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: 20 of 300 rows, Changed by is eve.lambert@contoso.example. The headline figures cover every row.

Largest files 20

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	23 Sep 2026	eve.lambert@contoso.example
Contoso Legal LLP	Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	13 Jul 2024	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	24 Mar 2025	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	22 Dec 2023	eve.lambert@contoso.example
Contoso Legal LLP	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	30 Jul 2025	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	27 Jul 2023	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	6 Apr 2026	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	5 Dec 2023	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	9 Oct 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	1	12 Jun 2024	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	4 Jul 2024	eve.lambert@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	7 Dec 2025	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	23 Aug 2023	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	19 Jun 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	27 Jun 2023	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	31 Dec 2022	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	24 Feb 2026	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	18 Nov 2025	eve.lambert@contoso.example
Contoso Legal LLP	Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	22 Dec 2022	eve.lambert@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	12 Jun 2024	eve.lambert@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.