

All clients



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
16 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.

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	None	1	29 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	139.5 MB	3	20 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Operations / Documents	132.2 MB	2	11 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	125.0 MB	6	2 Mar 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	117.7 MB	5	6 May 2025	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	None	1	12 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2020-08.zip	Operations / Documents	110.5 MB	4	11 Apr 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	103.2 MB	3	14 May 2023	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	101.4 MB	3	22 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	None	1	29 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	96.1 MB	2	11 Jan 2026	eve.lambert@contoso.example

Client	File	Location	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	96.0 MB	2	25 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	90.8 MB	6	13 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	88.7 MB	6	27 Oct 2024	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	85.6 MB	5	12 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	81.5 MB	5	19 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	80.3 MB	4	13 Feb 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	None	1	29 Apr 2024	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	75.0 MB	3	1 Jan 2024	carl.ashworth@contoso.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	None	1	29 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	229.6 MB	3	24 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Operations / Documents	217.7 MB	2	6 Aug 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	205.8 MB	6	6 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	193.8 MB	5	19 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Operations / Documents	None	1	12 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Operations / Documents	181.9 MB	4	24 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Operations / Documents	170.0 MB	3	11 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	166.9 MB	3	25 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Operations / Documents	None	1	29 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	158.2 MB	2	11 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Operations / Documents	158.0 MB	2	2 Apr 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	149.6 MB	6	27 Oct 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	146.1 MB	6	11 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	140.9 MB	5	7 Jun 2025	carl.jensen@northwindtraders.example

Client	File	Location	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	134.2 MB	5	10 Apr 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Operations / Documents	132.2 MB	4	12 Jul 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Operations / Documents	None	1	29 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	123.6 MB	3	2 Oct 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 16 Oct 2026, 04:00 UTC.