SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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. The headline figures cover every row.

Largest files 49

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	166.7 MB	3	10 Feb 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	28 May 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	9 Oct 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	26 Jun 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Finance / Documents	1.9 GB	None	1	25 Nov 2023	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	7 Dec 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Finance / Documents	1.7 GB	123.4 MB	3	2 May 2026	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	121.1 MB	3	29 May 2023	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	6 Jun 2026	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	21 Jan 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	4 Nov 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	13 Feb 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	18 Jan 2026	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	31 Dec 2022	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	10 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Finance / Documents	1.3 GB	None	1	12 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	12 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	2 Dec 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	17 Jun 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	80.1 MB	3	12 Apr 2023	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	23 Nov 2022	annabel.fraser@contoso.example
Fabrikam Dental Group	Projects/Projects archive.zip	Finance / Documents	7.6 GB	None	1	12 Jun 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Export 2024-12.zip	Finance / Documents	3.7 GB	264.6 MB	3	12 Jan 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Projects/Recording 2023-11.mp4	Finance / Documents	3.5 GB	250.8 MB	2	9 Aug 2026	carl.svensson@fabrikam.example
Northwind Traders	Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	30 Oct 2023	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	1 Mar 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	9 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	30 Mar 2025	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	28 Sep 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	204.1 MB	3	4 Sep 2026	ann.patel@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	200.5 MB	3	17 Dec 2022	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	12 Jun 2024	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	21 Feb 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	10 Nov 2024	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	3 Mar 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	14 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	3 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	29 Dec 2025	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	12 Nov 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	2.1 GB	None	1	12 Jun 2024	ann.patel@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	30 Dec 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	17 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	22 Jun 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	132.5 MB	3	19 Aug 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	6 Apr 2025	carol.mendes@northwindtraders.example

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