

All clients



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
15 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: 35 of 300 rows, Version is 4, 1 column hidden. The headline figures cover every row.

Largest files 35

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Export 2020-08.zip	Clients / Documents	3.7 GB	264.1 MB	4	27 Apr 2026	carl.ashworth@contoso.example
Engagement letters/Export 2020-08.zip	Clients / Documents	2.7 GB	192.0 MB	4	12 Jun 2023	eve.lambert@contoso.example
Client files/Recording 2021-03.mp4	Clients / Documents	2.5 GB	177.5 MB	4	5 Aug 2025	carl.ashworth@contoso.example
Payroll/Export 2020-08.zip	Clients / Documents	2.1 GB	153.7 MB	4	15 Jan 2024	annabel.fraser@contoso.example
Projects/Export 2020-08.zip	Finance / Documents	1.8 GB	132.0 MB	4	23 Oct 2025	eve.lambert@contoso.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	1.8 GB	129.0 MB	4	9 Jul 2023	eve.lambert@contoso.example
Projects/Export 2020-08.zip	Operations / Documents	1.5 GB	110.5 MB	4	10 Apr 2023	annabel.fraser@contoso.example
Payroll/Recording 2021-03.mp4	Clients / Documents	1.4 GB	103.3 MB	4	21 Jul 2024	annabel.fraser@contoso.example
Archive/Export 2020-08.zip	Finance / Documents	1.3 GB	96.0 MB	4	27 Jul 2023	annabel.fraser@contoso.example
Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	24 Mar 2026	annabel.fraser@contoso.example
Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	18 Oct 2023	carl.ashworth@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	12 Feb 2023	annabel.fraser@contoso.example
X-rays 2019/Export 2019-08.zip	Imaging Archive / Documents	12.7 GB	912.4 MB	4	20 Apr 2025	caroline.reyes@fabrikam.example
X-rays 2020/Export 2020-08.zip	Imaging Archive / Documents	9.3 GB	663.2 MB	4	25 Nov 2024	carl.svensson@fabrikam.example
Consent forms/Export 2020-08.zip	Patient Records / Documents	8.7 GB	622.5 MB	4	20 Oct 2023	anna.kowalski@fabrikam.example
X-rays 2019/Recording 2019-03.mp4	Imaging Archive / Documents	8.6 GB	613.2 MB	4	5 Jun 2024	caroline.reyes@fabrikam.example
Treatment plans/Export 2020-08.zip	Patient Records / Documents	6.3 GB	452.5 MB	4	9 May 2025	evelyn.shaw@fabrikam.example
X-rays 2020/Recording 2020-03.mp4	Imaging Archive / Documents	6.2 GB	445.8 MB	4	29 Jul 2024	carl.svensson@fabrikam.example
Consent forms/Recording 2021-03.mp4	Patient Records / Documents	5.8 GB	418.4 MB	4	12 May 2026	carl.svensson@fabrikam.example
Correspondence/Export 2020-08.zip	Patient Records / Documents	5.1 GB	362.4 MB	4	12 Oct 2023	evelyn.shaw@fabrikam.example
CBCT scans/Export 2020-08.zip	Imaging Archive / Documents	4.3 GB	306.9 MB	4	1 Mar 2024	carl.svensson@fabrikam.example
Treatment plans/Recording 2021-03.mp4	Patient Records / Documents	4.2 GB	304.1 MB	4	12 Nov 2024	anna.kowalski@fabrikam.example
Rotas/Export 2020-08.zip	Practice Management / Documents	4.0 GB	284.3 MB	4	16 Nov 2023	anna.kowalski@fabrikam.example
Client files/Export 2020-08.zip	Clients / Documents	6.1 GB	436.9 MB	4	5 Aug 2026	eve.sinclair@northwindtraders.example
Engagement letters/Export 2020-08.zip	Clients / Documents	4.4 GB	317.6 MB	4	23 Jul 2026	eve.sinclair@northwindtraders.example
Client files/Recording 2021-03.mp4	Clients / Documents	4.1 GB	293.7 MB	4	25 Jun 2026	carol.mendes@northwindtraders.example
Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	6 Dec 2022	carl.jensen@northwindtraders.example
Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	14 Aug 2026	ann.patel@northwindtraders.example
Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	213.5 MB	4	20 Apr 2023	ann.patel@northwindtraders.example
Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	23 Sep 2025	carl.jensen@northwindtraders.example
Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	171.0 MB	4	10 May 2025	ann.patel@northwindtraders.example
Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	28 Sep 2023	eve.sinclair@northwindtraders.example
Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	10 Dec 2025	carl.jensen@northwindtraders.example
Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	31 Jan 2026	carl.jensen@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Archive/Export 2020-08.zip	Operations / Documents	1.8 GB	132.2 MB	4	11 Jul 2024	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 15 Oct 2026, 04:00 UTC.