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: 38 of 300 rows, Changed by is annabel.fraser@contoso.example, 1 column hidden. The headline figures cover every row.

Largest files 38

Size includes older versions.

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Contracts archive_v12.zip	Clients / Preservation Hold Library	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	Finance / Preservation Hold Library	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Client files export.pst	Clients / Documents	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Photos 2024-06.zip	Clients / Documents	229.4 MB	2	30 Dec 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Export 2024-12.zip	Clients / Documents	194.1 MB	3	5 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2019-07.mp4	Clients / Documents	179.4 MB	3	2 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Finance / Documents	158.0 MB	2	28 May 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Export 2020-08.zip	Clients / Documents	153.7 MB	4	29 Feb 2024	annabel.fraser@contoso.example

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Scans 2019-01.zip	Clients / Documents	142.9 MB	2	4 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	141.6 MB	5	1 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	140.7 MB	5	26 Jun 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Photos 2024-06.zip	Clients / Documents	133.6 MB	2	8 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	132.2 MB	2	25 Dec 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	125.0 MB	6	15 Apr 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	123.5 MB	6	26 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2020-02.zip	Clients / Documents	116.4 MB	3	8 Sep 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	114.9 MB	2	6 Jun 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2024-12.zip	Clients / Documents	112.1 MB	3	8 Aug 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	110.5 MB	4	25 May 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	108.6 MB	6	4 Nov 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Recording 2023-11.mp4	Clients / Documents	106.3 MB	2	12 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Recording 2021-03.mp4	Clients / Documents	103.3 MB	4	4 Sep 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	96.0 MB	4	10 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	94.7 MB	5	24 Aug 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Year end export.pst	Clients / Documents	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	89.7 MB	3	12 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2020-08.zip	Clients / Documents	88.8 MB	4	8 May 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	83.4 MB	2	17 Jun 2023	annabel.fraser@contoso.example

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	81.5 MB	5	2 Dec 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	80.3 MB	4	29 Mar 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	77.1 MB	6	23 Nov 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	75.0 MB	5	12 Sep 2024	annabel.fraser@contoso.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.