

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: 41 of 300 rows, Version is 5, 1 column hidden. The headline figures cover every row.

Largest files 41

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	14 Jan 2025
Contoso Legal LLP	Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	3 Dec 2022
Contoso Legal LLP	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	14 Jun 2025
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	20 Oct 2023
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	16 Sep 2023
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	11 May 2026
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	4 May 2025
Contoso Legal LLP	Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	6 Sep 2025
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	3 Dec 2025
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	15 Nov 2022
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	9 Jul 2023

Client	File	Location	Size	Older versions	Version	Last change
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	10 Mar 2025
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	17 Oct 2024
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	28 Jul 2024
Fabrikam Dental Group	X-rays 2019/Scans 2019-09.zip	Imaging Archive / Documents	13.6 GB	972.2 MB	5	28 Oct 2023
Fabrikam Dental Group	X-rays 2020/Scans 2020-09.zip	Imaging Archive / Documents	9.9 GB	706.7 MB	5	3 Mar 2024
Fabrikam Dental Group	X-rays 2019/Export 2019-04.zip	Imaging Archive / Documents	9.4 GB	673.1 MB	5	12 Sep 2026
Fabrikam Dental Group	Consent forms/Scans 2021-09.zip	Patient Records / Documents	9.3 GB	663.3 MB	5	5 Sep 2024
Fabrikam Dental Group	X-rays 2020/Export 2020-04.zip	Imaging Archive / Documents	6.8 GB	489.3 MB	5	13 Sep 2026
Fabrikam Dental Group	Treatment plans/Scans 2021-09.zip	Patient Records / Documents	6.7 GB	482.2 MB	5	31 May 2023
Fabrikam Dental Group	Consent forms/Export 2022-04.zip	Patient Records / Documents	6.4 GB	459.2 MB	5	11 May 2026
Fabrikam Dental Group	Correspondence/Scans 2021-09.zip	Patient Records / Documents	5.4 GB	386.2 MB	5	15 May 2024
Fabrikam Dental Group	Treatment plans/Export 2022-04.zip	Patient Records / Documents	4.7 GB	333.8 MB	5	19 Nov 2025
Fabrikam Dental Group	CBCT scans/Scans 2021-09.zip	Imaging Archive / Documents	4.6 GB	327.0 MB	5	5 Apr 2026
Fabrikam Dental Group	Rotas/Scans 2021-09.zip	Practice Management / Documents	4.2 GB	302.9 MB	5	7 Oct 2025
Fabrikam Dental Group	Correspondence/Export 2022-04.zip	Patient Records / Documents	3.7 GB	267.4 MB	5	13 Feb 2024
Fabrikam Dental Group	Referral images/Scans 2021-09.zip	Imaging Archive / Documents	3.7 GB	261.9 MB	5	7 Sep 2022
Northwind Traders	Client files/Scans 2021-09.zip	Clients / Documents	6.5 GB	465.6 MB	5	3 Apr 2025
Northwind Traders	Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	11 May 2025
Northwind Traders	Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	322.3 MB	5	27 Oct 2022
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	27 Sep 2026
Northwind Traders	Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	234.3 MB	5	11 Sep 2026
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	12 Feb 2025
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	17 Sep 2026

Client	File	Location	Size	Older versions	Version	Last change
Northwind Traders	Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	187.7 MB	5	24 Jan 2024
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	18 Sep 2022
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	13 Nov 2025
Northwind Traders	Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	12 Aug 2023
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	5 Jun 2025
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	8 Apr 2023
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	122.5 MB	5	12 Jul 2023

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.