

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	16 Oct 2026	16 Oct 2026, 04:00 UTC	contoso.onmicrosoft.com

Everything collected about the SharePoint site <https://contoso.sharepoint.com/sites/finance>.

Needs attention
1
Worst: low

Storage
74.2 GB
No limit of its own

Sharing
1 link outside
From Microsoft's link counts

Microsoft 365 group
Finance
Its members can open the site

Last activity
16 Oct 2026
Active

Needs attention 1

Flag	What	Area
● Low	1 sharing link for named people outside the organisation. Check each still needs access.	Sharing

Site 5

Detail	Value
Address	https://contoso.sharepoint.com/sites/finance
Type	Group or Team site
Primary owner	annabel.fraser@contoso.example
Template	Group
Libraries	2

Storage and growth 8

Detail	Value
Storage used	74.2 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	58.5 GB (79% of the site)
Older versions of files	4.8 GB (6% of the site)
Recycle bin	2.0 GB (3% of the site)
Preservation Hold library	7.4 GB (10% of the site)
Files untouched for two years	38.4 GB (52% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	74.2 GB	+3.2 GB
2026-09	70.9 GB	–

Libraries 2 1 to review

Every document library on the site, largest first.

Flag	Library	Size	Current files	Older versions	Files	Last change
	Documents	63.3 GB	58.5 GB	4.8 GB	70	14 Oct 2026
● Medium	Preservation Hold Library	7.4 GB	7.4 GB	0 bytes	2	11 Sep 2025

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	4.8 GB	0 bytes	29 Apr 2024
Contracts archive_v12.zip	Preservation Hold Library	4.4 GB	0 bytes	11 Sep 2025
Board pack 2023_v8.pdf	Preservation Hold Library	3.0 GB	0 bytes	11 Sep 2025
Projects/Export 2024-12.zip	Documents	2.3 GB	166.7 MB	28 Dec 2022
Projects/Recording 2023-11.mp4	Documents	2.2 GB	158.0 MB	14 Apr 2024
Projects/Photos 2022-10.zip	Documents	2.1 GB	149.3 MB	26 Aug 2024
Projects/Scans 2021-09.zip	Documents	2.0 GB	140.7 MB	13 May 2026

File	Library	Size	Older versions	Last change
Projects/Projects export.pst	Documents	1.9 GB	0 bytes	12 Oct 2023
Projects/Export 2020-08.zip	Documents	1.8 GB	132.0 MB	24 Oct 2025
Projects/Recording 2019-07.mp4	Documents	1.7 GB	123.4 MB	19 Mar 2026

Sharing 7

Detail	Value
External sharing	On
Anyone links	0
Links for people outside	1
Links for the whole organisation	3
Links for named people inside	0
Sensitivity label	None
Unmanaged devices	Full access

Files shared from this site 1

From the last Shared files scan: files and folders shared with anyone, people outside or the whole organisation.

File or folder	Library	Shared with	Can edit	Last modified
Budget 2027.xlsx	Documents	The whole organisation	No	28 Sep 2026

Microsoft 365 group 6

Detail	Value
Group	Finance
Type	Microsoft 365 group
Visibility	Private
Owners	2
Members	10
Guests	1

Activity 4

Detail	Value
Last activity	16 Oct 2026
Files used in the last 30 days	2
Page views in the last 30 days	4
Last file change	14 Oct 2026

History 0

No changes recorded yet.