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: 29 of 300 rows, Changed by is carl.jensen@northwindtraders.example. The headline figures cover every row.

Largest files 29

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	551.5 MB	3	1 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	28 Jan 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Year end archive.zip	Clients / Documents	5.3 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	28 Nov 2022	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	31 Oct 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	31 Jan 2024	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	26 Jun 2025	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	321.1 MB	3	18 Dec 2022	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	21 Jan 2024	carl.jensen@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Projects archive.zip	Marketing / Documents	4.2 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	30 Oct 2023	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Photos 2020-02.zip	Clients / Documents	3.7 GB	265.0 MB	3	7 Jun 2025	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	20 Jan 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2020-02.zip	Clients / Documents	2.7 GB	192.6 MB	3	20 Aug 2026	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	10 Nov 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	7 Nov 2025	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	27 Oct 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	170.0 MB	3	24 Apr 2026	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	27 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	30 Dec 2025	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	24 Jan 2026	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	17 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Marketing / Documents	2.0 GB	145.2 MB	3	8 Feb 2025	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	21 Jul 2025	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	19 Aug 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	16 May 2026	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, 18:57 UTC.