SHAREPOINT STORAGE: LARGEST FILES

# All clients

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 15 Oct 2026 | 15 Oct 2026, 04:00 UTC | 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: 11 of 300 rows, Location is Practice Management / Documents. The headline figures cover every row.

## Largest files 11

Size includes older versions.

| Client | File | Location | Size | Older versions | Version | Last change | Changed by |
|---|---|---|---|---|---|---|---|
| Fabrikam Dental Group | Practice database backup.bak | Practice Management / Documents | 31.0 GB | None | 1 | 17 Jul 2024 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Rotas/Rotas archive.zip | Practice Management / Documents | 10.3 GB | None | 1 | 28 Apr 2024 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Appointment book.xlsx | Practice Management / Documents | 9.6 GB | 9.6 GB | 1184 | 15 Oct 2026 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | Rotas/Export 2024-12.zip | Practice Management / Documents | 5.0 GB | 358.9 MB | 3 | 12 Oct 2026 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | Rotas/Recording 2023-11.mp4 | Practice Management / Documents | 4.7 GB | 340.2 MB | 2 | 14 Sep 2025 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Rotas/Photos 2022-10.zip | Practice Management / Documents | 4.5 GB | 321.6 MB | 6 | 16 Jul 2025 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Rotas/Scans 2021-09.zip | Practice Management / Documents | 4.2 GB | 302.9 MB | 5 | 8 Oct 2025 | carl.svensson@fabrikam.example |
| Fabrikam Dental Group | Rotas/Rotas export.pst | Practice Management / Documents | 4.0 GB | None | 1 | 11 Oct 2023 | evelyn.shaw@fabrikam.example |
| Fabrikam Dental Group | Rotas/Export 2020-08.zip | Practice Management / Documents | 4.0 GB | 284.3 MB | 4 | 16 Nov 2023 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Rotas/Recording 2019-07.mp4 | Practice Management / Documents | 3.7 GB | 265.6 MB | 3 | 27 Jan 2023 | anna.kowalski@fabrikam.example |
| Fabrikam Dental Group | Policies/Export 2024-12.zip | Practice Management / Documents | 3.6 GB | 260.9 MB | 3 | 26 Dec 2023 | evelyn.shaw@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 15 Oct 2026, 04:00 UTC.