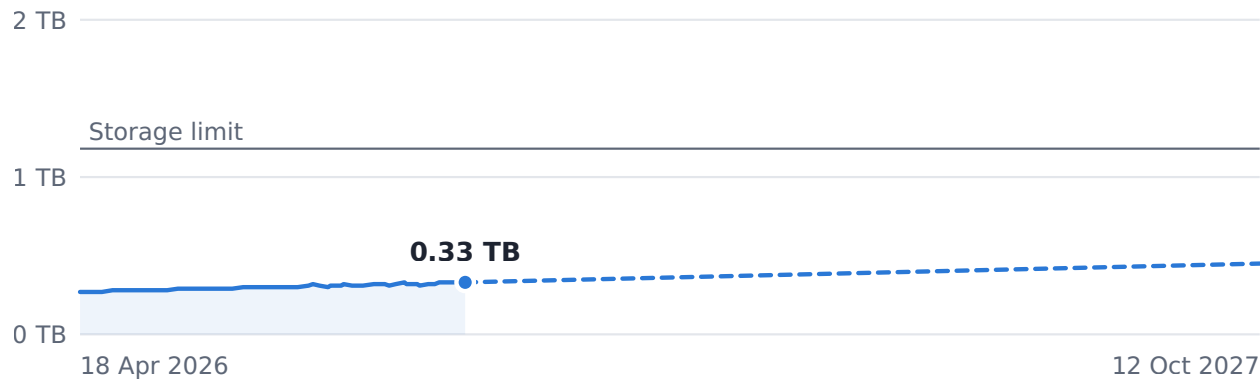
+10.3 GB in 30 days

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	https://contoso.sharepoint.com/sites/marketing	2	0	3	Yes	12 Oct 2026
Medium	https://contoso.sharepoint.com/sites/clients	0	1	3	Yes	11 Oct 2026
Medium	https://contoso.sharepoint.com/sites/finance	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/intranet 27.0 GB

Site	Type	Owner	Storage	30-day change	Files	Last activity	External sharing on
https://contoso.sharepoint.com/sites/intranet	Communication site	annabel.fraser@contoso.example	27.0 GB	+1.2 GB	10	11 Oct 2026	Unknown