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: 2 of 300 rows, Location is Staff Intranet / Documents. The headline figures cover every row.

Largest files 2

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	1	12 Jun 2024	eve.lambert@contoso.example
Northwind Traders	Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	1	12 Jun 2024	carl.jensen@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.