

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Filtered view. Sites shared outside the organisation: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Sites
5
plus 0 system sites

Storage used
337.1 GB

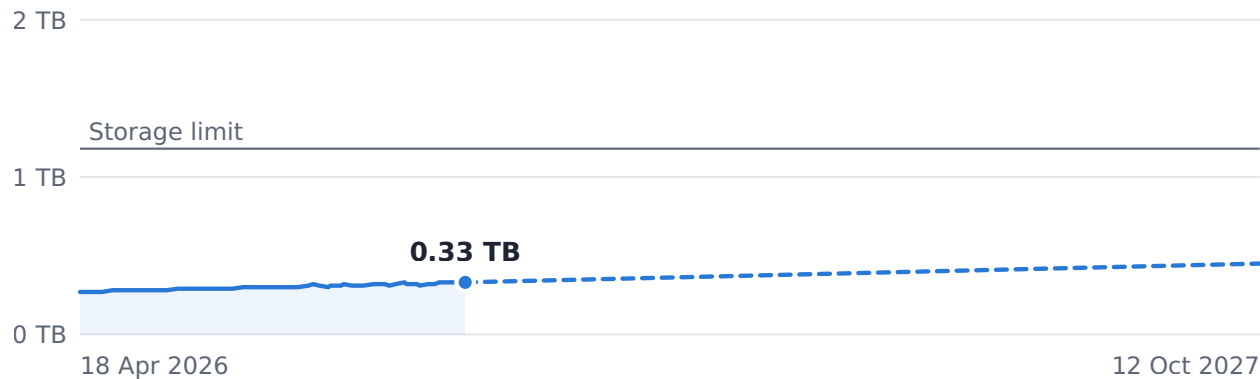
+10.3 GB in 30 days

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	Last activity
● High	https://contoso.sharepoint.com/sites/marketing	2	0	3	12 Oct 2026
● Medium	https://contoso.sharepoint.com/sites/clients	0	1	3	11 Oct 2026
● Medium	https://contoso.sharepoint.com/sites/finance	0	1	3	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 5

Largest first.

Largest sites

https://contoso.sharepoint.com/sites/clients		148.3 GB
https://contoso.sharepoint.com/sites/finance		74.2 GB
https://contoso.sharepoint.com/sites/operations		53.9 GB
https://contoso.sharepoint.com/sites/marketing		33.7 GB
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/clients	Group or Team site	annabel.fraser@contoso.example	148.3 GB	+6.5 GB	10	11 Oct 2026	Yes
https://contoso.sharepoint.com/sites/finance	Group or Team site	annabel.fraser@contoso.example	74.2 GB	+3.2 GB	10	12 Oct 2026	Yes
https://contoso.sharepoint.com/sites/operations	Group or Team site	annabel.fraser@contoso.example	53.9 GB	+2.4 GB	10	12 Oct 2026	Unknown
https://contoso.sharepoint.com/sites/marketing	Group or Team site	annabel.fraser@contoso.example	33.7 GB	+1.5 GB	10	12 Oct 2026	Yes
https://contoso.sharepoint.com/sites/intranet	Communication site	annabel.fraser@contoso.example	27.0 GB	+1.2 GB	10	11 Oct 2026	Unknown

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 17:16 UTC.