

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 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 carl.jensen@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Largest files 29

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	551.5 MB	3	16 Jul 2023	carl.jensen@northwindtraders.example
Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	12 Dec 2022	carl.jensen@northwindtraders.example
Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Year end/Year end archive.zip	Clients / Documents	5.3 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	12 Oct 2022	carl.jensen@northwindtraders.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	14 Sep 2025	carl.jensen@northwindtraders.example
Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	15 Dec 2023	carl.jensen@northwindtraders.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	10 May 2025	carl.jensen@northwindtraders.example
Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	321.1 MB	3	1 Nov 2022	carl.jensen@northwindtraders.example
Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	5 Dec 2023	carl.jensen@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Marketing / Documents	4.2 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	13 Sep 2023	carl.jensen@northwindtraders.example
Client files/Photos 2020-02.zip	Clients / Documents	3.7 GB	265.0 MB	3	21 Apr 2025	carl.jensen@northwindtraders.example
Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	4 Dec 2022	carl.jensen@northwindtraders.example
Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Engagement letters/Photos 2020-02.zip	Clients / Documents	2.7 GB	192.6 MB	3	4 Jul 2026	carl.jensen@northwindtraders.example
Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	24 Sep 2024	carl.jensen@northwindtraders.example
Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	21 Sep 2025	carl.jensen@northwindtraders.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	10 Sep 2023	carl.jensen@northwindtraders.example
Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	170.0 MB	3	8 Mar 2026	carl.jensen@northwindtraders.example
Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	11 Aug 2023	carl.jensen@northwindtraders.example
Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	13 Nov 2025	carl.jensen@northwindtraders.example
Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	8 Dec 2025	carl.jensen@northwindtraders.example
Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	29 Jan 2026	carl.jensen@northwindtraders.example
Projects/Export 2024-12.zip	Marketing / Documents	2.0 GB	145.2 MB	3	23 Dec 2024	carl.jensen@northwindtraders.example
Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	4 Jun 2025	carl.jensen@northwindtraders.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	3 Jul 2025	carl.jensen@northwindtraders.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	30 Mar 2026	carl.jensen@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.