

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
16 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Needs attention
0
Nothing to do

Storage
27.0 GB
No limit of its own

Sharing
Inside only
From Microsoft's link counts

Last activity
15 Oct 2026
Active

Needs attention 0

Nothing needs attention.

Site 5

Detail	Value
Address	https://contoso.sharepoint.com/sites/intranet
Type	Communication site
Primary owner	annabel.fraser@contoso.example
Template	Site Page Publishing
Libraries	1

Storage and growth 6

Detail	Value
Storage used	27.0 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	24.9 GB (92% of the site)
Older versions of files	2.0 GB (8% of the site)
Files untouched for two years	16.0 GB (59% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	27.0 GB	+1.2 GB
2026-09	25.8 GB	–

Libraries 1

Every document library on the site, largest first.

Library	Size	Current files	Older versions	Files	Last change
Documents	27.0 GB	24.9 GB	2.0 GB	70	14 Oct 2026

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Projects/Projects archive.zip	Documents	2.0 GB	0 bytes	29 Apr 2024
Projects/Export 2024-12.zip	Documents	1014.9 MB	71.0 MB	8 Jan 2023
Projects/Recording 2023-11.mp4	Documents	962.2 MB	67.4 MB	12 Oct 2023
Projects/Photos 2022-10.zip	Documents	909.5 MB	63.7 MB	29 May 2025
Projects/Scans 2021-09.zip	Documents	856.8 MB	60.0 MB	19 Sep 2026
Projects/Projects export.pst	Documents	811.9 MB	0 bytes	12 Oct 2023
Projects/Export 2020-08.zip	Documents	804.0 MB	56.3 MB	25 Jan 2025
Projects/Recording 2019-07.mp4	Documents	751.3 MB	52.6 MB	11 Dec 2025
Archive/Export 2024-12.zip	Documents	737.8 MB	51.6 MB	31 Dec 2023
Templates/Templates archive.zip	Documents	702.3 MB	0 bytes	29 Apr 2024

Sharing 7

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

Owner 1

Detail	Value
Primary owner	annabel.fraser@contoso.example

Activity 4

Detail	Value
Last activity	15 Oct 2026
Files used in the last 30 days	2
Page views in the last 30 days	4
Last file change	14 Oct 2026

Open findings 1

Flag	Check	Detail	First seen
● Low	Every site has at least two owners	One owner (site administrators and owners group)	11 Sep 2026

History 0

No changes recorded yet.

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