SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	15 Oct 2026	15 Oct 2026, 04:00 UTC	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. The headline figures cover every row.

Largest files 35

Size includes older versions.

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

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Year end/Export 2020-08.zip	Clients / Documents	1.2 GB	88.8 MB	4	24 Mar 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Recording 2021-03.mp4	Finance / Documents	1.2 GB	88.7 MB	4	18 Oct 2023	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Export 2020-08.zip	Operations / Documents	1.1 GB	80.3 MB	4	12 Feb 2023	annabel.fraser@contoso.example
Fabrikam Dental Group	X-rays 2019/Export 2019-08.zip	Imaging Archive / Documents	12.7 GB	912.4 MB	4	20 Apr 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Export 2020-08.zip	Imaging Archive / Documents	9.3 GB	663.2 MB	4	25 Nov 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Export 2020-08.zip	Patient Records / Documents	8.7 GB	622.5 MB	4	20 Oct 2023	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Recording 2019-03.mp4	Imaging Archive / Documents	8.6 GB	613.2 MB	4	5 Jun 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Export 2020-08.zip	Patient Records / Documents	6.3 GB	452.5 MB	4	9 May 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Recording 2020-03.mp4	Imaging Archive / Documents	6.2 GB	445.8 MB	4	29 Jul 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Recording 2021-03.mp4	Patient Records / Documents	5.8 GB	418.4 MB	4	12 May 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Export 2020-08.zip	Patient Records / Documents	5.1 GB	362.4 MB	4	12 Oct 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	CBCT scans/Export 2020-08.zip	Imaging Archive / Documents	4.3 GB	306.9 MB	4	1 Mar 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Treatment plans/Recording 2021-03.mp4	Patient Records / Documents	4.2 GB	304.1 MB	4	12 Nov 2024	anna.kowalski@fabrikam.example
Fabrikam Dental Group	Rotas/Export 2020-08.zip	Practice Management / Documents	4.0 GB	284.3 MB	4	16 Nov 2023	anna.kowalski@fabrikam.example
Northwind Traders	Client files/Export 2020-08.zip	Clients / Documents	6.1 GB	436.9 MB	4	5 Aug 2026	eve.sinclair@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Engagement letters/Export 2020-08.zip	Clients / Documents	4.4 GB	317.6 MB	4	23 Jul 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Client files/Recording 2021-03.mp4	Clients / Documents	4.1 GB	293.7 MB	4	25 Jun 2026	carol.mendes@northwindtraders.example
Northwind Traders	Payroll/Export 2020-08.zip	Clients / Documents	3.5 GB	254.4 MB	4	6 Dec 2022	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Finance / Documents	3.0 GB	218.5 MB	4	14 Aug 2026	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Recording 2021-03.mp4	Clients / Documents	3.0 GB	213.5 MB	4	20 Apr 2023	ann.patel@northwindtraders.example
Northwind Traders	Projects/Export 2020-08.zip	Operations / Documents	2.5 GB	181.9 MB	4	23 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Recording 2021-03.mp4	Clients / Documents	2.4 GB	171.0 MB	4	10 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Export 2020-08.zip	Finance / Documents	2.2 GB	158.8 MB	4	28 Sep 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Year end/Export 2020-08.zip	Clients / Documents	2.1 GB	147.0 MB	4	10 Dec 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Recording 2021-03.mp4	Finance / Documents	2.0 GB	146.8 MB	4	31 Jan 2026	carl.jensen@northwindtraders.example
Northwind Traders	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.