



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: 1 of 300 rows, Location is Old Projects / Documents, 1 column hidden. The headline figures cover every row.

Largest files 1

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Old Projects / Documents	4.9 GB	None	1	27 Apr 2024	caroline.reyes@fabrikam.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.