

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: 100 of 300 rows, Client is Northwind Traders. The headline figures cover every row.

Largest files 100

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Client files/Client files archive.zip	Clients / Documents	15.8 GB	None	1	27 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	Clients / Preservation Hold Library	14.5 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	9.7 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	551.5 MB	3	17 Jul 2023	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	522.9 MB	2	31 Jul 2026	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.3 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	13 Dec 2022	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Scans 2021-09.zip	Clients / Documents	6.5 GB	465.6 MB	5	3 Apr 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Client files export.pst	Clients / Documents	6.2 GB	None	1	10 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Client files/Export 2020-08.zip	Clients / Documents	6.1 GB	436.9 MB	4	4 Aug 2026	eve.sinclair@northwindtraders.example
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/Export 2024-12.zip	Clients / Documents	5.6 GB	400.9 MB	3	16 Jun 2023	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end archive.zip	Clients / Documents	5.3 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	380.1 MB	2	2 Apr 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	13 Oct 2022	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	15 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	16 Dec 2023	carl.jensen@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.8 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	11 May 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	322.3 MB	5	27 Oct 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	321.1 MB	3	2 Nov 2022	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Export 2020-08.zip	Clients / Documents	4.4 GB	317.6 MB	4	22 Jul 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	6 Dec 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Marketing / Documents	4.2 GB	None	1	27 Apr 2024	carl.jensen@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/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	25 Jul 2024	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	276.0 MB	2	25 Jan 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	14 Sep 2023	carl.jensen@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	Client files/Photos 2020-02.zip	Clients / Documents	3.7 GB	265.0 MB	3	22 Apr 2025	carl.jensen@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

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	3 May 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	5 Dec 2022	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	24 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Recording 2019-07.mp4	Clients / Documents	3.3 GB	237.7 MB	3	26 Nov 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	236.4 MB	2	9 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	234.3 MB	5	11 Sep 2026	eve.sinclair@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
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	229.6 MB	3	22 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	221.0 MB	2	23 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	10 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	13 Aug 2026	ann.patel@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	Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	213.5 MB	4	19 Apr 2023	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	4 Nov 2022	eve.sinclair@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	Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	204.1 MB	3	20 Jul 2026	ann.patel@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	Engagement letters/Photos 2020-02.zip	Clients / Documents	2.7 GB	192.6 MB	3	5 Jul 2026	carl.jensen@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	27 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	6 Jan 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	25 Sep 2024	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	187.7 MB	5	24 Jan 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Year end/Export 2024-12.zip	Clients / Documents	2.6 GB	185.5 MB	3	19 May 2025	eve.sinclair@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 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	22 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	16 Jan 2025	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	175.9 MB	2	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	29 Aug 2023	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	11 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	171.0 MB	4	9 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	170.0 MB	3	9 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	18 Sep 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	166.9 MB	3	23 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	18 May 2025	ann.patel@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	Templates/Templates archive.zip	Operations / Documents	2.2 GB	None	1	27 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	27 Sep 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	158.2 MB	2	9 Feb 2026	ann.patel@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	Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	12 Aug 2023	carl.jensen@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Payroll/Photos 2020-02.zip	Clients / Documents	2.2 GB	154.3 MB	3	10 Oct 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	2.1 GB	None	1	27 Apr 2024	ann.patel@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	25 Oct 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Year end/Year end export.pst	Clients / Documents	2.1 GB	None	1	10 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	14 Nov 2025	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	9 Dec 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	30 Jan 2026	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	12 Oct 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	9 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Marketing / Documents	2.0 GB	145.2 MB	3	24 Dec 2024	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	5 Jun 2025	carl.jensen@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	Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	4 Jul 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	137.6 MB	2	12 Mar 2026	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Year end/Recording 2019-07.mp4	Clients / Documents	1.9 GB	137.3 MB	3	28 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	8 Apr 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	132.5 MB	3	4 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	132.2 MB	4	10 Jul 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	31 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Photos 2024-06.zip	Clients / Documents	1.8 GB	127.7 MB	2	30 Jun 2026	eve.sinclair@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
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	30 Sep 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	122.5 MB	5	12 Jul 2023	eve.sinclair@northwindtraders.example

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