SHAREPOINT STORAGE: LARGEST FILES IN NEARLY FULL ONEDRIVES

All clients

Harbour IT

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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	19 Nov 2026
Fabrikam Dental Group	Videos/raw.mp4	anna.kowalski@fabrikam.example	50.0 GB	10.0 GB	19 Nov 2026
Northwind Traders	Videos/raw.mp4	ann.patel@northwindtraders.example	50.0 GB	10.0 GB	19 Nov 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.