

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

Largest files 38

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Projects archive.zip	Operations / Documents	4.0 GB	None	1	26 Apr 2024	carol.bennett@contoso.example
Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	139.5 MB	3	17 Jun 2024	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	8 Nov 2024	annabel.fraser@contoso.example
Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	27 Feb 2026	annabel.fraser@contoso.example
Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	3 May 2025	eve.lambert@contoso.example
Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	9 Oct 2023	annabel.fraser@contoso.example
Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	8 Apr 2023	annabel.fraser@contoso.example
Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	11 May 2023	eve.lambert@contoso.example
Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	101.4 MB	3	19 Jun 2024	carol.bennett@contoso.example
Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	26 Apr 2024	annabel.fraser@contoso.example
Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	8 Jan 2026	eve.lambert@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	22 Jun 2024	carl.ashworth@contoso.example
Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	10 Jun 2026	carl.ashworth@contoso.example
Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	24 Oct 2024	carol.bennett@contoso.example
Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	9 Mar 2025	carol.bennett@contoso.example
Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	16 Oct 2024	annabel.fraser@contoso.example
Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	10 Feb 2023	annabel.fraser@contoso.example
Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	26 Apr 2024	eve.lambert@contoso.example
Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	75.0 MB	3	29 Dec 2023	carl.ashworth@contoso.example
Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	26 Apr 2024	carl.jensen@northwindtraders.example
Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	229.6 MB	3	21 Oct 2023	ann.patel@northwindtraders.example
Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	217.7 MB	2	3 Aug 2026	carol.mendes@northwindtraders.example
Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	3 Nov 2022	eve.sinclair@northwindtraders.example
Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	16 Sep 2026	carol.mendes@northwindtraders.example
Projects/Projects export.pst	Operations / Documents	2.6 GB	None	1	9 Oct 2023	carol.mendes@northwindtraders.example
Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	21 Sep 2025	carl.jensen@northwindtraders.example
Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	170.0 MB	3	8 Mar 2026	carl.jensen@northwindtraders.example
Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	166.9 MB	3	22 Sep 2024	ann.patel@northwindtraders.example
Templates/Templates archive.zip	Operations / Documents	2.2 GB	None	1	26 Apr 2024	eve.sinclair@northwindtraders.example
Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	158.2 MB	2	8 Feb 2026	ann.patel@northwindtraders.example
Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	30 Mar 2023	carol.mendes@northwindtraders.example
Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	24 Oct 2022	eve.sinclair@northwindtraders.example
Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	8 May 2025	eve.sinclair@northwindtraders.example
Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	4 Jun 2025	carl.jensen@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	7 Apr 2023	eve.sinclair@northwindtraders.example
Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	132.2 MB	4	9 Jul 2024	eve.sinclair@northwindtraders.example
Scans/Scans archive.zip	Operations / Documents	1.8 GB	None	1	26 Apr 2024	carol.mendes@northwindtraders.example
Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	29 Sep 2026	ann.patel@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.