

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: 65 of 300 rows, Version is 3. The headline figures cover every row.

Largest files 65

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Export 2024-12.zip	Clients / Documents	4.7 GB	333.3 MB	3	22 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Recording 2019-07.mp4	Clients / Documents	3.4 GB	246.7 MB	3	28 May 2024	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2024-12.zip	Clients / Documents	3.4 GB	242.3 MB	3	6 Feb 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Export 2024-12.zip	Clients / Documents	2.7 GB	194.1 MB	3	20 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Engagement letters/Recording 2019-07.mp4	Clients / Documents	2.5 GB	179.4 MB	3	17 Apr 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Finance / Documents	2.3 GB	166.7 MB	3	26 Dec 2022	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Photos 2020-02.zip	Clients / Documents	2.2 GB	160.2 MB	3	7 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Payroll/Recording 2019-07.mp4	Clients / Documents	2.0 GB	143.7 MB	3	19 May 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Operations / Documents	1.9 GB	139.5 MB	3	18 Jun 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Finance / Documents	1.7 GB	123.4 MB	3	17 Mar 2026	carol.bennett@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Export 2024-12.zip	Finance / Documents	1.7 GB	121.1 MB	3	13 Apr 2023	carol.bennett@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2020-02.zip	Clients / Documents	1.6 GB	116.4 MB	3	24 Jul 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Year end/Export 2024-12.zip	Clients / Documents	1.6 GB	112.1 MB	3	23 Jun 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2019-07.mp4	Operations / Documents	1.4 GB	103.2 MB	3	12 May 2023	eve.lambert@contoso.example
Contoso Legal LLP	Archive/Export 2024-12.zip	Operations / Documents	1.4 GB	101.4 MB	3	20 Jun 2024	carol.bennett@contoso.example
Contoso Legal LLP	Payroll/Photos 2020-02.zip	Clients / Documents	1.3 GB	93.3 MB	3	20 Aug 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Finance / Documents	1.3 GB	89.7 MB	3	28 Dec 2025	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Export 2024-12.zip	Marketing / Documents	1.2 GB	88.8 MB	3	15 Oct 2025	carol.bennett@contoso.example
Contoso Legal LLP	Year end/Recording 2019-07.mp4	Clients / Documents	1.2 GB	83.0 MB	3	6 Nov 2022	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2020-02.zip	Finance / Documents	1.1 GB	80.1 MB	3	25 Feb 2023	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Recording 2019-07.mp4	Operations / Documents	1.0 GB	75.0 MB	3	30 Dec 2023	carl.ashworth@contoso.example
Fabrikam Dental Group	X-rays 2019/Export 2019-12.zip	Imaging Archive / Documents	16.1 GB	1.1 GB	3	8 May 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Recording 2019-07.mp4	Imaging Archive / Documents	11.9 GB	852.5 MB	3	8 Jun 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Export 2020-12.zip	Imaging Archive / Documents	11.7 GB	837.2 MB	3	4 Nov 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Consent forms/Export 2024-12.zip	Patient Records / Documents	11.0 GB	785.8 MB	3	9 Jun 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Recording 2020-07.mp4	Imaging Archive / Documents	8.6 GB	619.7 MB	3	13 Jan 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Consent forms/Recording 2019-07.mp4	Patient Records / Documents	8.1 GB	581.7 MB	3	27 Mar 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Treatment plans/Export 2024-12.zip	Patient Records / Documents	8.0 GB	571.2 MB	3	23 Apr 2024	anna.kowalski@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	X-rays 2019/Photos 2019-02.zip	Imaging Archive / Documents	7.7 GB	553.4 MB	3	14 Jul 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Correspondence/Export 2024-12.zip	Patient Records / Documents	6.4 GB	457.5 MB	3	22 Mar 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Treatment plans/Recording 2019-07.mp4	Patient Records / Documents	5.9 GB	422.8 MB	3	24 Aug 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Photos 2020-02.zip	Imaging Archive / Documents	5.6 GB	402.3 MB	3	11 Jan 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	CBCT scans/Export 2024-12.zip	Imaging Archive / Documents	5.4 GB	387.4 MB	3	23 Jan 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Consent forms/Photos 2020-02.zip	Patient Records / Documents	5.3 GB	377.6 MB	3	19 Sep 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2024-12.zip	Practice Management / Documents	5.0 GB	358.9 MB	3	11 Oct 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Recording 2019-07.mp4	Patient Records / Documents	4.7 GB	338.7 MB	3	14 Aug 2026	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Export 2024-12.zip	Imaging Archive / Documents	4.3 GB	310.3 MB	3	18 Mar 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Recording 2019-07.mp4	Imaging Archive / Documents	4.0 GB	286.8 MB	3	15 Jun 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Intraoral photos/Export 2024-12.zip	Imaging Archive / Documents	3.9 GB	281.6 MB	3	18 Mar 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Photos 2020-02.zip	Patient Records / Documents	3.8 GB	274.5 MB	3	7 Nov 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Rotas/Recording 2019-07.mp4	Practice Management / Documents	3.7 GB	265.6 MB	3	26 Jan 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Projects/Export 2024-12.zip	Finance / Documents	3.7 GB	264.6 MB	3	27 Nov 2023	evelyn.shaw@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Lab dockets/Export 2024-12.zip	Patient Records / Documents	3.7 GB	264.3 MB	3	3 Mar 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Policies/Export 2024-12.zip	Practice Management / Documents	3.6 GB	260.9 MB	3	25 Dec 2023	evelyn.shaw@fabrikam.example
Northwind Traders	Client files/Export 2024-12.zip	Clients / Documents	7.7 GB	551.5 MB	3	17 Jul 2023	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Recording 2019-07.mp4	Clients / Documents	5.7 GB	408.3 MB	3	15 Feb 2023	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Export 2024-12.zip	Clients / Documents	5.6 GB	400.9 MB	3	16 Jun 2023	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Export 2024-12.zip	Clients / Documents	4.5 GB	321.1 MB	3	2 Nov 2022	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2019-07.mp4	Clients / Documents	4.1 GB	296.8 MB	3	28 Feb 2024	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Finance / Documents	3.8 GB	275.8 MB	3	14 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Photos 2020-02.zip	Clients / Documents	3.7 GB	265.0 MB	3	22 Apr 2025	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Recording 2019-07.mp4	Clients / Documents	3.3 GB	237.7 MB	3	26 Nov 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Operations / Documents	3.2 GB	229.6 MB	3	22 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Recording 2019-07.mp4	Finance / Documents	2.8 GB	204.1 MB	3	20 Jul 2026	ann.patel@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Finance / Documents	2.8 GB	200.5 MB	3	1 Nov 2022	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2020-02.zip	Clients / Documents	2.7 GB	192.6 MB	3	5 Jul 2026	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Export 2024-12.zip	Clients / Documents	2.6 GB	185.5 MB	3	19 May 2025	eve.sinclair@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Recording 2019-07.mp4	Operations / Documents	2.4 GB	170.0 MB	3	9 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Export 2024-12.zip	Operations / Documents	2.3 GB	166.9 MB	3	23 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Payroll/Photos 2020-02.zip	Clients / Documents	2.2 GB	154.3 MB	3	10 Oct 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Finance / Documents	2.1 GB	148.4 MB	3	14 Nov 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2024-12.zip	Marketing / Documents	2.0 GB	145.2 MB	3	24 Dec 2024	carl.jensen@northwindtraders.example
Northwind Traders	Year end/Recording 2019-07.mp4	Clients / Documents	1.9 GB	137.3 MB	3	28 Feb 2026	ann.patel@northwindtraders.example
Northwind Traders	Projects/Photos 2020-02.zip	Finance / Documents	1.8 GB	132.5 MB	3	4 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Recording 2019-07.mp4	Operations / Documents	1.7 GB	123.6 MB	3	30 Sep 2026	ann.patel@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.