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 Shared, 1 column hidden. 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.

Folder	Location	Size	Files	Share of library
Shared	Finance / Documents	5.2 GB	4,124	8%
Shared	Operations / Documents	4.3 GB	3,675	8%
Shared	Marketing / Documents	2.8 GB	2,789	8%
Shared	Staff Intranet / Documents	2.2 GB	2,608	8%
Shared	Finance / Documents	8.2 GB	7,044	8%
Shared	Old Projects / Documents	5.4 GB	3,425	8%
Shared	Marketing / Documents	5.3 GB	8,985	8%
Shared	Staff Intranet / Documents	3.2 GB	2,308	8%
Shared	Finance / Documents	8.6 GB	5,244	8%
Shared	Operations / Documents	7.1 GB	5,483	8%
Shared	Marketing / Documents	4.5 GB	6,091	8%
Shared	Staff Intranet / Documents	3.6 GB	3,873	8%

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, 18:57 UTC.