

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: 2 of 300 rows, Location is Staff Intranet / Documents, 1 column hidden. The headline figures cover every row.

Largest files 2

Size includes older versions.

Client	File	Location	Size	Older versions	Last change	Changed by
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	27 Apr 2024	eve.lambert@contoso.example
Northwind Traders	Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	27 Apr 2024	carl.jensen@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 14 Oct 2026, 04:00 UTC.