

# 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: 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       | 8 Aug 2026  | eve.lambert@contoso.example    |
| Contoso Legal LLP | Engagement letters/Photos 2022-10.zip | Clients / Documents    | 3.0 GB | 217.1 MB       | 6       | 10 Jun 2026 | carl.ashworth@contoso.example  |
| Contoso Legal LLP | Client files/Scans 2023-05.zip        | Clients / Documents    | 3.0 GB | 212.1 MB       | 6       | 20 Feb 2024 | carol.bennett@contoso.example  |
| Contoso Legal LLP | Payroll/Photos 2022-10.zip            | Clients / Documents    | 2.4 GB | 173.9 MB       | 6       | 19 Feb 2026 | eve.lambert@contoso.example    |
| Contoso Legal LLP | Engagement letters/Scans 2023-05.zip  | Clients / Documents    | 2.2 GB | 154.2 MB       | 6       | 19 Dec 2025 | carol.bennett@contoso.example  |
| Contoso Legal LLP | Projects/Photos 2022-10.zip           | Finance / Documents    | 2.1 GB | 149.3 MB       | 6       | 24 Aug 2024 | eve.lambert@contoso.example    |
| Contoso Legal LLP | Projects/Photos 2022-10.zip           | Operations / Documents | 1.7 GB | 125.0 MB       | 6       | 28 Feb 2026 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Payroll/Scans 2023-05.zip             | Clients / Documents    | 1.7 GB | 123.5 MB       | 6       | 11 Oct 2024 | annabel.fraser@contoso.example |
| Contoso Legal LLP | Archive/Photos 2022-10.zip            | Finance / Documents    | 1.5 GB | 108.6 MB       | 6       | 19 Sep 2022 | annabel.fraser@contoso.example |
|                   |                                       |                        |        |                |         |             |                                |

| Client                | File                                               | Location                                    | Size    | Older versions | Version | Last change | Changed by                      |
|-----------------------|----------------------------------------------------|---------------------------------------------|---------|----------------|---------|-------------|---------------------------------|
| Contoso Legal LLP     | <a href="#">Projects/Scans 2023-05.zip</a>         | <a href="#">Finance / Documents</a>         | 1.5 GB  | 106.1 MB       | 6       | 29 Dec 2024 | carl.ashworth@contoso.example   |
| Contoso Legal LLP     | <a href="#">Year end/Photos 2022-10.zip</a>        | <a href="#">Clients / Documents</a>         | 1.4 GB  | 100.5 MB       | 6       | 24 Sep 2022 | carol.bennett@contoso.example   |
| Contoso Legal LLP     | <a href="#">Archive/Photos 2022-10.zip</a>         | <a href="#">Operations / Documents</a>      | 1.3 GB  | 90.8 MB        | 6       | 11 Jun 2026 | carl.ashworth@contoso.example   |
| Contoso Legal LLP     | <a href="#">Projects/Scans 2023-05.zip</a>         | <a href="#">Operations / Documents</a>      | 1.2 GB  | 88.7 MB        | 6       | 25 Oct 2024 | carol.bennett@contoso.example   |
| Contoso Legal LLP     | <a href="#">Projects/Photos 2022-10.zip</a>        | <a href="#">Marketing / Documents</a>       | 1.1 GB  | 79.6 MB        | 6       | 12 Apr 2024 | carl.ashworth@contoso.example   |
| Contoso Legal LLP     | <a href="#">Archive/Scans 2023-05.zip</a>          | <a href="#">Finance / Documents</a>         | 1.1 GB  | 77.1 MB        | 6       | 8 Oct 2022  | annabel.fraser@contoso.example  |
| Fabrikam Dental Group | <a href="#">X-rays 2019/Photos 2019-10.zip</a>     | <a href="#">Imaging Archive / Documents</a> | 14.4 GB | 1.0 GB         | 6       | 27 Sep 2022 | anna.kowalski@fabrikam.example  |
| Fabrikam Dental Group | <a href="#">X-rays 2020/Photos 2020-10.zip</a>     | <a href="#">Imaging Archive / Documents</a> | 10.5 GB | 750.2 MB       | 6       | 1 May 2023  | carl.svensson@fabrikam.example  |
| Fabrikam Dental Group | <a href="#">X-rays 2019/Scans 2019-05.zip</a>      | <a href="#">Imaging Archive / Documents</a> | 10.2 GB | 732.9 MB       | 6       | 27 Jun 2026 | evelyn.shaw@fabrikam.example    |
| Fabrikam Dental Group | <a href="#">Consent forms/Photos 2022-10.zip</a>   | <a href="#">Patient Records / Documents</a> | 9.8 GB  | 704.1 MB       | 6       | 16 Dec 2022 | caroline.reyes@fabrikam.example |
| Fabrikam Dental Group | <a href="#">X-rays 2020/Scans 2020-05.zip</a>      | <a href="#">Imaging Archive / Documents</a> | 7.4 GB  | 532.8 MB       | 6       | 11 Jan 2025 | evelyn.shaw@fabrikam.example    |
| Fabrikam Dental Group | <a href="#">Treatment plans/Photos 2022-10.zip</a> | <a href="#">Patient Records / Documents</a> | 7.1 GB  | 511.8 MB       | 6       | 2 Mar 2025  | caroline.reyes@fabrikam.example |
| Fabrikam Dental Group | <a href="#">Consent forms/Scans 2023-05.zip</a>    | <a href="#">Patient Records / Documents</a> | 7.0 GB  | 500.0 MB       | 6       | 19 Aug 2025 | carl.svensson@fabrikam.example  |
| Fabrikam Dental Group | <a href="#">Correspondence/Photos 2022-10.zip</a>  | <a href="#">Patient Records / Documents</a> | 5.7 GB  | 410.0 MB       | 6       | 21 Oct 2024 | carl.svensson@fabrikam.example  |
| Fabrikam Dental Group | <a href="#">Treatment plans/Scans 2023-05.zip</a>  | <a href="#">Patient Records / Documents</a> | 5.1 GB  | 363.5 MB       | 6       | 25 Mar 2026 | carl.svensson@fabrikam.example  |
| Fabrikam Dental Group | <a href="#">CBCT scans/Photos 2022-10.zip</a>      | <a href="#">Imaging Archive / Documents</a> | 4.8 GB  | 347.2 MB       | 6       | 22 Apr 2025 | caroline.reyes@fabrikam.example |
|                       |                                                    |                                             |         |                |         |             |                                 |

| Client                | File                                                  | Location                                        | Size   | Older versions | Version | Last change | Changed by                            |
|-----------------------|-------------------------------------------------------|-------------------------------------------------|--------|----------------|---------|-------------|---------------------------------------|
| Fabrikam Dental Group | <a href="#">Rotas/Photos 2022-10.zip</a>              | <a href="#">Practice Management / Documents</a> | 4.5 GB | 321.6 MB       | 6       | 15 Jul 2025 | evelyn.shaw@fabrikam.example          |
| Fabrikam Dental Group | <a href="#">Correspondence/Scans 2023-05.zip</a>      | <a href="#">Patient Records / Documents</a>     | 4.1 GB | 291.1 MB       | 6       | 2 Apr 2026  | caroline.reyes@fabrikam.example       |
| Fabrikam Dental Group | <a href="#">Referral images/Photos 2022-10.zip</a>    | <a href="#">Imaging Archive / Documents</a>     | 3.9 GB | 278.1 MB       | 6       | 31 Mar 2023 | caroline.reyes@fabrikam.example       |
| Fabrikam Dental Group | <a href="#">Intraoral photos/Photos 2022-10.zip</a>   | <a href="#">Imaging Archive / Documents</a>     | 3.5 GB | 252.4 MB       | 6       | 17 Aug 2025 | caroline.reyes@fabrikam.example       |
| Northwind Traders     | <a href="#">Client files/Photos 2022-10.zip</a>       | <a href="#">Clients / Documents</a>             | 6.9 GB | 494.2 MB       | 6       | 13 Dec 2022 | carl.jensen@northwindtraders.example  |
| Northwind Traders     | <a href="#">Engagement letters/Photos 2022-10.zip</a> | <a href="#">Clients / Documents</a>             | 5.0 GB | 359.3 MB       | 6       | 15 Sep 2025 | carl.jensen@northwindtraders.example  |
| Northwind Traders     | <a href="#">Client files/Scans 2023-05.zip</a>        | <a href="#">Clients / Documents</a>             | 4.9 GB | 351.0 MB       | 6       | 16 Dec 2023 | carl.jensen@northwindtraders.example  |
| Northwind Traders     | <a href="#">Payroll/Photos 2022-10.zip</a>            | <a href="#">Clients / Documents</a>             | 4.0 GB | 287.7 MB       | 6       | 25 Jul 2024 | ann.patel@northwindtraders.example    |
| Northwind Traders     | <a href="#">Engagement letters/Scans 2023-05.zip</a>  | <a href="#">Clients / Documents</a>             | 3.6 GB | 255.1 MB       | 6       | 3 May 2026  | eve.sinclair@northwindtraders.example |
| Northwind Traders     | <a href="#">Projects/Photos 2022-10.zip</a>           | <a href="#">Finance / Documents</a>             | 3.4 GB | 247.1 MB       | 6       | 24 May 2023 | eve.sinclair@northwindtraders.example |
| Northwind Traders     | <a href="#">Projects/Photos 2022-10.zip</a>           | <a href="#">Operations / Documents</a>          | 2.9 GB | 205.8 MB       | 6       | 4 Nov 2022  | eve.sinclair@northwindtraders.example |
| Northwind Traders     | <a href="#">Payroll/Scans 2023-05.zip</a>             | <a href="#">Clients / Documents</a>             | 2.9 GB | 204.3 MB       | 6       | 30 Apr 2023 | carol.mendes@northwindtraders.example |
| Northwind Traders     | <a href="#">Archive/Photos 2022-10.zip</a>            | <a href="#">Finance / Documents</a>             | 2.5 GB | 179.6 MB       | 6       | 16 Jan 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders     | <a href="#">Projects/Scans 2023-05.zip</a>            | <a href="#">Finance / Documents</a>             | 2.4 GB | 175.5 MB       | 6       | 29 Aug 2023 | ann.patel@northwindtraders.example    |
| Northwind Traders     | <a href="#">Year end/Photos 2022-10.zip</a>           | <a href="#">Clients / Documents</a>             | 2.3 GB | 166.3 MB       | 6       | 18 May 2025 | ann.patel@northwindtraders.example    |
| Northwind Traders     | <a href="#">Archive/Photos 2022-10.zip</a>            | <a href="#">Operations / Documents</a>          | 2.1 GB | 149.6 MB       | 6       | 25 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       | 9 May 2025  | eve.sinclair@northwindtraders.example |
| Northwind Traders | Projects/Photos 2022-10.zip | Marketing / Documents  | 1.8 GB | 130.1 MB       | 6       | 31 Mar 2026 | carl.jensen@northwindtraders.example  |
| Northwind Traders | Archive/Scans 2023-05.zip   | Finance / Documents    | 1.8 GB | 127.6 MB       | 6       | 19 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 14 Oct 2026, 04:00 UTC.