

All clients



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 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: 22 of 300 rows, Changed by is carol.bennett@contoso.example. The headline figures cover every row.

Largest files 22

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Client files archive.zip	Clients / Documents	9.6 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	333.3 MB	3	22 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	4.0 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	20 Feb 2024	carol.bennett@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	3 Dec 2022	carol.bennett@contoso.example
Contoso Legal LLP	Payroll/Recording 2023-11.mp4	Clients / Documents	2.6 GB	184.0 MB	2	21 Nov 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Marketing / Documents	2.5 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	160.2 MB	3	7 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	19 Dec 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Finance / Documents	1.9 GB	None	1	10 Oct 2023	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Finance / Documents	1.7 GB	123.4 MB	3	17 Mar 2026	carol.bennett@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	121.1 MB	3	13 Apr 2023	carol.bennett@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	24 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	3 Dec 2025	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	101.4 MB	3	20 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	24 Sep 2022	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Marketing / Documents	1.2 GB	88.8 MB	3	15 Oct 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	25 Oct 2024	carol.bennett@contoso.example
Contoso Legal LLP	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	12 Oct 2026	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	10 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	80.1 MB	3	25 Feb 2023	carol.bennett@contoso.example
Contoso Legal LLP	Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	29 Jun 2026	carol.bennett@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 14 Oct 2026, 04:00 UTC.