

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: 54 of 300 rows, Version is 1, 1 column hidden. The headline figures cover every row.

Largest files 54

Size includes older versions.

Client	File	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Client files archive.zip	9.6 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	8.9 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	5.9 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	4.8 GB	None	1	27 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	4.4 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	4.0 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Client files export.pst	3.7 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Year end archive.zip	3.2 GB	None	1	27 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	3.0 GB	None	1	9 Sep 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	2.5 GB	None	1	27 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	2.0 GB	None	1	27 Apr 2024	eve.lambert@contoso.example

Client	File	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects export.pst	1.9 GB	None	1	10 Oct 2023	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	1.6 GB	None	1	27 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	1.6 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	1.3 GB	None	1	27 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	1.3 GB	None	1	27 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Year end export.pst	1.3 GB	None	1	10 Oct 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	1.1 GB	None	1	27 Apr 2024	eve.lambert@contoso.example
Fabrikam Dental Group	X-rays 2019/X-rays 2019 archive.zip	33.1 GB	None	1	27 Apr 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Practice database backup.bak	31.0 GB	None	1	16 Jul 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Consent forms/Consent forms archive.zip	22.6 GB	None	1	27 Apr 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Contracts archive_v12.zip	21.2 GB	None	1	9 Sep 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Board pack 2023_v8.pdf	14.1 GB	None	1	9 Sep 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2019/X-rays 2019 export.pst	12.9 GB	None	1	10 Oct 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/CBCT scans archive.zip	11.1 GB	None	1	27 Apr 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas archive.zip	10.3 GB	None	1	27 Apr 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Referral images archive.zip	8.9 GB	None	1	27 Apr 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Consent forms export.pst	8.8 GB	None	1	10 Oct 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	7.6 GB	None	1	27 Apr 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Lab dockets/Lab dockets archive.zip	7.6 GB	None	1	27 Apr 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Contracts archive_v12.zip	7.1 GB	None	1	9 Sep 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	4.9 GB	None	1	27 Apr 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	4.9 GB	None	1	27 Apr 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Board pack 2023_v8.pdf	4.7 GB	None	1	9 Sep 2025	anna.kowalski@fabrikam.example

Client	File	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	CBCT scans/CBCT scans export.pst	4.3 GB	None	1	10 Oct 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas export.pst	4.0 GB	None	1	10 Oct 2023	evelyn.shaw@fabrikam.example
Northwind Traders	Client files/Client files archive.zip	15.8 GB	None	1	27 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	14.5 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	9.7 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	7.9 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	7.3 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	6.6 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Client files export.pst	6.2 GB	None	1	10 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end archive.zip	5.3 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	4.8 GB	None	1	9 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	4.2 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	3.3 GB	None	1	27 Apr 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	3.1 GB	None	1	10 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	2.7 GB	None	1	27 Apr 2024	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	2.6 GB	None	1	10 Oct 2023	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	2.2 GB	None	1	27 Apr 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	2.1 GB	None	1	27 Apr 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end export.pst	2.1 GB	None	1	10 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	1.8 GB	None	1	27 Apr 2024	carol.mendes@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.