

All clients



PREPARED BY
Harbour IT

DATE
15 Oct 2026

DATA COLLECTED
15 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.

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	None	1	28 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Finance / Documents	166.7 MB	3	27 Dec 2022	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Finance / Documents	158.0 MB	2	13 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	149.3 MB	6	25 Aug 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	140.7 MB	5	12 May 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Finance / Documents	None	1	11 Oct 2023	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Finance / Documents	132.0 MB	4	23 Oct 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Finance / Documents	123.4 MB	3	18 Mar 2026	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Finance / Documents	121.1 MB	3	14 Apr 2023	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	None	1	28 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	114.9 MB	2	22 Apr 2026	annabel.fraser@contoso.example

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Photos 2024-06.zip	Finance / Documents	114.7 MB	2	7 Dec 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	108.6 MB	6	20 Sep 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	106.1 MB	6	30 Dec 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	102.3 MB	5	4 Dec 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	97.4 MB	5	16 Nov 2022	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	96.0 MB	4	27 Jul 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Finance / Documents	None	1	28 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	89.7 MB	3	29 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2021-03.mp4	Finance / Documents	88.7 MB	4	18 Oct 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	83.4 MB	2	3 May 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2020-02.zip	Finance / Documents	80.1 MB	3	26 Feb 2023	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	77.1 MB	6	9 Oct 2022	annabel.fraser@contoso.example
Fabrikam Dental Group	Projects/Projects archive.zip	Finance / Documents	None	1	28 Apr 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Export 2024-12.zip	Finance / Documents	264.6 MB	3	28 Nov 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Projects/Recording 2023-11.mp4	Finance / Documents	250.8 MB	2	25 Jun 2026	carl.svensson@fabrikam.example
Northwind Traders	Projects/Projects archive.zip	Finance / Documents	None	1	28 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Finance / Documents	275.8 MB	3	15 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Finance / Documents	261.4 MB	2	15 Jan 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	247.1 MB	6	25 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	232.8 MB	5	13 Feb 2025	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Finance / Documents	None	1	11 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	218.5 MB	4	14 Aug 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Finance / Documents	204.1 MB	3	21 Jul 2026	ann.patel@northwindtraders.example

Client	File	Location	Older versions	Version	Last change	Changed by
Northwind Traders	Archive/Export 2024-12.zip	Finance / Documents	200.5 MB	3	2 Nov 2022	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Finance / Documents	None	1	28 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Finance / Documents	190.0 MB	2	7 Jan 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Finance / Documents	189.8 MB	2	26 Sep 2024	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	179.6 MB	6	17 Jan 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	175.5 MB	6	30 Aug 2023	ann.patel@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	169.2 MB	5	19 Sep 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	161.2 MB	5	14 Nov 2025	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Finance / Documents	158.8 MB	4	28 Sep 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	None	1	28 Apr 2024	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Finance / Documents	148.4 MB	3	15 Nov 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2021-03.mp4	Finance / Documents	146.8 MB	4	31 Jan 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Photos 2024-06.zip	Finance / Documents	138.0 MB	2	8 May 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2020-02.zip	Finance / Documents	132.5 MB	3	5 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2023-05.zip	Finance / Documents	127.6 MB	6	20 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 15 Oct 2026, 04:00 UTC.