

M365 Cleaner

Overview

M365 Cleaner is a lightweight Microsoft Teams app that analyzes and visualizes **digital clutter across Microsoft 365**. It identifies outdated Teams, oversized files, inactive SharePoint sites, and messy mailboxes, then highlights actionable cleanup opportunities.

Analysis overview

Here's a summary of your digital clutter and potential cleanup opportunities.

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(<https://vituliani.com>)

Last Scanned: July 9, 2025

Download



Storage data

Total storage

Teams Exchange SharePoint

822 GB of 950 GB

86% Critical

456 GB

645 GB

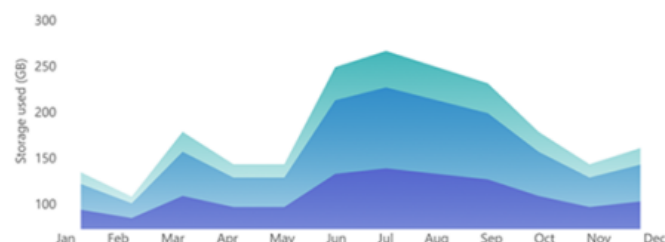
325 GB

Free 45 GB

Storage consumption over time

Teams Exchange SharePoint

3 months 6 months 12 months



Storage cleanup potential by category



Entities

Users

Departments

Storage by entities

Filter Sort Search

Name	Total storage used	% of current scope	Last activity date	Owners	Members	Status
Team Alpha	22.2 MB	98,7 %	July 14, 2025	3	45	Inactive
Project Phoenix	45.7 MB	72,5 %	July 14, 2025	4	78	Active
Marketing Wizards	18.9 MB	13,5 %	July 14, 2025	5	—	Active
Design Ninjas	30.4 MB	23,6 %	July 14, 2025	5	34	Active
Innovation Hub	50.1 MB	65,5 %	July 14, 2025	5	91	Active
Creative Solutions	12.3 MB	65,5 %	July 14, 2025	—	—	Active

Problem

As organizations adopt Microsoft 365, their storage quickly becomes messy:

- Inactive Teams pile up.
- SharePoint sites remain untouched.
- Mailboxes and OneDrives fill with oversized attachments and duplicate files.

Admins face **high storage costs** and **poor visibility**, while team owners and users have no clear way to manage their data. Existing tools felt technical and spreadsheet-heavy, lacking intuitive insights.

The challenge was to **simplify this complexity** and create a tool that is:

- **Visual** – insights at a glance.
- **Actionable** – clear cleanup recommendations. (<https://vituliani.com>)
- **Integrated** – embedded into Teams, where people already work.



Goals & Objectives

Provide a **single source of truth** for M365 storage health.

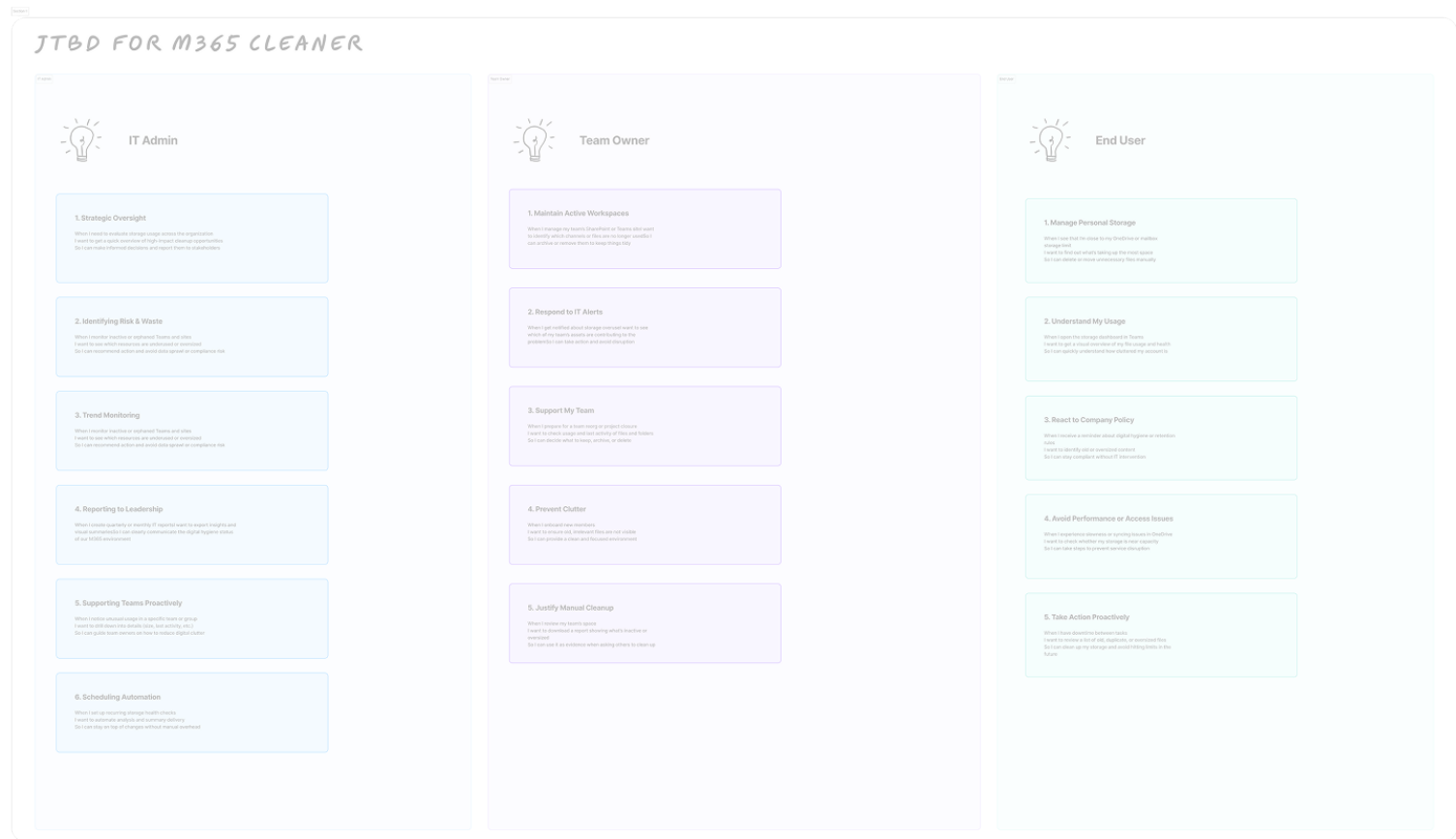
- Visualize clutter in a way that feels **familiar yet engaging**.
- Enable both admins and everyday users to **take action confidently**.
- Fit seamlessly into Microsoft Teams as a tab or personal app.

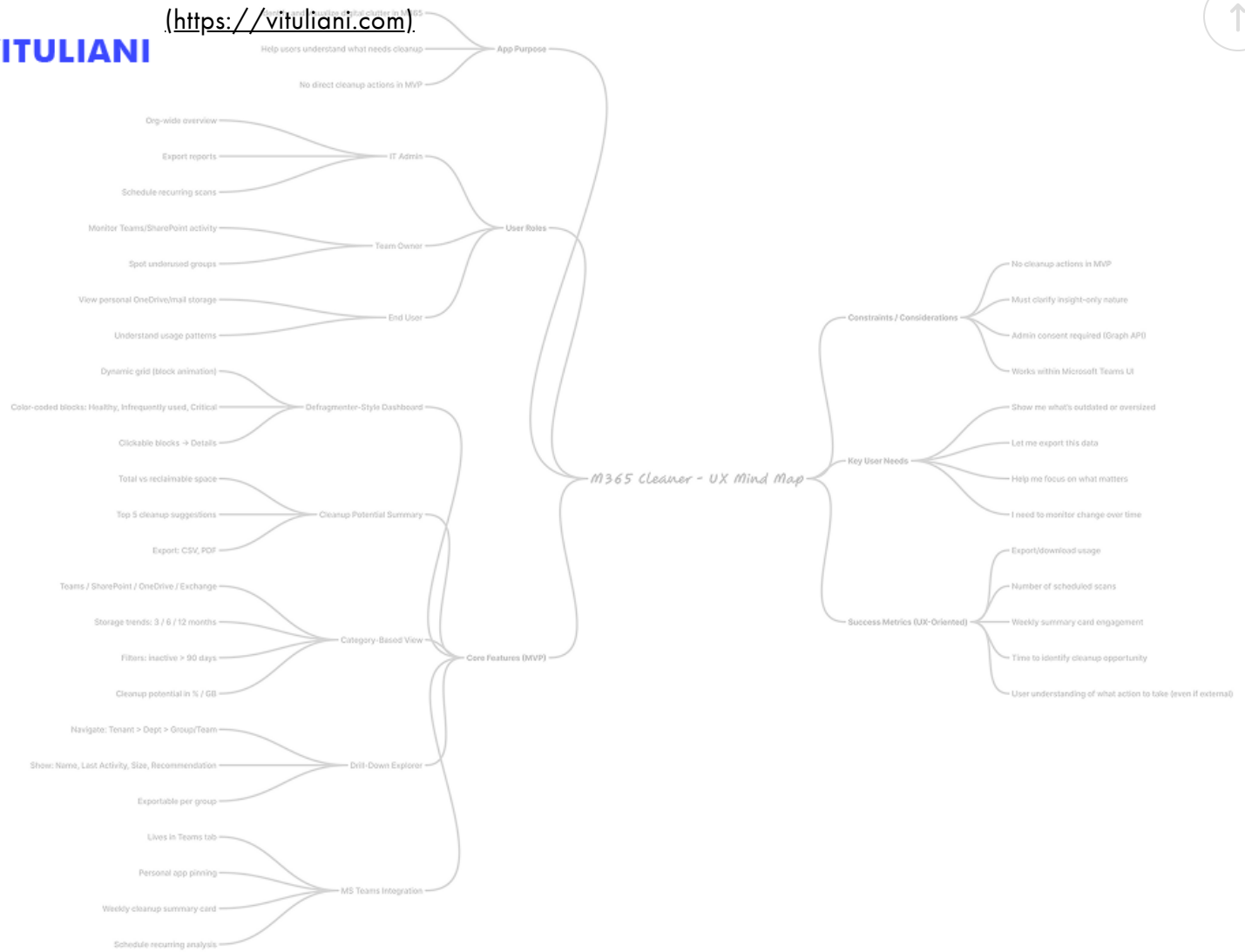


To understand the problem space, I combined **qualitative research** with structured UX methods.

- **Stakeholder Interviews:** IT admins, team owners, and everyday users highlighted different priorities — admins wanted cross-tenant visibility, team owners needed clarity on inactive Teams, and users wanted quick insights into their own storage.
- **UX Mind Map:** I mapped out all possible clutter touchpoints across Microsoft 365 — Teams, SharePoint, OneDrive, and Exchange — and visualized connections between **usage, storage growth, and cleanup opportunities**. This helped define the scope of entities and surface dependencies.
- **Jobs To Be Done (JTBD) Framework:**
 - When I’m managing Teams storage, I want to see which groups are inactive, so I can decide what to archive.
 - When my OneDrive is nearly full, I want to quickly spot large files, so I can delete or move them.
 - When I’m an IT admin, I want to monitor overall storage trends, so I can reduce unnecessary costs.

Key insight: **people don’t want raw storage metrics — they want clear, job-oriented outcomes.**
These methods helped anchor the design around user intent rather than technical complexity.





<https://vituliani.com/wp-content/uploads/2025/09/image-2.png>

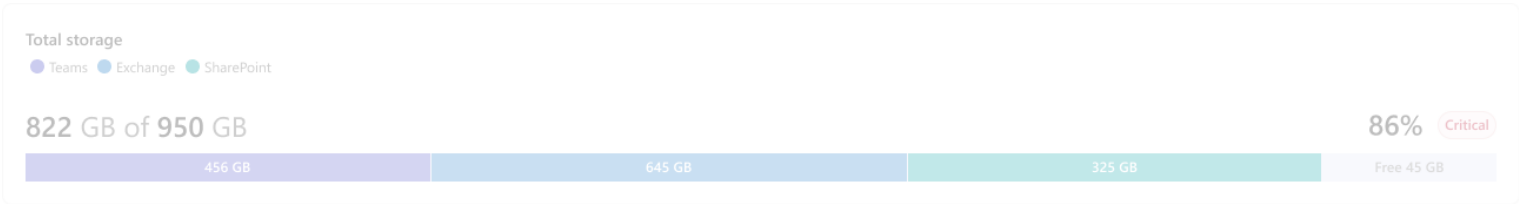
Main Page – Analysis Overview

This screen serves as the entry point, giving admins and users a **clear, visual summary of storage health and cleanup opportunities**. Each component was designed to balance clarity, hierarchy, and quick decision-making.

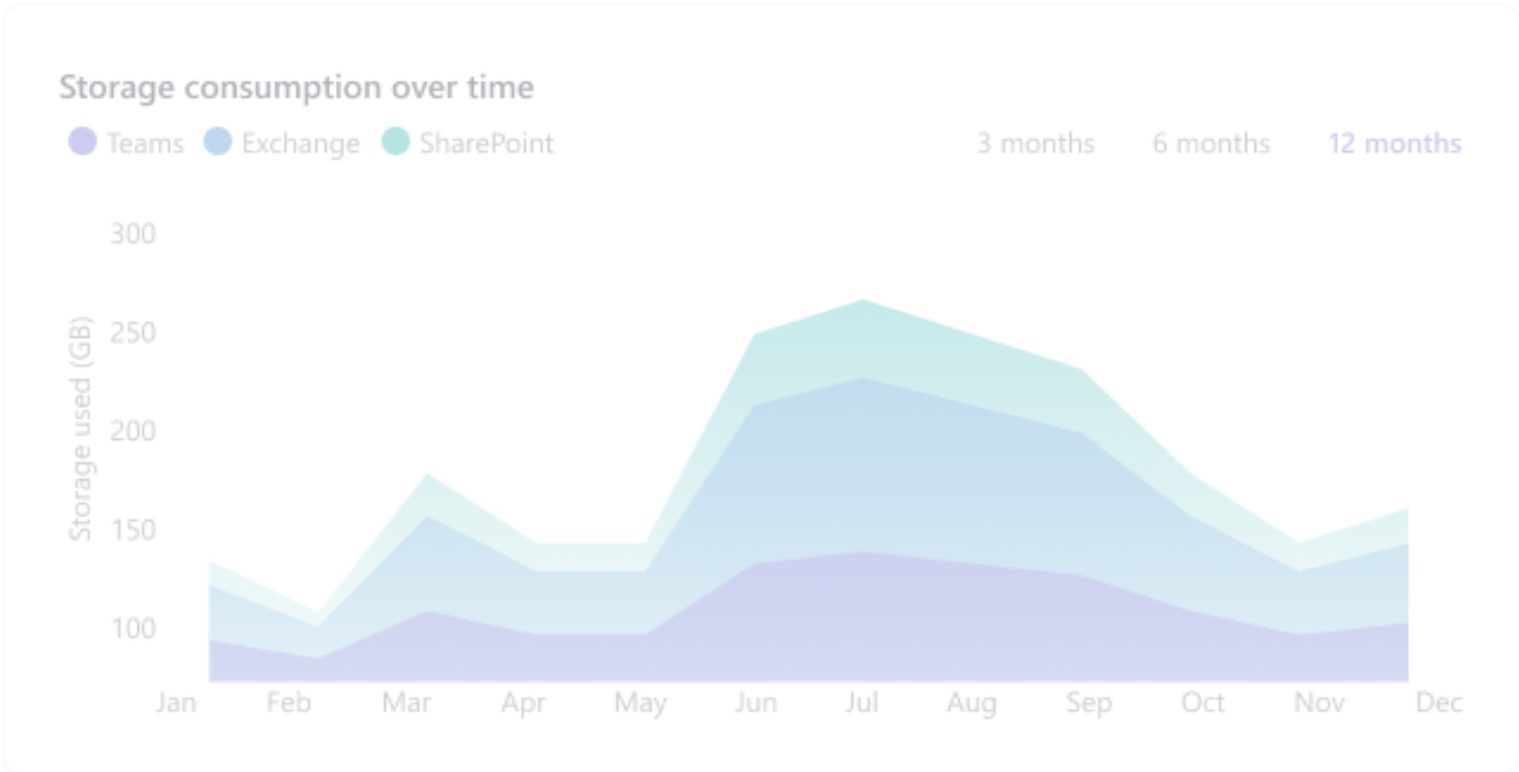
Total Storage Bar

Components: Overall usage vs. free space, color-coded by service.

Why: A single-glance health indicator. The critical alert (86% used) helps users understand urgency without digging deeper. <https://vituliani.com>



<https://vituliani.com/wp-content/uploads/2025/09/Total-storage.png>



<https://vituliani.com/wp-content/uploads/2025/09/Data-consumption-over-time.png>

Storage Consumption Over Time

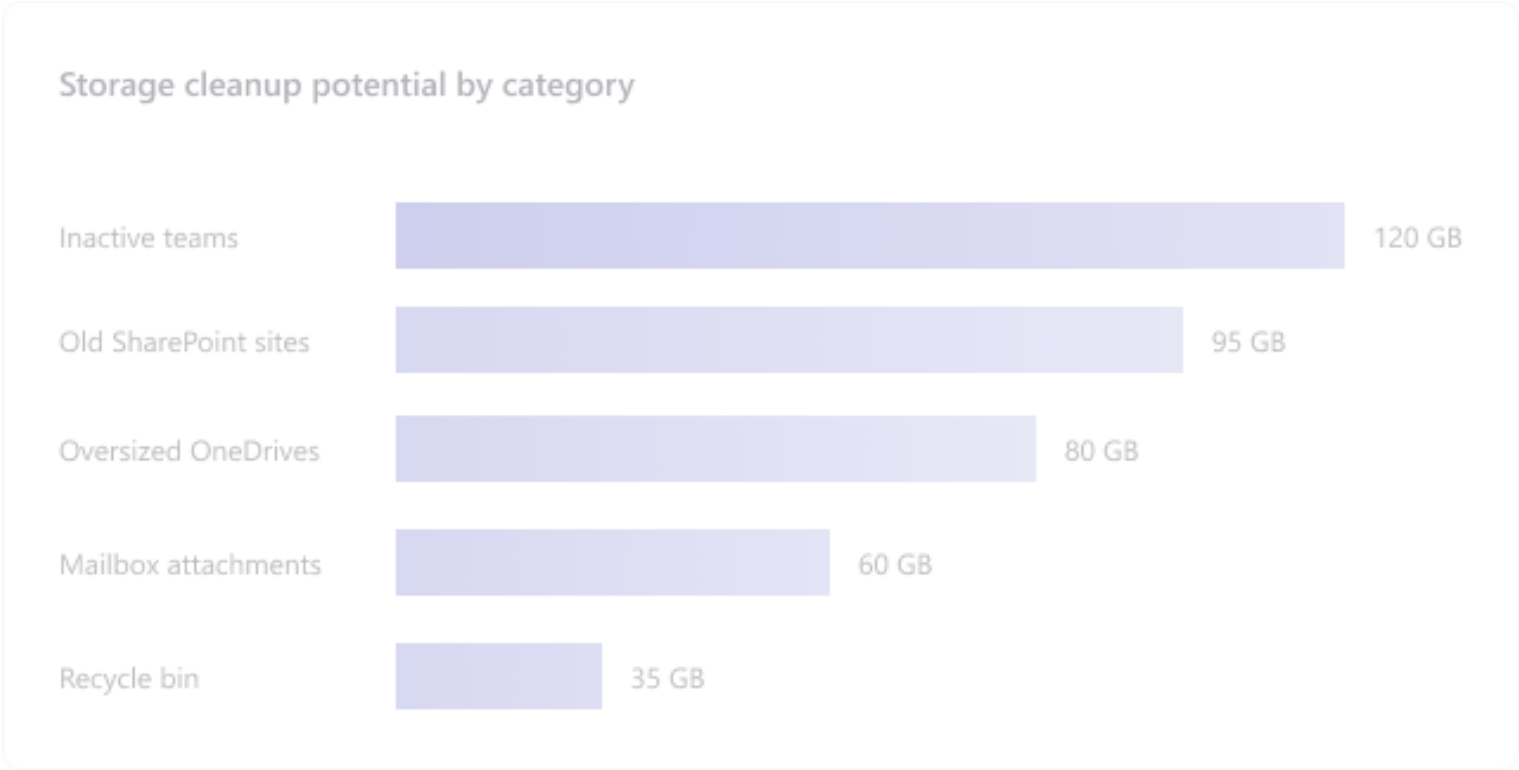
Components: Area chart with 3/6/12 month toggle.

Why: Shows **trends**, not just static numbers. Helps admins spot growth patterns and forecast when storage will become an issue.

Cleanup Potential by Category

Components: Breakdown of biggest cleanup opportunities (inactive Teams, old SharePoint, oversized OneDrives, etc.). (<https://vituliani.com>). 

Why: Directs attention to the **highest impact actions**. This turns raw storage data into actionable insights.

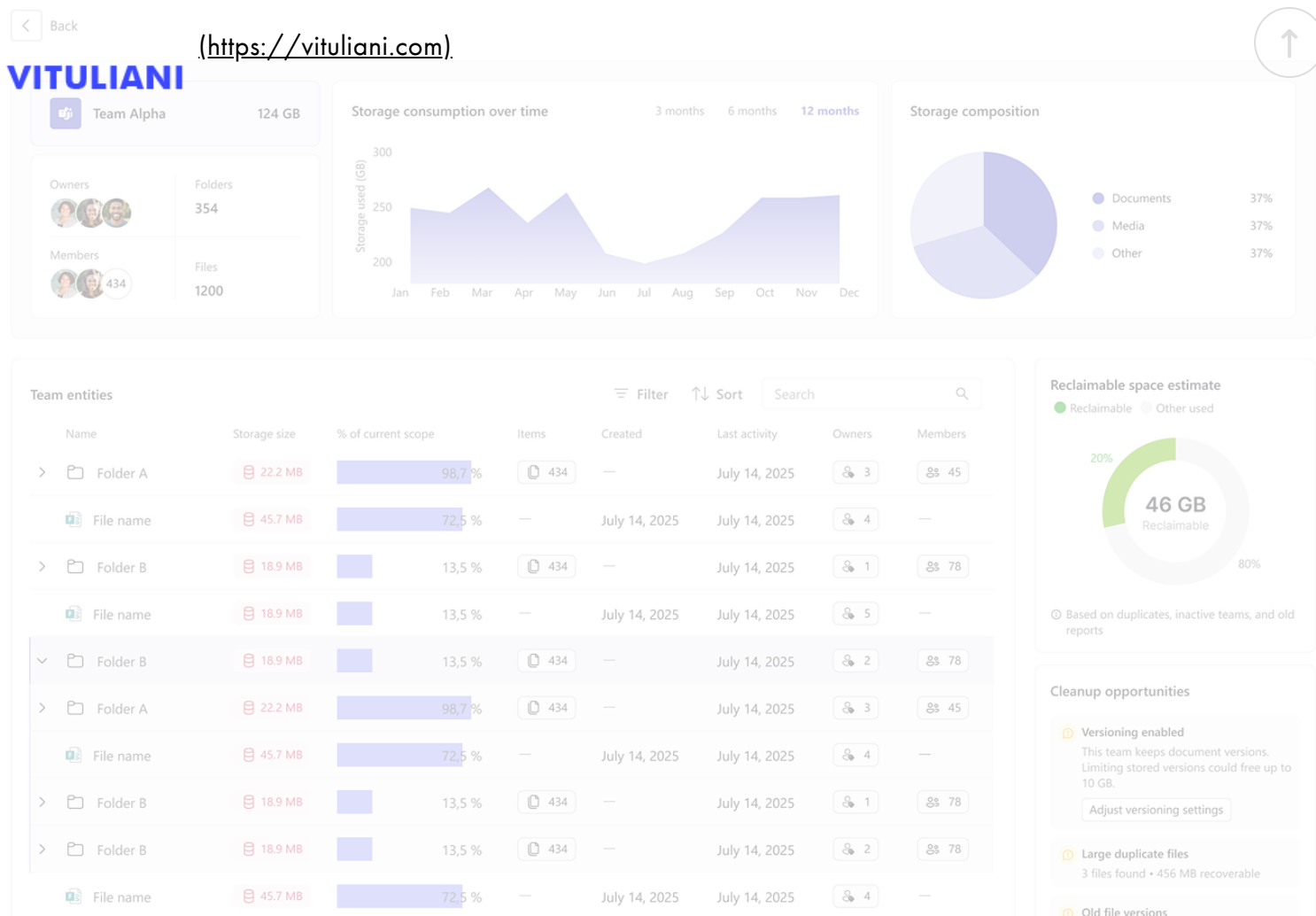


(<https://vituliani.com/wp-content/uploads/2025/09/Storage-cleanup-potential-by-category.png>)

Entities/Users/Departments Tabs

Components: Switchable views; table with entity name, storage used, % of scope, last activity, owners, members, status.

Why: Supports **progressive disclosure** — from high-level summary to detailed accountability. Owners and status help decide what to clean up, while filters/sort/search aid navigation in large datasets.



<https://vituliani.com/wp-content/uploads/2025/09/image-1.png>

Entity Page (Team View)

This page gives a **detailed breakdown of a specific Team's storage**.

- **Header card:** Quick facts (owners, members, folders, files, total storage).
- **Trend + composition:** Storage usage over time and distribution by type (documents, media, other).
- **Entity table:** Folder- and file-level details with activity, owners, and members.
- **Sidebar insights:** Reclaimable space, cleanup opportunities (e.g., large duplicate files, old versions), and top storage consumers.

Why: Designed to help team owners identify what's consuming space and where to take action.

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(<https://vituliani.com>)

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(<https://vituliani.com/wp-content/uploads/2025/09/Frame-1010109083.png>).

User Page (Individual View)

This view shifts focus from teams to a **single user's storage footprint**.

- **Header card:** Profile info, access date, last visit.
- **Trend + composition:** Personal storage over time and file type distribution.
- **User storage breakdown:** Which Teams and folders the user contributes to most, with activity and status indicators.
- **Sidebar insights:** Same reclaimable space and cleanup suggestions, tailored to individual usage.

Why: Helps admins or managers spot heavy users, inactive accounts, and reclaimable space at the user level.

Back

(<https://vituliani.com>)

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Name Surname
Member
124 GB

Granted access
Jan 1, 2022

Folders
354

Last visit
Jan 1, 2022

Files
1200

Storage consumption over time

3 months 6 months 12 months

Storage composition

Documents

37%

Media

37%

Other

37%

User storage breakdown

Filter Sort Search

Name	Storage size	% of users total storage	Items	Created	Last activity	Status
> Team Alpha	22.2 MB	98,7 %	434	July 14, 2025	July 14, 2025	Inactive
> Team Bravo	45.7 MB	72,5 %	434	July 14, 2025	July 14, 2025	Active
> Team Charlie	18.9 MB	13,5 %	434	July 14, 2025	July 14, 2025	Active
Team Delta	30.4 MB	23,6 %	434	July 14, 2025	July 14, 2025	Active
> Folder A	22.2 MB	98,7 %	434	—	July 14, 2025	—
File name	45.7 MB	72,5 %	—	July 14, 2025	July 14, 2025	—
> Folder B	18.9 MB	13,5 %	434	—	July 14, 2025	—
Folder B	18.9 MB	13,5 %	434	—	July 14, 2025	—
> Folder B	18.9 MB	13,5 %	434	—	July 14, 2025	—
> Folder B	18.9 MB	13,5 %	434	—	July 14, 2025	—

Reclaimable space estimate

Reclaimable Other used

46 GB Reclaimable

Based on duplicates, inactive teams, and old reports

Cleanup opportunities

Versioning enabled

This team keeps document versions. Limiting stored versions could free up to 10 GB.

Adjust versioning settings

Large duplicate files

3 files found • 456 MB recoverable

Old file versions

(<https://vituliani.com/wp-content/uploads/2025/09/x.png>).

Let's Connect

Don't hesitate to reach out for collaborations or just say hello

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