

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: 96 of 300 rows, Location is Clients / Documents, 1 column hidden. The headline figures cover every row.

Largest files 96

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Client files archive.zip	Clients / Documents	9.6 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	333.3 MB	3	22 Jun 2024	carol.bennett@contoso.example
Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	17 Sep 2026	carl.ashworth@contoso.example
Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	8 Aug 2026	eve.lambert@contoso.example
Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	14 Jan 2025	carl.ashworth@contoso.example
Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Client files/Export 2020-08.zip	Clients / Documents	3.7 GB	264.1 MB	4	26 Apr 2026	carl.ashworth@contoso.example
Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	28 May 2024	eve.lambert@contoso.example
Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	6 Feb 2025	eve.lambert@contoso.example
Year end/Year end archive.zip	Clients / Documents	3.2 GB	None	1	27 Apr 2024	carl.ashworth@contoso.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	6 Nov 2023	eve.lambert@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	14 Nov 2023	annabel.fraser@contoso.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	10 Jun 2026	carl.ashworth@contoso.example
Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	20 Feb 2024	carol.bennett@contoso.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	3 Dec 2022	carol.bennett@contoso.example
Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	14 Jun 2025	eve.lambert@contoso.example
Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	20 Sep 2023	annabel.fraser@contoso.example
Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	11 Jun 2023	eve.lambert@contoso.example
Payroll/Recording 2023-11.mp4	Clients / Documents	2.6 GB	184.0 MB	2	21 Nov 2024	carol.bennett@contoso.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	17 Apr 2024	annabel.fraser@contoso.example
Client files/Recording 2021-03.mp4	Clients / Documents	2.5 GB	177.5 MB	4	4 Aug 2025	carl.ashworth@contoso.example
Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	19 Feb 2026	eve.lambert@contoso.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	166.8 MB	2	31 Mar 2023	carl.ashworth@contoso.example
Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	20 Oct 2023	eve.lambert@contoso.example
Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	160.2 MB	3	7 Jun 2024	carol.bennett@contoso.example
Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	19 Dec 2025	carol.bennett@contoso.example
Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	14 Jan 2024	annabel.fraser@contoso.example
Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	19 May 2024	eve.lambert@contoso.example
Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	20 Jul 2023	annabel.fraser@contoso.example
Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	16 Sep 2023	annabel.fraser@contoso.example
Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	23 Apr 2024	annabel.fraser@contoso.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	8 Jul 2023	eve.lambert@contoso.example
Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	11 Oct 2024	annabel.fraser@contoso.example
Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	24 Jul 2026	annabel.fraser@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	6 Sep 2025	carl.ashworth@contoso.example
Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	23 Jun 2025	annabel.fraser@contoso.example
Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	28 Dec 2025	annabel.fraser@contoso.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	24 Mar 2025	carol.bennett@contoso.example
Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	20 Jul 2024	annabel.fraser@contoso.example
Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	24 Sep 2022	carol.bennett@contoso.example
Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	9 Jul 2023	annabel.fraser@contoso.example
Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	93.3 MB	3	20 Aug 2024	carl.ashworth@contoso.example
Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	23 Mar 2026	annabel.fraser@contoso.example
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	12 Oct 2026	carol.bennett@contoso.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	28 Jul 2024	carl.ashworth@contoso.example
Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	6 Nov 2022	eve.lambert@contoso.example
Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	29 Jun 2026	carol.bennett@contoso.example
Client files/Client files archive.zip	Clients / Documents	15.8 GB	None	1	27 Apr 2024	eve.sinclair@northwindtraders.example
Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	551.5 MB	3	17 Jul 2023	carl.jensen@northwindtraders.example
Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	522.9 MB	2	31 Jul 2026	ann.patel@northwindtraders.example
Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	13 Dec 2022	carl.jensen@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/Client files export.pst	Clients / Documents	6.2 GB	None	1	10 Oct 2023	ann.patel@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/Recording 2019-07.mp4	Clients / Documents	5.7 GB	408.3 MB	3	15 Feb 2023	carol.mendes@northwindtraders.example
Engagement letters/Export 2024-12.zip	Clients / Documents	5.6 GB	400.9 MB	3	16 Jun 2023	ann.patel@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Year end/Year end archive.zip	Clients / Documents	5.3 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	380.1 MB	2	2 Apr 2025	ann.patel@northwindtraders.example
Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	13 Oct 2022	carl.jensen@northwindtraders.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	15 Sep 2025	carl.jensen@northwindtraders.example
Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	16 Dec 2023	carl.jensen@northwindtraders.example
Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	11 May 2025	carl.jensen@northwindtraders.example
Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	322.3 MB	5	27 Oct 2022	eve.sinclair@northwindtraders.example
Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	321.1 MB	3	2 Nov 2022	carl.jensen@northwindtraders.example
Engagement letters/Export 2020-08.zip	Clients / Documents	4.4 GB	317.6 MB	4	22 Jul 2026	eve.sinclair@northwindtraders.example
Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	6 Dec 2023	carl.jensen@northwindtraders.example
Engagement letters/Recording 2019-07.mp4	Clients / Documents	4.1 GB	296.8 MB	3	28 Feb 2024	carol.mendes@northwindtraders.example
Client files/Recording 2021-03.mp4	Clients / Documents	4.1 GB	293.7 MB	4	24 Jun 2026	carol.mendes@northwindtraders.example
Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	25 Jul 2024	ann.patel@northwindtraders.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	276.0 MB	2	25 Jan 2026	ann.patel@northwindtraders.example
Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	27 Sep 2026	carol.mendes@northwindtraders.example
Client files/Photos 2020-02.zip	Clients / Documents	3.7 GB	265.0 MB	3	22 Apr 2025	carl.jensen@northwindtraders.example
Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	3 May 2026	eve.sinclair@northwindtraders.example
Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	5 Dec 2022	carl.jensen@northwindtraders.example
Payroll/Recording 2019-07.mp4	Clients / Documents	3.3 GB	237.7 MB	3	26 Nov 2024	eve.sinclair@northwindtraders.example
Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	236.4 MB	2	9 Oct 2023	ann.patel@northwindtraders.example
Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	234.3 MB	5	11 Sep 2026	eve.sinclair@northwindtraders.example
Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	221.0 MB	2	23 Sep 2025	ann.patel@northwindtraders.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	213.5 MB	4	19 Apr 2023	ann.patel@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	30 Apr 2023	carol.mendes@northwindtraders.example
Engagement letters/Photos 2020-02.zip	Clients / Documents	2.7 GB	192.6 MB	3	5 Jul 2026	carl.jensen@northwindtraders.example
Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	187.7 MB	5	24 Jan 2024	eve.sinclair@northwindtraders.example
Year end/Export 2024-12.zip	Clients / Documents	2.6 GB	185.5 MB	3	19 May 2025	eve.sinclair@northwindtraders.example
Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	175.9 MB	2	10 Sep 2025	ann.patel@northwindtraders.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	11 Sep 2023	carl.jensen@northwindtraders.example
Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	171.0 MB	4	9 May 2025	ann.patel@northwindtraders.example
Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	18 May 2025	ann.patel@northwindtraders.example
Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	12 Aug 2023	carl.jensen@northwindtraders.example
Payroll/Photos 2020-02.zip	Clients / Documents	2.2 GB	154.3 MB	3	10 Oct 2024	eve.sinclair@northwindtraders.example
Year end/Year end export.pst	Clients / Documents	2.1 GB	None	1	10 Oct 2023	ann.patel@northwindtraders.example
Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	9 Dec 2025	carl.jensen@northwindtraders.example
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	12 Oct 2026	ann.patel@northwindtraders.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	4 Jul 2025	carl.jensen@northwindtraders.example
Year end/Recording 2019-07.mp4	Clients / Documents	1.9 GB	137.3 MB	3	28 Feb 2026	ann.patel@northwindtraders.example
Year end/Photos 2024-06.zip	Clients / Documents	1.8 GB	127.7 MB	2	30 Jun 2026	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.