

# All clients



PREPARED BY  
Harbour IT

DATE  
15 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.

| Client            | File                                                     | Location                               | Size   | Version | Last change | Changed by                     |
|-------------------|----------------------------------------------------------|----------------------------------------|--------|---------|-------------|--------------------------------|
| Contoso Legal LLP | <a href="#">Client files/Export 2020-08.zip</a>          | <a href="#">Clients / Documents</a>    | 3.7 GB | 4       | 27 Apr 2026 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Engagement letters/Export 2020-08.zip</a>    | <a href="#">Clients / Documents</a>    | 2.7 GB | 4       | 12 Jun 2023 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Client files/Recording 2021-03.mp4</a>       | <a href="#">Clients / Documents</a>    | 2.5 GB | 4       | 5 Aug 2025  | carl.ashworth@contoso.example  |
| Contoso Legal LLP | <a href="#">Payroll/Export 2020-08.zip</a>               | <a href="#">Clients / Documents</a>    | 2.1 GB | 4       | 15 Jan 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Projects/Export 2020-08.zip</a>              | <a href="#">Finance / Documents</a>    | 1.8 GB | 4       | 23 Oct 2025 | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Engagement letters/Recording 2021-03.mp4</a> | <a href="#">Clients / Documents</a>    | 1.8 GB | 4       | 9 Jul 2023  | eve.lambert@contoso.example    |
| Contoso Legal LLP | <a href="#">Projects/Export 2020-08.zip</a>              | <a href="#">Operations / Documents</a> | 1.5 GB | 4       | 10 Apr 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Payroll/Recording 2021-03.mp4</a>            | <a href="#">Clients / Documents</a>    | 1.4 GB | 4       | 21 Jul 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Archive/Export 2020-08.zip</a>               | <a href="#">Finance / Documents</a>    | 1.3 GB | 4       | 27 Jul 2023 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Year end/Export 2020-08.zip</a>              | <a href="#">Clients / Documents</a>    | 1.2 GB | 4       | 24 Mar 2026 | annabel.fraser@contoso.example |
| Contoso Legal LLP | <a href="#">Projects/Recording 2021-03.mp4</a>           | <a href="#">Finance / Documents</a>    | 1.2 GB | 4       | 18 Oct 2023 | carl.ashworth@contoso.example  |
|                   |                                                          |                                        |        |         |             |                                |

| Client                | File                                     | Location                        | Size    | Version | Last change | Changed by                            |
|-----------------------|------------------------------------------|---------------------------------|---------|---------|-------------|---------------------------------------|
| Contoso Legal LLP     | Archive/Export 2020-08.zip               | Operations / Documents          | 1.1 GB  | 4       | 12 Feb 2023 | annabel.fraser@contoso.example        |
| Fabrikam Dental Group | X-rays 2019/Export 2019-08.zip           | Imaging Archive / Documents     | 12.7 GB | 4       | 20 Apr 2025 | caroline.reyes@fabrikam.example       |
| Fabrikam Dental Group | X-rays 2020/Export 2020-08.zip           | Imaging Archive / Documents     | 9.3 GB  | 4       | 25 Nov 2024 | carl.svensson@fabrikam.example        |
| Fabrikam Dental Group | Consent forms/Export 2020-08.zip         | Patient Records / Documents     | 8.7 GB  | 4       | 20 Oct 2023 | anna.kowalski@fabrikam.example        |
| Fabrikam Dental Group | X-rays 2019/Recording 2019-03.mp4        | Imaging Archive / Documents     | 8.6 GB  | 4       | 5 Jun 2024  | caroline.reyes@fabrikam.example       |
| Fabrikam Dental Group | Treatment plans/Export 2020-08.zip       | Patient Records / Documents     | 6.3 GB  | 4       | 9 May 2025  | evelyn.shaw@fabrikam.example          |
| Fabrikam Dental Group | X-rays 2020/Recording 2020-03.mp4        | Imaging Archive / Documents     | 6.2 GB  | 4       | 29 Jul 2024 | carl.svensson@fabrikam.example        |
| Fabrikam Dental Group | Consent forms/Recording 2021-03.mp4      | Patient Records / Documents     | 5.8 GB  | 4       | 12 May 2026 | carl.svensson@fabrikam.example        |
| Fabrikam Dental Group | Correspondence/Export 2020-08.zip        | Patient Records / Documents     | 5.1 GB  | 4       | 12 Oct 2023 | evelyn.shaw@fabrikam.example          |
| Fabrikam Dental Group | CBCT scans/Export 2020-08.zip            | Imaging Archive / Documents     | 4.3 GB  | 4       | 1 Mar 2024  | carl.svensson@fabrikam.example        |
| Fabrikam Dental Group | Treatment plans/Recording 2021-03.mp4    | Patient Records / Documents     | 4.2 GB  | 4       | 12 Nov 2024 | anna.kowalski@fabrikam.example        |
| Fabrikam Dental Group | Rotas/Export 2020-08.zip                 | Practice Management / Documents | 4.0 GB  | 4       | 16 Nov 2023 | anna.kowalski@fabrikam.example        |
| Northwind Traders     | Client files/Export 2020-08.zip          | Clients / Documents             | 6.1 GB  | 4       | 5 Aug 2026  | eve.sinclair@northwindtraders.example |
| Northwind Traders     | Engagement letters/Export 2020-08.zip    | Clients / Documents             | 4.4 GB  | 4       | 23 Jul 2026 | eve.sinclair@northwindtraders.example |
| Northwind Traders     | Client files/Recording 2021-03.mp4       | Clients / Documents             | 4.1 GB  | 4       | 25 Jun 2026 | carol.mendes@northwindtraders.example |
| Northwind Traders     | Payroll/Export 2020-08.zip               | Clients / Documents             | 3.5 GB  | 4       | 6 Dec 2022  | carl.jensen@northwindtraders.example  |
| Northwind Traders     | Projects/Export 2020-08.zip              | Finance / Documents             | 3.0 GB  | 4       | 14 Aug 2026 | ann.patel@northwindtraders.example    |
| Northwind Traders     | Engagement letters/Recording 2021-03.mp4 | Clients / Documents             | 3.0 GB  | 4       | 20 Apr 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders     | Projects/Export 2020-08.zip              | Operations / Documents          | 2.5 GB  | 4       | 23 Sep 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders     | Payroll/Recording 2021-03.mp4            | Clients / Documents             | 2.4 GB  | 4       | 10 May 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders     | Archive/Export 2020-08.zip               | Finance / Documents             | 2.2 GB  | 4       | 28 Sep 2023 | eve.sinclair@northwindtraders.example |
| Northwind Traders     | Year end/Export 2020-08.zip              | Clients / Documents             | 2.1 GB  | 4       | 10 Dec 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders     | Projects/Recording 2021-03.mp4           | Finance / Documents             | 2.0 GB  | 4       | 31 Jan 2026 | carl.jensen@northwindtraders.example  |
|                       |                                          |                                 |         |         |             |                                       |

| Client            | File                                       | Location                               | Size   | Version | Last change | Changed by                            |
|-------------------|--------------------------------------------|----------------------------------------|--------|---------|-------------|---------------------------------------|
| Northwind Traders | <a href="#">Archive/Export 2020-08.zip</a> | <a href="#">Operations / Documents</a> | 1.8 GB | 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.