

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: 36 of 300 rows, Location is Patient Records / Documents, 1 column hidden. The headline figures cover every row.

Largest files 36

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Consent forms/Consent forms archive.zip	Patient Records / Documents	22.6 GB	None	1	27 Apr 2024	evelyn.shaw@fabrikam.example
Consent forms/Export 2024-12.zip	Patient Records / Documents	11.0 GB	785.8 MB	3	9 Jun 2026	caroline.reyes@fabrikam.example
Consent forms/Recording 2023-11.mp4	Patient Records / Documents	10.4 GB	744.9 MB	2	29 Mar 2024	anna.kowalski@fabrikam.example
Consent forms/Photos 2022-10.zip	Patient Records / Documents	9.8 GB	704.1 MB	6	16 Dec 2022	caroline.reyes@fabrikam.example
Consent forms/Scans 2021-09.zip	Patient Records / Documents	9.3 GB	663.3 MB	5	5 Sep 2024	evelyn.shaw@fabrikam.example
Consent forms/Consent forms export.pst	Patient Records / Documents	8.8 GB	None	1	10 Oct 2023	carl.svensson@fabrikam.example
Consent forms/Export 2020-08.zip	Patient Records / Documents	8.7 GB	622.5 MB	4	19 Oct 2023	anna.kowalski@fabrikam.example
Consent forms/Recording 2019-07.mp4	Patient Records / Documents	8.1 GB	581.7 MB	3	27 Mar 2024	evelyn.shaw@fabrikam.example
Treatment plans/Export 2024-12.zip	Patient Records / Documents	8.0 GB	571.2 MB	3	23 Apr 2024	anna.kowalski@fabrikam.example
Lab dockets/Lab dockets archive.zip	Patient Records / Documents	7.6 GB	None	1	27 Apr 2024	carl.svensson@fabrikam.example
Treatment plans/Recording 2023-11.mp4	Patient Records / Documents	7.6 GB	541.5 MB	2	31 Oct 2023	carl.svensson@fabrikam.example

File	Location	Size	Older versions	Version	Last change	Changed by
Consent forms/Photos 2024-06.zip	Patient Records / Documents	7.5 GB	540.8 MB	2	13 Mar 2023	evelyn.shaw@fabrikam.example
Treatment plans/Photos 2022-10.zip	Patient Records / Documents	7.1 GB	511.8 MB	6	2 Mar 2025	caroline.reyes@fabrikam.example
Consent forms/Scans 2023-05.zip	Patient Records / Documents	7.0 GB	500.0 MB	6	19 Aug 2025	carl.svensson@fabrikam.example
Treatment plans/Scans 2021-09.zip	Patient Records / Documents	6.7 GB	482.2 MB	5	31 May 2023	carl.svensson@fabrikam.example
Consent forms/Export 2022-04.zip	Patient Records / Documents	6.4 GB	459.2 MB	5	11 May 2026	carl.svensson@fabrikam.example
Correspondence/Export 2024-12.zip	Patient Records / Documents	6.4 GB	457.5 MB	3	22 Mar 2025	carl.svensson@fabrikam.example
Treatment plans/Export 2020-08.zip	Patient Records / Documents	6.3 GB	452.5 MB	4	8 May 2025	evelyn.shaw@fabrikam.example
Correspondence/Recording 2023-11.mp4	Patient Records / Documents	6.1 GB	433.7 MB	2	1 Sep 2026	caroline.reyes@fabrikam.example
Treatment plans/Recording 2019-07.mp4	Patient Records / Documents	5.9 GB	422.8 MB	3	24 Aug 2025	evelyn.shaw@fabrikam.example
Consent forms/Recording 2021-03.mp4	Patient Records / Documents	5.8 GB	418.4 MB	4	11 May 2026	carl.svensson@fabrikam.example
Correspondence/Photos 2022-10.zip	Patient Records / Documents	5.7 GB	410.0 MB	6	21 Oct 2024	carl.svensson@fabrikam.example
Treatment plans/Photos 2024-06.zip	Patient Records / Documents	5.5 GB	393.2 MB	2	12 Jun 2025	caroline.reyes@fabrikam.example
Correspondence/Scans 2021-09.zip	Patient Records / Documents	5.4 GB	386.2 MB	5	15 May 2024	caroline.reyes@fabrikam.example
Consent forms/Photos 2020-02.zip	Patient Records / Documents	5.3 GB	377.6 MB	3	19 Sep 2024	caroline.reyes@fabrikam.example
Treatment plans/Scans 2023-05.zip	Patient Records / Documents	5.1 GB	363.5 MB	6	25 Mar 2026	carl.svensson@fabrikam.example
Correspondence/Export 2020-08.zip	Patient Records / Documents	5.1 GB	362.4 MB	4	11 Oct 2023	evelyn.shaw@fabrikam.example
Correspondence/Recording 2019-07.mp4	Patient Records / Documents	4.7 GB	338.7 MB	3	14 Aug 2026	evelyn.shaw@fabrikam.example
Consent forms/Scans 2019-01.zip	Patient Records / Documents	4.7 GB	336.8 MB	2	25 Jan 2025	caroline.reyes@fabrikam.example
Treatment plans/Export 2022-04.zip	Patient Records / Documents	4.7 GB	333.8 MB	5	19 Nov 2025	carl.svensson@fabrikam.example
Correspondence/Photos 2024-06.zip	Patient Records / Documents	4.4 GB	314.9 MB	2	26 Sep 2022	evelyn.shaw@fabrikam.example
Treatment plans/Recording 2021-03.mp4	Patient Records / Documents	4.2 GB	304.1 MB	4	11 Nov 2024	anna.kowalski@fabrikam.example
Correspondence/Scans 2023-05.zip	Patient Records / Documents	4.1 GB	291.1 MB	6	2 Apr 2026	caroline.reyes@fabrikam.example
Treatment plans/Photos 2020-02.zip	Patient Records / Documents	3.8 GB	274.5 MB	3	7 Nov 2025	caroline.reyes@fabrikam.example

File	Location	Size	Older versions	Version	Last change	Changed by
Correspondence/Export 2022-04.zip	Patient Records / Documents	3.7 GB	267.4 MB	5	13 Feb 2024	evelyn.shaw@fabrikam.example
Lab dockets/Export 2024-12.zip	Patient Records / Documents	3.7 GB	264.3 MB	3	3 Mar 2025	carl.svensson@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.