

All clients



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 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: 44 of 300 rows, Version is 6. The headline figures cover every row.

Largest files 44

Size includes older versions.

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	6 Aug 2026	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	8 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	18 Feb 2024	carol.bennett@contoso.example
Contoso Legal LLP	Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	17 Feb 2026	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	17 Dec 2025	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	22 Aug 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	26 Feb 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	9 Oct 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	17 Sep 2022	annabel.fraser@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	27 Dec 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	22 Sep 2022	carol.bennett@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	9 Jun 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	23 Oct 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	10 Apr 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	6 Oct 2022	annabel.fraser@contoso.example
Fabrikam Dental Group	X-rays 2019/Photos 2019-10.zip	Imaging Archive / Documents	14.4 GB	1.0 GB	6	25 Sep 2022	anna.kowalski@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Photos 2020-10.zip	Imaging Archive / Documents	10.5 GB	750.2 MB	6	29 Apr 2023	carl.svensson@fabrikam.example
Fabrikam Dental Group	X-rays 2019/Scans 2019-05.zip	Imaging Archive / Documents	10.2 GB	732.9 MB	6	25 Jun 2026	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Consent forms/Photos 2022-10.zip	Patient Records / Documents	9.8 GB	704.1 MB	6	14 Dec 2022	caroline.reyes@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Scans 2020-05.zip	Imaging Archive / Documents	7.4 GB	532.8 MB	6	9 Jan 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Treatment plans/Photos 2022-10.zip	Patient Records / Documents	7.1 GB	511.8 MB	6	28 Feb 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Consent forms/Scans 2023-05.zip	Patient Records / Documents	7.0 GB	500.0 MB	6	17 Aug 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Photos 2022-10.zip	Patient Records / Documents	5.7 GB	410.0 MB	6	19 Oct 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Treatment plans/Scans 2023-05.zip	Patient Records / Documents	5.1 GB	363.5 MB	6	23 Mar 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Photos 2022-10.zip	Imaging Archive / Documents	4.8 GB	347.2 MB	6	20 Apr 2025	caroline.reyes@fabrikam.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Fabrikam Dental Group	Rotas/Photos 2022-10.zip	Practice Management / Documents	4.5 GB	321.6 MB	6	13 Jul 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Correspondence/Scans 2023-05.zip	Patient Records / Documents	4.1 GB	291.1 MB	6	31 Mar 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Referral images/Photos 2022-10.zip	Imaging Archive / Documents	3.9 GB	278.1 MB	6	29 Mar 2023	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Intraoral photos/Photos 2022-10.zip	Imaging Archive / Documents	3.5 GB	252.4 MB	6	15 Aug 2025	caroline.reyes@fabrikam.example
Northwind Traders	Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	11 Dec 2022	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	13 Sep 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	14 Dec 2023	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	23 Jul 2024	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	1 May 2026	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	22 May 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	2 Nov 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	28 Apr 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	14 Jan 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	27 Aug 2023	ann.patel@northwindtraders.example
Northwind Traders	Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	16 May 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	23 Oct 2022	eve.sinclair@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	7 May 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	29 Mar 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	17 Feb 2025	carol.mendes@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 12 Oct 2026, 17:16 UTC.