

All clients



PREPARED BY
Harbour IT

DATE
15 Oct 2026

DATA COLLECTED
15 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: 44 of 300 rows, Version is 6, 1 column hidden. The headline figures cover every row.

Largest files 44

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Client files/Photos 2022-10.zip	Clients / Documents	4.2 GB	298.7 MB	6	9 Aug 2026	eve.lambert@contoso.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	11 Jun 2026	carl.ashworth@contoso.example
Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	21 Feb 2024	carol.bennett@contoso.example
Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	20 Feb 2026	eve.lambert@contoso.example
Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	20 Dec 2025	carol.bennett@contoso.example
Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	25 Aug 2024	eve.lambert@contoso.example
Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	1 Mar 2026	annabel.fraser@contoso.example
Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	12 Oct 2024	annabel.fraser@contoso.example
Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	20 Sep 2022	annabel.fraser@contoso.example
Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	30 Dec 2024	carl.ashworth@contoso.example
Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	25 Sep 2022	carol.bennett@contoso.example

File	Location	Size	Older versions	Version	Last change	Changed by
Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	12 Jun 2026	carl.ashworth@contoso.example
Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	26 Oct 2024	carol.bennett@contoso.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	13 Apr 2024	carl.ashworth@contoso.example
Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	9 Oct 2022	annabel.fraser@contoso.example
X-rays 2019/Photos 2019-10.zip	Imaging Archive / Documents	14.4 GB	1.0 GB	6	28 Sep 2022	anna.kowalski@fabrikam.example
X-rays 2020/Photos 2020-10.zip	Imaging Archive / Documents	10.5 GB	750.2 MB	6	2 May 2023	carl.svensson@fabrikam.example
X-rays 2019/Scans 2019-05.zip	Imaging Archive / Documents	10.2 GB	732.9 MB	6	28 Jun 2026	evelyn.shaw@fabrikam.example
Consent forms/Photos 2022-10.zip	Patient Records / Documents	9.8 GB	704.1 MB	6	17 Dec 2022	caroline.reyes@fabrikam.example
X-rays 2020/Scans 2020-05.zip	Imaging Archive / Documents	7.4 GB	532.8 MB	6	12 Jan 2025	evelyn.shaw@fabrikam.example
Treatment plans/Photos 2022-10.zip	Patient Records / Documents	7.1 GB	511.8 MB	6	3 Mar 2025	caroline.reyes@fabrikam.example
Consent forms/Scans 2023-05.zip	Patient Records / Documents	7.0 GB	500.0 MB	6	20 Aug 2025	carl.svensson@fabrikam.example
Correspondence/Photos 2022-10.zip	Patient Records / Documents	5.7 GB	410.0 MB	6	22 Oct 2024	carl.svensson@fabrikam.example
Treatment plans/Scans 2023-05.zip	Patient Records / Documents	5.1 GB	363.5 MB	6	26 Mar 2026	carl.svensson@fabrikam.example
CBCT scans/Photos 2022-10.zip	Imaging Archive / Documents	4.8 GB	347.2 MB	6	23 Apr 2025	caroline.reyes@fabrikam.example
Rotas/Photos 2022-10.zip	Practice Management / Documents	4.5 GB	321.6 MB	6	16 Jul 2025	evelyn.shaw@fabrikam.example
Correspondence/Scans 2023-05.zip	Patient Records / Documents	4.1 GB	291.1 MB	6	3 Apr 2026	caroline.reyes@fabrikam.example
Referral images/Photos 2022-10.zip	Imaging Archive / Documents	3.9 GB	278.1 MB	6	1 Apr 2023	caroline.reyes@fabrikam.example
Intraoral photos/Photos 2022-10.zip	Imaging Archive / Documents	3.5 GB	252.4 MB	6	18 Aug 2025	caroline.reyes@fabrikam.example
Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	14 Dec 2022	carl.jensen@northwindtraders.example
Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	16 Sep 2025	carl.jensen@northwindtraders.example
Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	17 Dec 2023	carl.jensen@northwindtraders.example
Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	26 Jul 2024	ann.patel@northwindtraders.example
Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	4 May 2026	eve.sinclair@northwindtraders.example

File	Location	Size	Older versions	Version	Last change	Changed by
Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	25 May 2023	eve.sinclair@northwindtraders.example
Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	5 Nov 2022	eve.sinclair@northwindtraders.example
Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	1 May 2023	carol.mendes@northwindtraders.example
Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	17 Jan 2025	ann.patel@northwindtraders.example
Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	30 Aug 2023	ann.patel@northwindtraders.example
Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	19 May 2025	ann.patel@northwindtraders.example
Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	26 Oct 2022	eve.sinclair@northwindtraders.example
Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	10 May 2025	eve.sinclair@northwindtraders.example
Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	1 Apr 2026	carl.jensen@northwindtraders.example
Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	20 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 15 Oct 2026, 04:00 UTC.