

# 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: 2 of 300 rows, Location is Patient Records / Preservation Hold Library. The headline figures cover every row.

## Largest files 2

Size includes older versions.

| Client                | File                                      | Location                                                    | Size    | Older versions | Version | Last change | Changed by                     |
|-----------------------|-------------------------------------------|-------------------------------------------------------------|---------|----------------|---------|-------------|--------------------------------|
| Fabrikam Dental Group | <a href="#">Contracts archive_v12.zip</a> | <a href="#">Patient Records / Preservation Hold Library</a> | 21.2 GB | None           | 1       | 8 Sep 2025  | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | <a href="#">Board pack 2023_v8.pdf</a>    | <a href="#">Patient Records / Preservation Hold Library</a> | 14.1 GB | None           | 1       | 8 Sep 2025  | anna.kowalski@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 13 Oct 2026, 04:00 UTC.