SHAREPOINT STORAGE: LARGEST FOLDERS

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 folders: 12 of 81 rows, Folder is Projects. The headline figures cover every row.

Largest folders 12

Size includes every version of every file inside. Folders inside a listed folder can appear too.

Client	Folder	Location	Size	Files	Share of library
Contoso Legal LLP	Projects	Finance / Documents	26.6 GB	1,757	42%
Contoso Legal LLP	Projects	Operations / Documents	22.2 GB	6,649	42%
Contoso Legal LLP	Projects	Marketing / Documents	14.2 GB	3,756	42%
Contoso Legal LLP	Projects	Staff Intranet / Documents	11.3 GB	2,141	42%
Fabrikam Dental Group	Projects	Finance / Documents	42.2 GB	2,358	42%
Fabrikam Dental Group	Projects	Old Projects / Documents	27.4 GB	956	42%
Fabrikam Dental Group	Projects	Marketing / Documents	27.0 GB	4,790	42%
Fabrikam Dental Group	Projects	Staff Intranet / Documents	16.5 GB	5,819	42%
Northwind Traders	Projects	Finance / Documents	44.0 GB	3,118	42%
Northwind Traders	Projects	Operations / Documents	36.6 GB	6,274	42%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Projects	Marketing / Documents	23.1 GB	1,381	42%
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	4,429	42%

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.