

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	Version	Last change	Changed by
Contoso Legal LLP	Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	5	14 Jan 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	5	3 Dec 2022	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	5	14 Jun 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	5	20 Oct 2023	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	5	16 Sep 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	5	11 May 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	5	4 May 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	5	6 Sep 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	5	3 Dec 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	5	15 Nov 2022	eve.lambert@contoso.example
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	5	9 Jul 2023	annabel.fraser@contoso.example

Client	File	Location	Size	Version	Last change	Changed by
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	5	10 Mar 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	5	17 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	5	28 Jul 2024	annabel.fraser@contoso.example
Fabrikam Dental Group	X-rays 2019/Scans 2019-09.zip	Imaging Archive / Documents	13.6 GB	5	28 Oct 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Scans 2020-09.zip	Imaging Archive / Documents	9.9 GB	5	3 Mar 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Export 2019-04.zip	Imaging Archive / Documents	9.4 GB	5	12 Sep 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Consent forms/Scans 2021-09.zip	Patient Records / Documents	9.3 GB	5	5 Sep 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Export 2020-04.zip	Imaging Archive / Documents	6.8 GB	5	13 Sep 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Scans 2021-09.zip	Patient Records / Documents	6.7 GB	5	31 May 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Export 2022-04.zip	Patient Records / Documents	6.4 GB	5	11 May 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Scans 2021-09.zip	Patient Records / Documents	5.4 GB	5	15 May 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Export 2022-04.zip	Patient Records / Documents	4.7 GB	5	19 Nov 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Scans 2021-09.zip	Imaging Archive / Documents	4.6 GB	5	5 Apr 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Rotas/Scans 2021-09.zip	Practice Management / Documents	4.2 GB	5	7 Oct 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Export 2022-04.zip	Patient Records / Documents	3.7 GB	5	13 Feb 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Scans 2021-09.zip	Imaging Archive / Documents	3.7 GB	5	7 Sep 2022	carl.svensson@fabrikam.example
Northwind Traders	Client files/Scans 2021-09.zip	Clients / Documents	6.5 GB	5	3 Apr 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	5	11 May 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	5	27 Oct 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	5	27 Sep 2026	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	5	11 Sep 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	5	12 Feb 2025	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	5	17 Sep 2026	carol.mendes@northwindtraders.example

Client	File	Location	Size	Version	Last change	Changed by
Northwind Traders	Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	5	24 Jan 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	5	18 Sep 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	5	13 Nov 2025	carol.mendes@northwindtraders.example
Northwind Traders	Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	5	12 Aug 2023	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	5	5 Jun 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	5	8 Apr 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	5	12 Jul 2023	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 14 Oct 2026, 04:00 UTC.