

All clients



PREPARED BY
Harbour IT

DATE
15 Oct 2026

DATA COLLECTED
14 Oct 2026, 23:39 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: 100 of 300 rows, Client is Contoso Legal LLP. The headline figures cover every row.

Largest files 100

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	Contracts archive_v12.zip	Clients / Preservation Hold Library	8.9 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	5.9 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	27 Apr 2024	annabel.fraser@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	Contracts archive_v12.zip	Finance / Preservation Hold Library	4.4 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	17 Sep 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	8 Aug 2026	eve.lambert@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 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	14 Jan 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Export 2020-08.zip	Clients / Documents	3.7 GB	264.1 MB	4	26 Apr 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	28 May 2024	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	6 Feb 2025	eve.lambert@contoso.example
Contoso Legal LLP	Year end/Year end archive.zip	Clients / Documents	3.2 GB	None	1	27 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	6 Nov 2023	eve.lambert@contoso.example
Contoso Legal LLP	Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	14 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	10 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	3.0 GB	None	1	9 Sep 2025	annabel.fraser@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

Client	File	Location	Size	Older versions	Version	Last change	Changed by
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	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	14 Jun 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	20 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	11 Jun 2023	eve.lambert@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	Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	17 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Client files/Recording 2021-03.mp4	Clients / Documents	2.5 GB	177.5 MB	4	4 Aug 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	19 Feb 2026	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	166.8 MB	2	31 Mar 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	166.7 MB	3	26 Dec 2022	carl.ashworth@contoso.example
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	20 Oct 2023	eve.lambert@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	Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	12 Apr 2024	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
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	Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	14 Jan 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	24 Aug 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	1	27 Apr 2024	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	19 May 2024	eve.lambert@contoso.example
Contoso Legal LLP	Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	20 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	16 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	11 May 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	139.5 MB	3	18 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	23 Apr 2024	annabel.fraser@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 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	9 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	22 Oct 2025	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	8 Jul 2023	eve.lambert@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	28 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	11 Oct 2024	annabel.fraser@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
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	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	4 May 2025	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	24 Jul 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	27 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	21 Apr 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	6 Dec 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	6 Sep 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	23 Jun 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	9 Apr 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	19 Sep 2022	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	28 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	29 Dec 2024	carl.ashworth@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	Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	20 Jul 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	12 May 2023	eve.lambert@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 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	15 Nov 2022	eve.lambert@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	27 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	9 Jan 2026	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	23 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	26 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	9 Jul 2023	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	93.3 MB	3	20 Aug 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Finance / Documents	1.3 GB	None	1	27 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	11 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	28 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	23 Mar 2026	annabel.fraser@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	Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	17 Oct 2023	carl.ashworth@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/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	3 Oct 2025	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	2 May 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	28 Jul 2024	carl.ashworth@contoso.example

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Contoso Legal LLP	Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	6 Nov 2022	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	17 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	11 Feb 2023	annabel.fraser@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	Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	12 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	27 Apr 2024	eve.lambert@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
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	8 Oct 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	75.0 MB	3	30 Dec 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	28 Jul 2024	annabel.fraser@contoso.example

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