

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 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.

Client	File	Location	Size	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	4.0 GB	1	25 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	3	16 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	2	7 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	6	26 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	5	2 May 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	1	8 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	4	7 Apr 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	3	10 May 2023	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	3	18 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	1	25 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	2	7 Jan 2026	eve.lambert@contoso.example

Client	File	Location	Size	Version	Last change	Changed by
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	2	21 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	6	9 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	6	23 Oct 2024	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	5	8 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	5	15 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	4	9 Feb 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	1	25 Apr 2024	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	3	28 Dec 2023	carl.ashworth@contoso.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	6.6 GB	1	25 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	3	20 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	2	2 Aug 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	6	2 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	5	15 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Operations / Documents	2.6 GB	1	8 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	4	20 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	3	7 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	3	21 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Operations / Documents	2.2 GB	1	25 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	2	7 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	2	29 Mar 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	6	23 Oct 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	6	7 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	5	3 Jun 2025	carl.jensen@northwindtraders.example

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Northwind Traders	Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	4	8 Jul 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Operations / Documents	1.8 GB	1	25 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	3	28 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 12 Oct 2026, 17:16 UTC.