SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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

Filtered view. Largest files: 10 of 300 rows, Last change: in the last 30 days. The headline figures cover every row.

Largest files 10

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	2 Nov 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	27 Nov 2026	carol.bennett@contoso.example
Fabrikam Dental Group	Appointment book.xlsx	Practice Management / Documents	9.6 GB	9.6 GB	1184	29 Nov 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2024-12.zip	Practice Management / Documents	5.0 GB	358.9 MB	3	26 Nov 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	X-rays 2020/X-rays 2020 tracker.xlsx	Imaging Archive / Documents	4.3 GB	4.2 GB	640	27 Nov 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	3.7 GB	266.7 MB	2	8 Nov 2026	anna.kowalski@fabrikam.example
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	12 Nov 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	2 Nov 2026	carol.mendes@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	27 Nov 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	15 Nov 2026	ann.patel@northwindtraders.example

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.