

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 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: 49 of 300 rows, Location is Finance / Documents, 1 column hidden. The headline figures cover every row.

Largest files 49

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	26 Apr 2024	annabel.fraser@contoso.example
Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	166.7 MB	3	25 Dec 2022	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	11 Apr 2024	annabel.fraser@contoso.example
Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	23 Aug 2024	eve.lambert@contoso.example
Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	10 May 2026	annabel.fraser@contoso.example
Projects/Projects export.pst	Finance / Documents	1.9 GB	None	1	9 Oct 2023	carol.bennett@contoso.example
Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	21 Oct 2025	eve.lambert@contoso.example
Projects/Recording 2019-07.mp4	Finance / Documents	1.7 GB	123.4 MB	3	16 Mar 2026	carol.bennett@contoso.example
Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	121.1 MB	3	12 Apr 2023	carol.bennett@contoso.example
Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	26 Apr 2024	annabel.fraser@contoso.example
Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	20 Apr 2026	annabel.fraser@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	5 Dec 2024	carl.ashworth@contoso.example
Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	18 Sep 2022	annabel.fraser@contoso.example
Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	28 Dec 2024	carl.ashworth@contoso.example
Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	2 Dec 2025	carol.bennett@contoso.example
Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	14 Nov 2022	eve.lambert@contoso.example
Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	25 Jul 2023	annabel.fraser@contoso.example
Scans/Scans archive.zip	Finance / Documents	1.3 GB	None	1	26 Apr 2024	carl.ashworth@contoso.example
Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	27 Dec 2025	annabel.fraser@contoso.example
Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	16 Oct 2023	carl.ashworth@contoso.example
Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	1 May 2023	annabel.fraser@contoso.example
Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	80.1 MB	3	24 Feb 2023	carol.bennett@contoso.example
Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	7 Oct 2022	annabel.fraser@contoso.example
Projects/Projects archive.zip	Finance / Documents	7.6 GB	None	1	26 Apr 2024	anna.kowalski@fabrikam.example
Projects/Export 2024-12.zip	Finance / Documents	3.7 GB	264.6 MB	3	26 Nov 2023	evelyn.shaw@fabrikam.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.5 GB	250.8 MB	2	23 Jun 2026	carl.svensson@fabrikam.example
Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	13 Sep 2023	carl.jensen@northwindtraders.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	13 Jan 2026	carol.mendes@northwindtraders.example
Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	23 May 2023	eve.sinclair@northwindtraders.example
Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	11 Feb 2025	carol.mendes@northwindtraders.example
Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	9 Oct 2023	carol.mendes@northwindtraders.example
Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	12 Aug 2026	ann.patel@northwindtraders.example
Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	204.1 MB	3	19 Jul 2026	ann.patel@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	200.5 MB	3	31 Oct 2022	carol.mendes@northwindtraders.example
Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	26 Apr 2024	carol.mendes@northwindtraders.example
Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	5 Jan 2025	eve.sinclair@northwindtraders.example
Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	24 Sep 2024	carl.jensen@northwindtraders.example
Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	15 Jan 2025	ann.patel@northwindtraders.example
Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	28 Aug 2023	ann.patel@northwindtraders.example
Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	17 Sep 2022	eve.sinclair@northwindtraders.example
Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	12 Nov 2025	carol.mendes@northwindtraders.example
Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	26 Sep 2023	eve.sinclair@northwindtraders.example
Scans/Scans archive.zip	Finance / Documents	2.1 GB	None	1	26 Apr 2024	ann.patel@northwindtraders.example
Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	13 Nov 2025	carl.jensen@northwindtraders.example
Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	29 Jan 2026	carl.jensen@northwindtraders.example
Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	6 May 2023	carol.mendes@northwindtraders.example
Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	132.5 MB	3	3 Jul 2023	eve.sinclair@northwindtraders.example
Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	18 Feb 2025	carol.mendes@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 13 Oct 2026, 04:00 UTC.