

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: 11 of 300 rows, Location is Marketing / Documents. The headline figures cover every row.

Largest files 11

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Marketing / Documents	2.5 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Marketing / Documents	1.2 GB	88.8 MB	3	15 Oct 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	3 Oct 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	12 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	28 Jul 2024	annabel.fraser@contoso.example
Fabrikam Dental Group	Projects/Projects archive.zip	Marketing / Documents	4.9 GB	None	1	27 Apr 2024	caroline.reyes@fabrikam.example
Northwind Traders	Projects/Projects archive.zip	Marketing / Documents	4.2 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Marketing / Documents	2.0 GB	145.2 MB	3	24 Dec 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	137.6 MB	2	12 Mar 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	31 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	122.5 MB	5	12 Jul 2023	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.