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: 100 of 300 rows, Client is Contoso Legal LLP, 1 column hidden. The headline figures cover every row.

Largest files 100

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Client files/Client files archive.zip	Clients / Documents	9.6 GB	None	1	12 Jun 2024
Contoso Legal LLP	Contracts archive_v12.zip	Clients / Preservation Hold Library	8.9 GB	None	1	25 Oct 2025
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	5.9 GB	None	1	25 Oct 2025
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	12 Jun 2024
Contoso Legal LLP	Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	333.3 MB	3	7 Aug 2024
Contoso Legal LLP	Contracts archive_v12.zip	Finance / Preservation Hold Library	4.4 GB	None	1	25 Oct 2025
Contoso Legal LLP	Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	2 Nov 2026
Contoso Legal LLP	Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	23 Sep 2026
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	4.0 GB	None	1	12 Jun 2024
Contoso Legal LLP	Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	1 Mar 2025
Contoso Legal LLP	Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	25 Nov 2023

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Client files/Export 2020-08.zip	Clients / Documents	3.7 GB	264.1 MB	4	11 Jun 2026
Contoso Legal LLP	Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	13 Jul 2024
Contoso Legal LLP	Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	24 Mar 2025
Contoso Legal LLP	Year end/Year end archive.zip	Clients / Documents	3.2 GB	None	1	12 Jun 2024
Contoso Legal LLP	Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	22 Dec 2023
Contoso Legal LLP	Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	30 Dec 2023
Contoso Legal LLP	Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	26 Jul 2026
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	3.0 GB	None	1	25 Oct 2025
Contoso Legal LLP	Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	6 Apr 2024
Contoso Legal LLP	Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	18 Jan 2023
Contoso Legal LLP	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	30 Jul 2025
Contoso Legal LLP	Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	5 Nov 2023
Contoso Legal LLP	Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	27 Jul 2023
Contoso Legal LLP	Payroll/Recording 2023-11.mp4	Clients / Documents	2.6 GB	184.0 MB	2	6 Jan 2025
Contoso Legal LLP	Projects/Projects archive.zip	Marketing / Documents	2.5 GB	None	1	12 Jun 2024
Contoso Legal LLP	Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	2 Jun 2024
Contoso Legal LLP	Client files/Recording 2021-03.mp4	Clients / Documents	2.5 GB	177.5 MB	4	19 Sep 2025
Contoso Legal LLP	Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	6 Apr 2026
Contoso Legal LLP	Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	166.8 MB	2	16 May 2023
Contoso Legal LLP	Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	166.7 MB	3	10 Feb 2023
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	5 Dec 2023
Contoso Legal LLP	Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	160.2 MB	3	23 Jul 2024
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	28 May 2024

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	3 Feb 2026
Contoso Legal LLP	Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	29 Feb 2024
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	9 Oct 2024
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	1	12 Jun 2024
Contoso Legal LLP	Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	4 Jul 2024
Contoso Legal LLP	Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	4 Sep 2023
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	1 Nov 2023
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	26 Jun 2026
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	139.5 MB	3	3 Aug 2024
Contoso Legal LLP	Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	8 Jun 2024
Contoso Legal LLP	Projects/Projects export.pst	Finance / Documents	1.9 GB	None	1	25 Nov 2023
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	25 Dec 2024
Contoso Legal LLP	Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	7 Dec 2025
Contoso Legal LLP	Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	23 Aug 2023
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	15 Apr 2026
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	26 Nov 2024
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Finance / Documents	1.7 GB	123.4 MB	3	2 May 2026
Contoso Legal LLP	Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	121.1 MB	3	29 May 2023
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	19 Jun 2025
Contoso Legal LLP	Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	8 Sep 2026
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	12 Jun 2024
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	6 Jun 2026
Contoso Legal LLP	Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	21 Jan 2025

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	22 Oct 2025
Contoso Legal LLP	Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	8 Aug 2025
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	25 Nov 2023
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	25 May 2023
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	4 Nov 2022
Contoso Legal LLP	Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	12 Feb 2026
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	13 Feb 2025
Contoso Legal LLP	Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	9 May 2025
Contoso Legal LLP	Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	4 Sep 2024
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	27 Jun 2023
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	18 Jan 2026
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	101.4 MB	3	5 Aug 2024
Contoso Legal LLP	Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	9 Nov 2022
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	31 Dec 2022
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	12 Jun 2024
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	24 Feb 2026
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	8 Aug 2024
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	10 Sep 2023
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	24 Aug 2023
Contoso Legal LLP	Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	93.3 MB	3	5 Oct 2024
Contoso Legal LLP	Scans/Scans archive.zip	Finance / Documents	1.3 GB	None	1	12 Jun 2024
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	27 Jul 2026
Contoso Legal LLP	Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	25 Nov 2023

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	12 Feb 2026
Contoso Legal LLP	Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	8 May 2026
Contoso Legal LLP	Projects/Export 2024-12.zip	Marketing / Documents	1.2 GB	88.8 MB	3	30 Nov 2025
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	10 Dec 2024
Contoso Legal LLP	Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	2 Dec 2023
Contoso Legal LLP	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	27 Nov 2026
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	25 Apr 2025
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	18 Nov 2025
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	17 Jun 2023
Contoso Legal LLP	Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	12 Sep 2024
Contoso Legal LLP	Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	22 Dec 2022
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	2 Dec 2024
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	29 Mar 2023
Contoso Legal LLP	Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	80.1 MB	3	12 Apr 2023
Contoso Legal LLP	Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	28 May 2024
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	12 Jun 2024
Contoso Legal LLP	Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	14 Aug 2026
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	23 Nov 2022
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	75.0 MB	3	14 Feb 2024
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	12 Sep 2024

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