

All clients

PREPARED BY
Harbour IT

DATE
17 Oct 2026

CLIENTS
3

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

Largest files in nearly full OneDrives 3

What the owner can move or delete to free their OneDrive.

Client	File	Person	Size	Older versions	Last change
Contoso Legal LLP	Videos/raw.mp4	annabel.fraser@contoso.example	50.0 GB	10.0 GB	7 Oct 2026
Fabrikam Dental Group	Videos/raw.mp4	anna.kowalski@fabrikam.example	50.0 GB	10.0 GB	7 Oct 2026
Northwind Traders	Videos/raw.mp4	ann.patel@northwindtraders.example	50.0 GB	10.0 GB	7 Oct 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 17 Oct 2026, 10:53 UTC.