

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: 29 of 300 rows, Changed by is ann.patel@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Largest files 29

Size includes older versions.

Client	File	Location	Size	Version	Last change	Changed by
Northwind Traders	Contracts archive_v12.zip	Clients / Preservation Hold Library	14.5 GB	1	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	9.7 GB	1	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	2	1 Aug 2026	ann.patel@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.3 GB	1	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Client files export.pst	Clients / Documents	6.2 GB	1	11 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Export 2024-12.zip	Clients / Documents	5.6 GB	3	17 Jun 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	2	3 Apr 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.8 GB	1	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	6	26 Jul 2024	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	2	26 Jan 2026	ann.patel@northwindtraders.example
Northwind Traders	Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	2	10 Oct 2023	ann.patel@northwindtraders.example

Client	File	Location	Size	Version	Last change	Changed by
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	3	23 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	2	24 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	4	14 Aug 2026	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	4	20 Apr 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	3	21 Jul 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	6	17 Jan 2025	ann.patel@northwindtraders.example
Northwind Traders	Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	2	11 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	6	30 Aug 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	4	10 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	3	24 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	6	19 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	2	10 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	2.1 GB	1	28 Apr 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end export.pst	Clients / Documents	2.1 GB	1	11 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	640	13 Oct 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	2	13 Mar 2026	ann.patel@northwindtraders.example
Northwind Traders	Year end/Recording 2019-07.mp4	Clients / Documents	1.9 GB	3	1 Mar 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	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.