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: 24 of 300 rows, Changed by is eve.sinclair@northwindtraders.example. The headline figures cover every row.

Largest files 24

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Client files/Client files archive.zip	Clients / Documents	15.8 GB	None	1	12 Jun 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Scans 2021-09.zip	Clients / Documents	6.5 GB	465.6 MB	5	19 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Export 2020-08.zip	Clients / Documents	6.1 GB	436.9 MB	4	19 Sep 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	322.3 MB	5	12 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Engagement letters/Export 2020-08.zip	Clients / Documents	4.4 GB	317.6 MB	4	6 Sep 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	18 Jun 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	9 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Recording 2019-07.mp4	Clients / Documents	3.3 GB	237.7 MB	3	11 Jan 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	234.3 MB	5	27 Oct 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	20 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	21 Feb 2025	eve.sinclair@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	187.7 MB	5	10 Mar 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Year end/Export 2024-12.zip	Clients / Documents	2.6 GB	185.5 MB	3	4 Jul 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	3 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Operations / Documents	2.2 GB	None	1	12 Jun 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	12 Nov 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Photos 2020-02.zip	Clients / Documents	2.2 GB	154.3 MB	3	25 Nov 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	10 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	24 Jun 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	24 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	132.5 MB	3	19 Aug 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	132.2 MB	4	25 Aug 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Year end/Photos 2024-06.zip	Clients / Documents	1.8 GB	127.7 MB	2	15 Aug 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	122.5 MB	5	27 Aug 2023	eve.sinclair@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.