SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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. The headline figures cover every row.

Largest files 54

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Client files archive.zip	Clients / Documents	9.6 GB	None	1	12 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	Clients / Preservation Hold Library	8.9 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	5.9 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Finance / Documents	4.8 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Contracts archive_v12.zip	Finance / Preservation Hold Library	4.4 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Operations / Documents	4.0 GB	None	1	12 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Client files export.pst	Clients / Documents	3.7 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Year end archive.zip	Clients / Documents	3.2 GB	None	1	12 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	3.0 GB	None	1	25 Oct 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Marketing / Documents	2.5 GB	None	1	12 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Projects archive.zip	Staff Intranet / Documents	2.0 GB	None	1	12 Jun 2024	eve.lambert@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Projects export.pst	Finance / Documents	1.9 GB	None	1	25 Nov 2023	carol.bennett@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Finance / Documents	1.6 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Projects export.pst	Operations / Documents	1.6 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Templates/Templates archive.zip	Operations / Documents	1.3 GB	None	1	12 Jun 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Finance / Documents	1.3 GB	None	1	12 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Year end export.pst	Clients / Documents	1.3 GB	None	1	25 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Scans/Scans archive.zip	Operations / Documents	1.1 GB	None	1	12 Jun 2024	eve.lambert@contoso.example
Fabrikam Dental Group	X-rays 2019/X-rays 2019 archive.zip	Imaging Archive / Documents	33.1 GB	None	1	12 Jun 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Practice database backup.bak	Practice Management / Documents	31.0 GB	None	1	31 Aug 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Consent forms/Consent forms archive.zip	Patient Records / Documents	22.6 GB	None	1	12 Jun 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Contracts archive_v12.zip	Patient Records / Preservation Hold Library	21.2 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Board pack 2023_v8.pdf	Patient Records / Preservation Hold Library	14.1 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2019/X-rays 2019 export.pst	Imaging Archive / Documents	12.9 GB	None	1	25 Nov 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/CBCT scans archive.zip	Imaging Archive / Documents	11.1 GB	None	1	12 Jun 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas archive.zip	Practice Management / Documents	10.3 GB	None	1	12 Jun 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Referral images archive.zip	Imaging Archive / Documents	8.9 GB	None	1	12 Jun 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Consent forms export.pst	Patient Records / Documents	8.8 GB	None	1	25 Nov 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	Finance / Documents	7.6 GB	None	1	12 Jun 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Lab dockets/Lab dockets archive.zip	Patient Records / Documents	7.6 GB	None	1	12 Jun 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.1 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	Old Projects / Documents	4.9 GB	None	1	12 Jun 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Projects/Projects archive.zip	Marketing / Documents	4.9 GB	None	1	12 Jun 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.7 GB	None	1	25 Oct 2025	anna.kowalski@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	CBCT scans/CBCT scans export.pst	Imaging Archive / Documents	4.3 GB	None	1	25 Nov 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Rotas export.pst	Practice Management / Documents	4.0 GB	None	1	25 Nov 2023	evelyn.shaw@fabrikam.example
Northwind Traders	Client files/Client files archive.zip	Clients / Documents	15.8 GB	None	1	12 Jun 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	Clients / Preservation Hold Library	14.5 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Clients / Preservation Hold Library	9.7 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Finance / Documents	7.9 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Contracts archive_v12.zip	Finance / Preservation Hold Library	7.3 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Operations / Documents	6.6 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Client files export.pst	Clients / Documents	6.2 GB	None	1	25 Nov 2023	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end archive.zip	Clients / Documents	5.3 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Board pack 2023_v8.pdf	Finance / Preservation Hold Library	4.8 GB	None	1	25 Oct 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Marketing / Documents	4.2 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects archive.zip	Staff Intranet / Documents	3.3 GB	None	1	12 Jun 2024	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Finance / Documents	3.1 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Finance / Documents	2.7 GB	None	1	12 Jun 2024	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Projects export.pst	Operations / Documents	2.6 GB	None	1	25 Nov 2023	carol.mendes@northwindtraders.example
Northwind Traders	Templates/Templates archive.zip	Operations / Documents	2.2 GB	None	1	12 Jun 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Finance / Documents	2.1 GB	None	1	12 Jun 2024	ann.patel@northwindtraders.example
Northwind Traders	Year end/Year end export.pst	Clients / Documents	2.1 GB	None	1	25 Nov 2023	ann.patel@northwindtraders.example
Northwind Traders	Scans/Scans archive.zip	Operations / Documents	1.8 GB	None	1	12 Jun 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 29 Nov 2026, 10:48 UTC.