

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: 38 of 300 rows, Changed by is annabel.fraser@contoso.example. The headline figures cover every row.

Largest files 38

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Contracts archive_v12.zip	Clients / Preservation Hold Library	8.9 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	5.9 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	28 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	Finance / Preservation Hold Library	4.4 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	11 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	15 Nov 2023	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	3.0 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	21 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	18 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	13 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	15 Jan 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	21 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	17 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	12 May 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	24 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	10 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	1 Mar 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	12 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	25 Jul 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	28 Apr 2024	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	22 Apr 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	24 Jun 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	11 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	10 Apr 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	20 Sep 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	29 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	21 Jul 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	28 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	27 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	10 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	11 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	29 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	24 Mar 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	3 May 2023	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	18 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	12 Feb 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	9 Oct 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	29 Jul 2024	annabel.fraser@contoso.example

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