

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: 18 of 300 rows, Changed by is carol.mendes@northwindtraders.example. The headline figures cover every row.

Largest files 18

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Client files/Recording 2019-07.mp4	Clients / Documents	5.7 GB	408.3 MB	3	15 Feb 2023	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2019-07.mp4	Clients / Documents	4.1 GB	296.8 MB	3	28 Feb 2024	carol.mendes@northwindtraders.example
Northwind Traders	Client files/Recording 2021-03.mp4	Clients / Documents	4.1 GB	293.7 MB	4	24 Jun 2026	carol.mendes@northwindtraders.example
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	27 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	14 Jan 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	12 Feb 2025	carol.mendes@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	10 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	217.7 MB	2	4 Aug 2026	carol.mendes@northwindtraders.example
Northwind Traders	Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	30 Apr 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	200.5 MB	3	1 Nov 2022	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	17 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	27 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Operations / Documents	2.6 GB	None	1	10 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	13 Nov 2025	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	31 Mar 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	7 May 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	19 Feb 2025	carol.mendes@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Operations / Documents	1.8 GB	None	1	27 Apr 2024	carol.mendes@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 14 Oct 2026, 04:00 UTC.