SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	15 Oct 2026	15 Oct 2026, 04:00 UTC	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: 4 of 300 rows, Location is Clients / Preservation Hold Library. The headline figures cover every row.

Largest files 4

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Contracts archive_v12.zip	Clients / Preservation Hold Library	8.9 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	5.9 GB	None	1	10 Sep 2025	annabel.fraser@contoso.example
Northwind Traders	Contracts archive_v12.zip	Clients / Preservation Hold Library	14.5 GB	None	1	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	9.7 GB	None	1	10 Sep 2025	ann.patel@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 15 Oct 2026, 04:00 UTC.