

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. The headline figures cover every row.

Largest files 57

Size includes older versions.

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

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Finance / Documents	1.6 GB	114.9 MB	2	21 Apr 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Photos 2024-06.zip	Finance / Documents	1.6 GB	114.7 MB	2	6 Dec 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Recording 2023-11.mp4	Clients / Documents	1.5 GB	106.3 MB	2	28 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2019-01.zip	Clients / Documents	1.4 GB	103.8 MB	2	24 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Recording 2023-11.mp4	Operations / Documents	1.3 GB	96.1 MB	2	9 Jan 2026	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2024-06.zip	Operations / Documents	1.3 GB	96.0 MB	2	23 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2023-11.mp4	Marketing / Documents	1.2 GB	84.2 MB	2	3 Oct 2025	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Photos 2024-06.zip	Finance / Documents	1.2 GB	83.4 MB	2	2 May 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2019-01.zip	Clients / Documents	1.2 GB	83.2 MB	2	28 Jul 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Photos 2024-06.zip	Clients / Documents	1.1 GB	77.2 MB	2	29 Jun 2026	carol.bennett@contoso.example
Fabrikam Dental Group	X-rays 2019/Recording 2019-11.mp4	Imaging Archive / Documents	15.2 GB	1.1 GB	2	23 Sep 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Recording 2020-11.mp4	Imaging Archive / Documents	11.1 GB	793.7 MB	2	10 Nov 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Photos 2019-06.zip	Imaging Archive / Documents	11.1 GB	792.7 MB	2	7 Nov 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Consent forms/Recording 2023-11.mp4	Patient Records / Documents	10.4 GB	744.9 MB	2	29 Mar 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Photos 2020-06.zip	Imaging Archive / Documents	8.0 GB	576.2 MB	2	14 Dec 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Recording 2023-11.mp4	Patient Records / Documents	7.6 GB	541.5 MB	2	31 Oct 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Photos 2024-06.zip	Patient Records / Documents	7.5 GB	540.8 MB	2	13 Mar 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Scans 2019-01.zip	Imaging Archive / Documents	6.9 GB	493.6 MB	2	3 Jan 2025	carl.svensson@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Correspondence/Recording 2023-11.mp4	Patient Records / Documents	6.1 GB	433.7 MB	2	1 Sep 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Photos 2024-06.zip	Patient Records / Documents	5.5 GB	393.2 MB	2	12 Jun 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	CBCT scans/Recording 2023-11.mp4	Imaging Archive / Documents	5.1 GB	367.3 MB	2	1 Jun 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Scans 2020-01.zip	Imaging Archive / Documents	5.0 GB	358.8 MB	2	20 Jul 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Rotas/Recording 2023-11.mp4	Practice Management / Documents	4.7 GB	340.2 MB	2	13 Sep 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Consent forms/Scans 2019-01.zip	Patient Records / Documents	4.7 GB	336.8 MB	2	25 Jan 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Correspondence/Photos 2024-06.zip	Patient Records / Documents	4.4 GB	314.9 MB	2	26 Sep 2022	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Recording 2023-11.mp4	Imaging Archive / Documents	4.1 GB	294.2 MB	2	5 Mar 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Intraoral photos/Recording 2023-11.mp4	Imaging Archive / Documents	3.7 GB	267.0 MB	2	3 Nov 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Photos 2024-06.zip	Imaging Archive / Documents	3.7 GB	266.7 MB	2	23 Sep 2026	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Recording 2023-11.mp4	Finance / Documents	3.5 GB	250.8 MB	2	24 Jun 2026	carl.svensson@fabrikam.example
Northwind Traders	Client files/Recording 2023-11.mp4	Clients / Documents	7.3 GB	522.9 MB	2	31 Jul 2026	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2023-11.mp4	Clients / Documents	5.3 GB	380.1 MB	2	2 Apr 2025	ann.patel@northwindtraders.example
Northwind Traders	Client files/Photos 2024-06.zip	Clients / Documents	5.3 GB	379.6 MB	2	13 Oct 2022	carl.jensen@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Payroll/Recording 2023-11.mp4	Clients / Documents	4.2 GB	304.4 MB	2	6 Dec 2023	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2024-06.zip	Clients / Documents	3.8 GB	276.0 MB	2	25 Jan 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Finance / Documents	3.6 GB	261.4 MB	2	14 Jan 2026	carol.mendes@northwindtraders.example
Northwind Traders	Client files/Scans 2019-01.zip	Clients / Documents	3.3 GB	236.4 MB	2	9 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2024-06.zip	Clients / Documents	3.1 GB	221.0 MB	2	23 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Operations / Documents	3.0 GB	217.7 MB	2	4 Aug 2026	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Finance / Documents	2.7 GB	190.0 MB	2	6 Jan 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Finance / Documents	2.6 GB	189.8 MB	2	25 Sep 2024	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Recording 2023-11.mp4	Clients / Documents	2.5 GB	175.9 MB	2	10 Sep 2025	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2019-01.zip	Clients / Documents	2.4 GB	171.8 MB	2	11 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Recording 2023-11.mp4	Operations / Documents	2.2 GB	158.2 MB	2	9 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2024-06.zip	Operations / Documents	2.2 GB	158.0 MB	2	31 Mar 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2024-06.zip	Finance / Documents	1.9 GB	138.0 MB	2	7 May 2023	carol.mendes@northwindtraders.example
Northwind Traders	Payroll/Scans 2019-01.zip	Clients / Documents	1.9 GB	137.6 MB	2	4 Jul 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2023-11.mp4	Marketing / Documents	1.9 GB	137.6 MB	2	12 Mar 2026	ann.patel@northwindtraders.example
Northwind Traders	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.