

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: 57 of 300 rows, Version is 2, 1 column hidden. The headline figures cover every row.

Largest files 57

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Recording 2023-11.mp4	Clients / Documents	4.4 GB	316.0 MB	2	17 Sep 2026	carl.ashworth@contoso.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	3.2 GB	229.7 MB	2	6 Nov 2023	eve.lambert@contoso.example
Client files/Photos 2024-06.zip	Clients / Documents	3.2 GB	229.4 MB	2	14 Nov 2023	annabel.fraser@contoso.example
Payroll/Recording 2023-11.mp4	Clients / Documents	2.6 GB	184.0 MB	2	21 Nov 2024	carol.bennett@contoso.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	2.3 GB	166.8 MB	2	31 Mar 2023	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Finance / Documents	2.2 GB	158.0 MB	2	12 Apr 2024	annabel.fraser@contoso.example
Client files/Scans 2019-01.zip	Clients / Documents	2.0 GB	142.9 MB	2	20 Jul 2023	annabel.fraser@contoso.example
Payroll/Photos 2024-06.zip	Clients / Documents	1.9 GB	133.6 MB	2	23 Apr 2024	annabel.fraser@contoso.example
Projects/Recording 2023-11.mp4	Operations / Documents	1.8 GB	132.2 MB	2	9 Nov 2024	annabel.fraser@contoso.example
Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	21 Apr 2026	annabel.fraser@contoso.example
Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	6 Dec 2024	carl.ashworth@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	28 Dec 2025	annabel.fraser@contoso.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	24 Mar 2025	carol.bennett@contoso.example
Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	9 Jan 2026	eve.lambert@contoso.example
Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	23 Jun 2024	carl.ashworth@contoso.example
Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	3 Oct 2025	eve.lambert@contoso.example
Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	2 May 2023	annabel.fraser@contoso.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	28 Jul 2024	carl.ashworth@contoso.example
Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	29 Jun 2026	carol.bennett@contoso.example
X-rays 2019/Recording 2019-11.mp4	Imaging Archive / Documents	15.2 GB	1.1 GB	2	23 Sep 2023	carl.svensson@fabrikam.example
X-rays 2020/Recording 2020-11.mp4	Imaging Archive / Documents	11.1 GB	793.7 MB	2	10 Nov 2024	anna.kowalski@fabrikam.example
X-rays 2019/Photos 2019-06.zip	Imaging Archive / Documents	11.1 GB	792.7 MB	2	7 Nov 2023	anna.kowalski@fabrikam.example
Consent forms/Recording 2023-11.mp4	Patient Records / Documents	10.4 GB	744.9 MB	2	29 Mar 2024	anna.kowalski@fabrikam.example
X-rays 2020/Photos 2020-06.zip	Imaging Archive / Documents	8.0 GB	576.2 MB	2	14 Dec 2024	caroline.reyes@fabrikam.example
Treatment plans/Recording 2023-11.mp4	Patient Records / Documents	7.6 GB	541.5 MB	2	31 Oct 2023	carl.svensson@fabrikam.example
Consent forms/Photos 2024-06.zip	Patient Records / Documents	7.5 GB	540.8 MB	2	13 Mar 2023	evelyn.shaw@fabrikam.example
X-rays 2019/Scans 2019-01.zip	Imaging Archive / Documents	6.9 GB	493.6 MB	2	3 Jan 2025	carl.svensson@fabrikam.example
Correspondence/Recording 2023-11.mp4	Patient Records / Documents	6.1 GB	433.7 MB	2	1 Sep 2026	caroline.reyes@fabrikam.example
Treatment plans/Photos 2024-06.zip	Patient Records / Documents	5.5 GB	393.2 MB	2	12 Jun 2025	caroline.reyes@fabrikam.example
CBCT scans/Recording 2023-11.mp4	Imaging Archive / Documents	5.1 GB	367.3 MB	2	1 Jun 2025	evelyn.shaw@fabrikam.example
X-rays 2020/Scans 2020-01.zip	Imaging Archive / Documents	5.0 GB	358.8 MB	2	20 Jul 2024	evelyn.shaw@fabrikam.example
Rotas/Recording 2023-11.mp4	Practice Management / Documents	4.7 GB	340.2 MB	2	13 Sep 2025	evelyn.shaw@fabrikam.example
Consent forms/Scans 2019-01.zip	Patient Records / Documents	4.7 GB	336.8 MB	2	25 Jan 2025	caroline.reyes@fabrikam.example
Correspondence/Photos 2024-06.zip	Patient Records / Documents	4.4 GB	314.9 MB	2	26 Sep 2022	evelyn.shaw@fabrikam.example

File	Location	Size	Older versions	Version	Last change	Changed by
Referral images/Recording 2023-11.mp4	Imaging Archive / Documents	4.1 GB	294.2 MB	2	5 Mar 2026	carl.svensson@fabrikam.example
Intraoral photos/Recording 2023-11.mp4	Imaging Archive / Documents	3.7 GB	267.0 MB	2	3 Nov 2024	carl.svensson@fabrikam.example
CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	3.7 GB	266.7 MB	2	23 Sep 2026	anna.kowalski@fabrikam.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.5 GB	250.8 MB	2	24 Jun 2026	carl.svensson@fabrikam.example
Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	522.9 MB	2	31 Jul 2026	ann.patel@northwindtraders.example
Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	380.1 MB	2	2 Apr 2025	ann.patel@northwindtraders.example
Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	13 Oct 2022	carl.jensen@northwindtraders.example
Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	6 Dec 2023	carl.jensen@northwindtraders.example
Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	276.0 MB	2	25 Jan 2026	ann.patel@northwindtraders.example
Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	14 Jan 2026	carol.mendes@northwindtraders.example
Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	236.4 MB	2	9 Oct 2023	ann.patel@northwindtraders.example
Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	221.0 MB	2	23 Sep 2025	ann.patel@northwindtraders.example
Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	217.7 MB	2	4 Aug 2026	carol.mendes@northwindtraders.example
Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	6 Jan 2025	eve.sinclair@northwindtraders.example
Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	25 Sep 2024	carl.jensen@northwindtraders.example
Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	175.9 MB	2	10 Sep 2025	ann.patel@northwindtraders.example
Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	11 Sep 2023	carl.jensen@northwindtraders.example
Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	158.2 MB	2	9 Feb 2026	ann.patel@northwindtraders.example
Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	31 Mar 2023	carol.mendes@northwindtraders.example
Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	7 May 2023	carol.mendes@northwindtraders.example
Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	4 Jul 2025	carl.jensen@northwindtraders.example
Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	137.6 MB	2	12 Mar 2026	ann.patel@northwindtraders.example
Year end/Photos 2024-06.zip	Clients / Documents	1.8 GB	127.7 MB	2	30 Jun 2026	eve.sinclair@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.