

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/clients>.

Needs attention
1
Worst: low

Storage
148.3 GB
No limit of its own

Sharing
1 link outside
From Microsoft's link counts

Team
Clients
Its members can open the site

Last activity
15 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/clients
Type	Group or Team site
Primary owner	annabel.fraser@contoso.example
Template	Group
Libraries	2

Storage and growth 8

Detail	Value
Storage used	148.3 GB
Site limit	None of its own: it uses the client's SharePoint storage
Current files	115.9 GB (78% of the site)
Older versions of files	10.7 GB (7% of the site)
Recycle bin	4.0 GB (3% of the site)
Preservation Hold library	14.8 GB (10% of the site)
Files untouched for two years	75.5 GB (51% of the site)
Files	10

Storage by month 2

The last collection of each month.

Month	Storage	Change
2026-10	148.3 GB	+6.5 GB
2026-09	141.8 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	126.5 GB	115.9 GB	10.7 GB	56	14 Oct 2026
● Medium	Preservation Hold Library	14.8 GB	14.8 GB	0 bytes	2	11 Sep 2025

Largest files 10

Size includes older versions.

File	Library	Size	Older versions	Last change
Client files/Client files archive.zip	Documents	9.6 GB	0 bytes	29 Apr 2024
Contracts archive_v12.zip	Preservation Hold Library	8.9 GB	0 bytes	11 Sep 2025
Board pack 2023_v8.pdf	Preservation Hold Library	5.9 GB	0 bytes	11 Sep 2025
Client files/Export 2024-12.zip	Documents	4.7 GB	333.3 MB	24 Jun 2024
Client files/Recording 2023-11.mp4	Documents	4.4 GB	316.0 MB	19 Sep 2026
Client files/Photos 2022-10.zip	Documents	4.2 GB	298.7 MB	10 Aug 2026
Client files/Scans 2021-09.zip	Documents	3.9 GB	281.4 MB	16 Jan 2025

File	Library	Size	Older versions	Last change
Client files/Client files export.pst	Documents	3.7 GB	0 bytes	12 Oct 2023
Client files/Export 2020-08.zip	Documents	3.7 GB	264.1 MB	28 Apr 2026
Client files/Recording 2019-07.mp4	Documents	3.4 GB	246.7 MB	30 May 2024

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 3

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
Client files/Hartley & Co (folder)	Documents	j.hartley@hartleyandco.example	No	31 May 2026
Engagement letters/Engagement 2026.pdf	Documents	accounts@hartleyandco.example	No	29 Aug 2026
Year end/Draft accounts FY26.xlsx	Documents	partner@mason-legal.example	No	12 Oct 2026

Team 6

Detail	Value
Group	Clients
Type	Team
Visibility	Private
Owners	2
Members	14
Guests	2

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 1 to review

Flag	Check	Detail	First seen
● Medium	People outside can only view shared files	Can be edited by partner@mason-legal.example	16 Oct 2026

History 1

Seen	Area	Change
16 Oct 2026	Shared files	Year end/Draft accounts FY26.xlsx shared with people outside

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 16 Oct 2026, 04:00 UTC.