

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: 24 of 300 rows, Changed by is eve.sinclair@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Largest files 24

Size includes older versions.

| File                                  | Location               | Size    | Older versions | Version | Last change | Changed by                            |
|---------------------------------------|------------------------|---------|----------------|---------|-------------|---------------------------------------|
| Client files/Client files archive.zip | Clients / Documents    | 15.8 GB | None           | 1       | 27 Apr 2024 | eve.sinclair@northwindtraders.example |
| Client files/Scans 2021-09.zip        | Clients / Documents    | 6.5 GB  | 465.6 MB       | 5       | 3 Apr 2025  | eve.sinclair@northwindtraders.example |
| Client files/Export 2020-08.zip       | Clients / Documents    | 6.1 GB  | 436.9 MB       | 4       | 4 Aug 2026  | eve.sinclair@northwindtraders.example |
| Client files/Export 2022-04.zip       | Clients / Documents    | 4.5 GB  | 322.3 MB       | 5       | 27 Oct 2022 | eve.sinclair@northwindtraders.example |
| Engagement letters/Export 2020-08.zip | Clients / Documents    | 4.4 GB  | 317.6 MB       | 4       | 22 Jul 2026 | eve.sinclair@northwindtraders.example |
| Engagement letters/Scans 2023-05.zip  | Clients / Documents    | 3.6 GB  | 255.1 MB       | 6       | 3 May 2026  | eve.sinclair@northwindtraders.example |
| Projects/Photos 2022-10.zip           | Finance / Documents    | 3.4 GB  | 247.1 MB       | 6       | 24 May 2023 | eve.sinclair@northwindtraders.example |
| Payroll/Recording 2019-07.mp4         | Clients / Documents    | 3.3 GB  | 237.7 MB       | 3       | 26 Nov 2024 | eve.sinclair@northwindtraders.example |
| Engagement letters/Export 2022-04.zip | Clients / Documents    | 3.3 GB  | 234.3 MB       | 5       | 11 Sep 2026 | eve.sinclair@northwindtraders.example |
| Projects/Photos 2022-10.zip           | Operations / Documents | 2.9 GB  | 205.8 MB       | 6       | 4 Nov 2022  | eve.sinclair@northwindtraders.example |
| Archive/Recording 2023-11.mp4         | Finance / Documents    | 2.7 GB  | 190.0 MB       | 2       | 6 Jan 2025  | eve.sinclair@northwindtraders.example |

| File                                            | Location                               | Size   | Older versions | Version | Last change | Changed by                            |
|-------------------------------------------------|----------------------------------------|--------|----------------|---------|-------------|---------------------------------------|
| <a href="#">Payroll/Export 2022-04.zip</a>      | <a href="#">Clients / Documents</a>    | 2.6 GB | 187.7 MB       | 5       | 24 Jan 2024 | eve.sinclair@northwindtraders.example |
| <a href="#">Year end/Export 2024-12.zip</a>     | <a href="#">Clients / Documents</a>    | 2.6 GB | 185.5 MB       | 3       | 19 May 2025 | eve.sinclair@northwindtraders.example |
| <a href="#">Archive/Scans 2021-09.zip</a>       | <a href="#">Finance / Documents</a>    | 2.4 GB | 169.2 MB       | 5       | 18 Sep 2022 | eve.sinclair@northwindtraders.example |
| <a href="#">Templates/Templates archive.zip</a> | <a href="#">Operations / Documents</a> | 2.2 GB | None           | 1       | 27 Apr 2024 | eve.sinclair@northwindtraders.example |
| <a href="#">Archive/Export 2020-08.zip</a>      | <a href="#">Finance / Documents</a>    | 2.2 GB | 158.8 MB       | 4       | 27 Sep 2023 | eve.sinclair@northwindtraders.example |
| <a href="#">Payroll/Photos 2020-02.zip</a>      | <a href="#">Clients / Documents</a>    | 2.2 GB | 154.3 MB       | 3       | 10 Oct 2024 | eve.sinclair@northwindtraders.example |
| <a href="#">Archive/Photos 2022-10.zip</a>      | <a href="#">Operations / Documents</a> | 2.1 GB | 149.6 MB       | 6       | 25 Oct 2022 | eve.sinclair@northwindtraders.example |
| <a href="#">Projects/Scans 2023-05.zip</a>      | <a href="#">Operations / Documents</a> | 2.0 GB | 146.1 MB       | 6       | 9 May 2025  | eve.sinclair@northwindtraders.example |
| <a href="#">Projects/Export 2022-04.zip</a>     | <a href="#">Operations / Documents</a> | 1.9 GB | 134.2 MB       | 5       | 8 Apr 2023  | eve.sinclair@northwindtraders.example |
| <a href="#">Projects/Photos 2020-02.zip</a>     | <a href="#">Finance / Documents</a>    | 1.8 GB | 132.5 MB       | 3       | 4 Jul 2023  | eve.sinclair@northwindtraders.example |
| <a href="#">Archive/Export 2020-08.zip</a>      | <a href="#">Operations / Documents</a> | 1.8 GB | 132.2 MB       | 4       | 10 Jul 2024 | eve.sinclair@northwindtraders.example |
| <a href="#">Year end/Photos 2024-06.zip</a>     | <a href="#">Clients / Documents</a>    | 1.8 GB | 127.7 MB       | 2       | 30 Jun 2026 | eve.sinclair@northwindtraders.example |
| <a href="#">Projects/Scans 2021-09.zip</a>      | <a href="#">Marketing / Documents</a>  | 1.7 GB | 122.5 MB       | 5       | 12 Jul 2023 | eve.sinclair@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.