

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: 3 of 300 rows, Version is 640, 1 column hidden. The headline figures cover every row.

Largest files 3

Size includes older versions.

File	Location	Size	Older versions	Version	Last change	Changed by
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	1.2 GB	1.2 GB	640	13 Oct 2026	carol.bennett@contoso.example
X-rays 2020/X-rays 2020 tracker.xlsx	Imaging Archive / Documents	4.3 GB	4.2 GB	640	13 Oct 2026	carl.svensson@fabrikam.example
Engagement letters/Engagement letters tracker.xlsx	Clients / Documents	2.0 GB	2.0 GB	640	13 Oct 2026	ann.patel@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.