

All clients



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	13 Oct 2026	13 Oct 2026, 04:00 UTC	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. 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	Contracts archive_v12.zip	Clients / Preservation Hold Library	14.5 GB	None	1	8 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	9.7 GB	None	1	8 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	522.9 MB	2	30 Jul 2026	ann.patel@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.3 GB	None	1	8 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Client files export.pst	Clients / Documents	6.2 GB	None	1	9 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Export 2024-12.zip	Clients / Documents	5.6 GB	400.9 MB	3	15 Jun 2023	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	380.1 MB	2	1 Apr 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.8 GB	None	1	8 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	24 Jul 2024	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	276.0 MB	2	24 Jan 2026	ann.patel@northwindtraders.example
Northwind Traders	Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	236.4 MB	2	8 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	229.6 MB	3	21 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	221.0 MB	2	22 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	12 Aug 2026	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	213.5 MB	4	18 Apr 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	204.1 MB	3	19 Jul 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	15 Jan 2025	ann.patel@northwindtraders.example
Northwind Traders	Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	175.9 MB	2	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	28 Aug 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	171.0 MB	4	8 May 2025	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	166.9 MB	3	22 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	17 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	158.2 MB	2	8 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	2.1 GB	None	1	26 Apr 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end export.pst	Clients / Documents	2.1 GB	None	1	9 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	11 Oct 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	137.6 MB	2	11 Mar 2026	ann.patel@northwindtraders.example
Northwind Traders	Year end/Recording 2019-07.mp4	Clients / Documents	1.9 GB	137.3 MB	3	27 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	29 Sep 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 13 Oct 2026, 04:00 UTC.