SHAREPOINT STORAGE: LARGEST FILES

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	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: 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	23 Sep 2026	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Photos 2022-10.zip	Clients / Documents	3.0 GB	217.1 MB	6	26 Jul 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Client files/Scans 2023-05.zip	Clients / Documents	3.0 GB	212.1 MB	6	6 Apr 2024	carol.bennett@contoso.example
Contoso Legal LLP	Payroll/Photos 2022-10.zip	Clients / Documents	2.4 GB	173.9 MB	6	6 Apr 2026	eve.lambert@contoso.example
Contoso Legal LLP	Engagement letters/Scans 2023-05.zip	Clients / Documents	2.2 GB	154.2 MB	6	3 Feb 2026	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Finance / Documents	2.1 GB	149.3 MB	6	9 Oct 2024	eve.lambert@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Operations / Documents	1.7 GB	125.0 MB	6	15 Apr 2026	annabel.fraser@contoso.example
Contoso Legal LLP	Payroll/Scans 2023-05.zip	Clients / Documents	1.7 GB	123.5 MB	6	26 Nov 2024	annabel.fraser@contoso.example
Contoso Legal LLP	Archive/Photos 2022-10.zip	Finance / Documents	1.5 GB	108.6 MB	6	4 Nov 2022	annabel.fraser@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Finance / Documents	1.5 GB	106.1 MB	6	13 Feb 2025	carl.ashworth@contoso.example
Contoso Legal LLP	Year end/Photos 2022-10.zip	Clients / Documents	1.4 GB	100.5 MB	6	9 Nov 2022	carol.bennett@contoso.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Contoso Legal LLP	Archive/Photos 2022-10.zip	Operations / Documents	1.3 GB	90.8 MB	6	27 Jul 2026	carl.ashworth@contoso.example
Contoso Legal LLP	Projects/Scans 2023-05.zip	Operations / Documents	1.2 GB	88.7 MB	6	10 Dec 2024	carol.bennett@contoso.example
Contoso Legal LLP	Projects/Photos 2022-10.zip	Marketing / Documents	1.1 GB	79.6 MB	6	28 May 2024	carl.ashworth@contoso.example
Contoso Legal LLP	Archive/Scans 2023-05.zip	Finance / Documents	1.1 GB	77.1 MB	6	23 Nov 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	12 Nov 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	16 Jun 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	12 Aug 2026	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Consent forms/Photos 2022-10.zip	Patient Records / Documents	9.8 GB	704.1 MB	6	31 Jan 2023	caroline.reyes@fabrikam.example
Fabrikam Dental Group	X-rays 2020/Scans 2020-05.zip	Imaging Archive / Documents	7.4 GB	532.8 MB	6	26 Feb 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Treatment plans/Photos 2022-10.zip	Patient Records / Documents	7.1 GB	511.8 MB	6	17 Apr 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Consent forms/Scans 2023-05.zip	Patient Records / Documents	7.0 GB	500.0 MB	6	4 Oct 2025	carl.svensson@fabrikam.example
Fabrikam Dental Group	Correspondence/Photos 2022-10.zip	Patient Records / Documents	5.7 GB	410.0 MB	6	6 Dec 2024	carl.svensson@fabrikam.example
Fabrikam Dental Group	Treatment plans/Scans 2023-05.zip	Patient Records / Documents	5.1 GB	363.5 MB	6	10 May 2026	carl.svensson@fabrikam.example
Fabrikam Dental Group	CBCT scans/Photos 2022-10.zip	Imaging Archive / Documents	4.8 GB	347.2 MB	6	7 Jun 2025	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Rotas/Photos 2022-10.zip	Practice Management / Documents	4.5 GB	321.6 MB	6	30 Aug 2025	evelyn.shaw@fabrikam.example
Fabrikam Dental Group	Correspondence/Scans 2023-05.zip	Patient Records / Documents	4.1 GB	291.1 MB	6	18 May 2026	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Referral images/Photos 2022-10.zip	Imaging Archive / Documents	3.9 GB	278.1 MB	6	16 May 2023	caroline.reyes@fabrikam.example
Fabrikam Dental Group	Intraoral photos/Photos 2022-10.zip	Imaging Archive / Documents	3.5 GB	252.4 MB	6	2 Oct 2025	caroline.reyes@fabrikam.example
Northwind Traders	Client files/Photos 2022-10.zip	Clients / Documents	6.9 GB	494.2 MB	6	28 Jan 2023	carl.jensen@northwindtraders.example
Northwind Traders	Engagement letters/Photos 2022-10.zip	Clients / Documents	5.0 GB	359.3 MB	6	31 Oct 2025	carl.jensen@northwindtraders.example
Northwind Traders	Client files/Scans 2023-05.zip	Clients / Documents	4.9 GB	351.0 MB	6	31 Jan 2024	carl.jensen@northwindtraders.example
Northwind Traders	Payroll/Photos 2022-10.zip	Clients / Documents	4.0 GB	287.7 MB	6	9 Sep 2024	ann.patel@northwindtraders.example
Northwind Traders	Engagement letters/Scans 2023-05.zip	Clients / Documents	3.6 GB	255.1 MB	6	18 Jun 2026	eve.sinclair@northwindtraders.example

Client	File	Location	Size	Older versions	Version	Last change	Changed by
Northwind Traders	Projects/Photos 2022-10.zip	Finance / Documents	3.4 GB	247.1 MB	6	9 Jul 2023	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Operations / Documents	2.9 GB	205.8 MB	6	20 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Payroll/Scans 2023-05.zip	Clients / Documents	2.9 GB	204.3 MB	6	15 Jun 2023	carol.mendes@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Finance / Documents	2.5 GB	179.6 MB	6	3 Mar 2025	ann.patel@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Finance / Documents	2.4 GB	175.5 MB	6	14 Oct 2023	ann.patel@northwindtraders.example
Northwind Traders	Year end/Photos 2022-10.zip	Clients / Documents	2.3 GB	166.3 MB	6	3 Jul 2025	ann.patel@northwindtraders.example
Northwind Traders	Archive/Photos 2022-10.zip	Operations / Documents	2.1 GB	149.6 MB	6	10 Dec 2022	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Scans 2023-05.zip	Operations / Documents	2.0 GB	146.1 MB	6	24 Jun 2025	eve.sinclair@northwindtraders.example
Northwind Traders	Projects/Photos 2022-10.zip	Marketing / Documents	1.8 GB	130.1 MB	6	16 May 2026	carl.jensen@northwindtraders.example
Northwind Traders	Archive/Scans 2023-05.zip	Finance / Documents	1.8 GB	127.6 MB	6	6 Apr 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 29 Nov 2026, 10:48 UTC.