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: 11 of 300 rows, Location is Practice Management / Documents. The headline figures cover every row.

Largest files 11

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Practice database backup.bak	Practice Management / Documents	31.0 GB	None	1	31 Aug 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas archive.zip	Practice Management / Documents	10.3 GB	None	1	12 Jun 2024	evelyn.shaw@fabrikam.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	Rotas/Recording 2023-11.mp4	Practice Management / Documents	4.7 GB	340.2 MB	2	29 Oct 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Photos 2022-10.zip	Practice Management / Documents	4.5 GB	321.6 MB	6	30 Aug 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Scans 2021-09.zip	Practice Management / Documents	4.2 GB	302.9 MB	5	22 Nov 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas export.pst	Practice Management / Documents	4.0 GB	None	1	25 Nov 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2020-08.zip	Practice Management / Documents	4.0 GB	284.3 MB	4	31 Dec 2023	anna.kowalski@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Rotas/Recording 2019-07.mp4	Practice Management / Documents	3.7 GB	265.6 MB	3	13 Mar 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Policies/Export 2024-12.zip	Practice Management / Documents	3.6 GB	260.9 MB	3	9 Feb 2024	evelyn.shaw@fabrikam.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.