SHAREPOINT SITES

Contoso Legal LLP

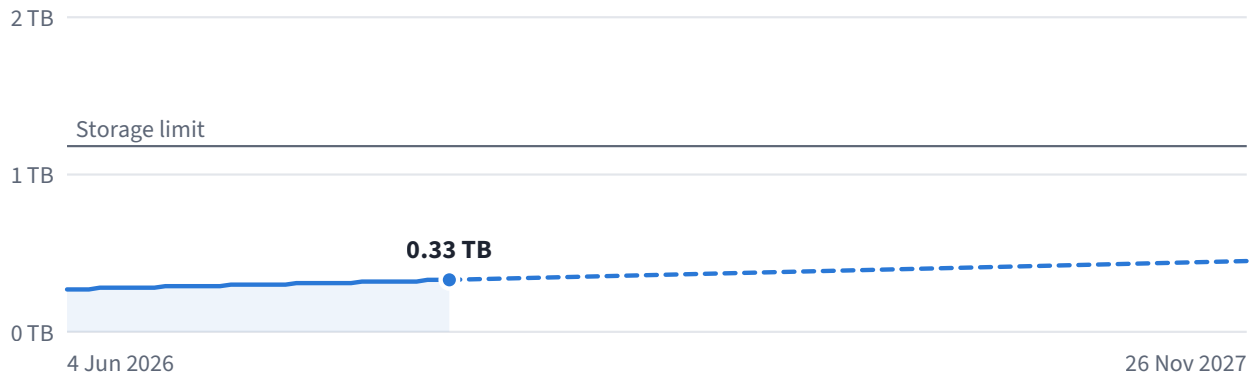
Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

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

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 26 Nov 2026.

Flag	Site	Anyone links	Guest links	Organisation links	External sharing on	Last activity
High	Marketing	2	0	3	Yes	28 Nov 2026
Medium	Clients	0	1	3	Yes	27 Nov 2026
Medium	Finance	0	1	3	Yes	28 Nov 2026

Inactive sites 0

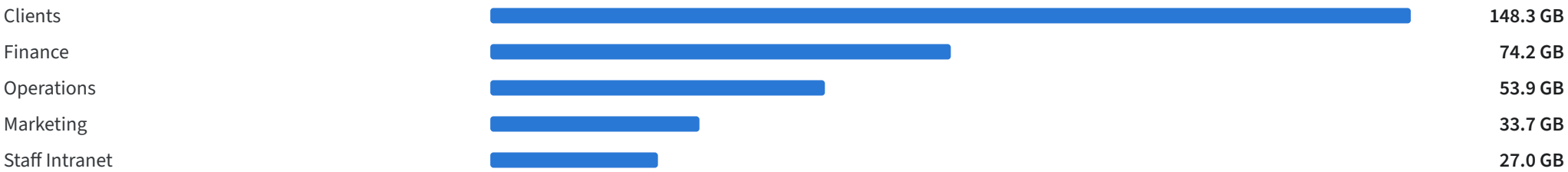
Sites nobody has used in 90 days. Archive or delete them, or confirm someone still owns the content.

Every site has been used in the last 90 days.

All sites 5

Largest first.

Largest sites



Site	Type	Owner	Storage	30-day change	Files	Last activity	External sharing on	Address
Clients	Group or Team site	annabel.fraser@contoso.example	148.3 GB	+6.5 GB	10	27 Nov 2026	Yes	https://contoso.sharepoint.com/sites/clients

Site	Type	Owner	Storage	30-day change	Files	Last activity	External sharing on	Address
Finance	Group or Team site	annabel.fraser@contoso.example	74.2 GB	+3.2 GB	10	28 Nov 2026	Yes	https://contoso.sharepoint.com/sites/finance
Operations	Group or Team site	annabel.fraser@contoso.example	53.9 GB	+2.4 GB	10	28 Nov 2026	Unknown	https://contoso.sharepoint.com/sites/operations
Marketing	Group or Team site	annabel.fraser@contoso.example	33.7 GB	+1.5 GB	10	28 Nov 2026	Yes	https://contoso.sharepoint.com/sites/marketing
Staff Intranet	Communication site	annabel.fraser@contoso.example	27.0 GB	+1.2 GB	10	27 Nov 2026	Unknown	https://contoso.sharepoint.com/sites/intranet

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.