SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
3

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. The headline figures cover every row.

Largest files 41

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Scans 2021-09.zip	Clients / Documents	3.9 GB	281.4 MB	5	1 Mar 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2021-09.zip	Clients / Documents	2.9 GB	204.5 MB	5	18 Jan 2023	carol.bennett@contoso.example
Contoso Legal LLP	Client files/Export 2022-04.zip	Clients / Documents	2.7 GB	194.8 MB	5	30 Jul 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Scans 2021-09.zip	Clients / Documents	2.3 GB	163.8 MB	5	5 Dec 2023	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Export 2022-04.zip	Clients / Documents	2.0 GB	141.6 MB	5	1 Nov 2023	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Finance / Documents	2.0 GB	140.7 MB	5	26 Jun 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Operations / Documents	1.6 GB	117.7 MB	5	19 Jun 2025	eve.lambert@contoso.example
Contoso Legal LLP	Payroll/Export 2022-04.zip	Clients / Documents	1.6 GB	113.4 MB	5	22 Oct 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2021-09.zip	Finance / Documents	1.4 GB	102.3 MB	5	18 Jan 2026	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Finance / Documents	1.4 GB	97.4 MB	5	31 Dec 2022	eve.lambert@contoso.example
Contoso Legal LLP	Year end/Scans 2021-09.zip	Clients / Documents	1.3 GB	94.7 MB	5	24 Aug 2023	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Scans 2021-09.zip	Operations / Documents	1.2 GB	85.6 MB	5	25 Apr 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Export 2022-04.zip	Operations / Documents	1.1 GB	81.5 MB	5	2 Dec 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2021-09.zip	Marketing / Documents	1.0 GB	75.0 MB	5	12 Sep 2024	annabel.fraser@contoso.example
Fabrikam Dental Group	X-rays 2019/Scans 2019-09.zip	Imaging Archive / Documents	13.6 GB	972.2 MB	5	13 Dec 2023	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Scans 2020-09.zip	Imaging Archive / Documents	9.9 GB	706.7 MB	5	18 Apr 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Export 2019-04.zip	Imaging Archive / Documents	9.4 GB	673.1 MB	5	28 Oct 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Consent forms/Scans 2021-09.zip	Patient Records / Documents	9.3 GB	663.3 MB	5	21 Oct 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Export 2020-04.zip	Imaging Archive / Documents	6.8 GB	489.3 MB	5	29 Oct 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Scans 2021-09.zip	Patient Records / Documents	6.7 GB	482.2 MB	5	16 Jul 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	Consent forms/Export 2022-04.zip	Patient Records / Documents	6.4 GB	459.2 MB	5	26 Jun 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Scans 2021-09.zip	Patient Records / Documents	5.4 GB	386.2 MB	5	30 Jun 2024	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Treatment plans/Export 2022-04.zip	Patient Records / Documents	4.7 GB	333.8 MB	5	4 Jan 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Scans 2021-09.zip	Imaging Archive / Documents	4.6 GB	327.0 MB	5	21 May 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Rotas/Scans 2021-09.zip	Practice Management / Documents	4.2 GB	302.9 MB	5	22 Nov 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Export 2022-04.zip	Patient Records / Documents	3.7 GB	267.4 MB	5	30 Mar 2024	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Referral images/Scans 2021-09.zip	Imaging Archive / Documents	3.7 GB	261.9 MB	5	23 Oct 2022	carl.svensson@fabrikam.example
Northwind Traders	Client files/Scans 2021-09.zip	Clients / Documents	6.5 GB	465.6 MB	5	19 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2021-09.zip	Clients / Documents	4.7 GB	338.4 MB	5	26 Jun 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Export 2022-04.zip	Clients / Documents	4.5 GB	322.3 MB	5	12 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Scans 2021-09.zip	Clients / Documents	3.8 GB	271.1 MB	5	12 Nov 2026	carol.mendes@northwindtraders.example
Northwind Traders	Engagement letters/Export 2022-04.zip	Clients / Documents	3.3 GB	234.3 MB	5	27 Oct 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Finance / Documents	3.2 GB	232.8 MB	5	30 Mar 2025	carol.mendes@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Operations / Documents	2.7 GB	193.8 MB	5	2 Nov 2026	carol.mendes@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Payroll/Export 2022-04.zip	Clients / Documents	2.6 GB	187.7 MB	5	10 Mar 2024	eve.sinclair@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Finance / Documents	2.4 GB	169.2 MB	5	3 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Finance / Documents	2.2 GB	161.2 MB	5	29 Dec 2025	carol.mendes@northwindtraders.example
Northwind Traders	Year end/Scans 2021-09.zip	Clients / Documents	2.2 GB	156.6 MB	5	27 Sep 2023	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2021-09.zip	Operations / Documents	2.0 GB	140.9 MB	5	21 Jul 2025	carl.jensen@northwindtraders.example
Northwind Traders	Projects/Export 2022-04.zip	Operations / Documents	1.9 GB	134.2 MB	5	24 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2021-09.zip	Marketing / Documents	1.7 GB	122.5 MB	5	27 Aug 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 29 Nov 2026, 04:00 UTC.