

All clients



PREPARED BY
Harbour IT

DATE
15 Oct 2026

DATA COLLECTED
15 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

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	18 Sep 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	13 Oct 2026	carol.bennett@contoso.example
Fabrikam Dental Group	Appointment book.xlsx	Practice Management / Documents	9.6 GB	9.6 GB	1184	15 Oct 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2024-12.zip	Practice Management / Documents	5.0 GB	358.9 MB	3	12 Oct 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	13 Oct 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	3.7 GB	266.7 MB	2	24 Sep 2026	anna.kowalski@fabrikam.example
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	28 Sep 2026	carol.mendes@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	18 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	13 Oct 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	1 Oct 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 15 Oct 2026, 04:00 UTC.