SHAREPOINT STORAGE: LARGEST FOLDERS

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
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: 81 of 81 rows, 1 column hidden. The headline figures cover every row.

Largest folders 81

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

Folder	Location	Size	Files	Share of library
Client files	Clients / Documents	53.1 GB	5,316	42%
Engagement letters	Clients / Documents	30.8 GB	4,821	24%
Projects	Finance / Documents	26.6 GB	1,757	42%
Payroll	Clients / Documents	24.7 GB	1,838	20%
Projects	Operations / Documents	22.2 GB	6,649	42%
Year end	Clients / Documents	17.9 GB	7,675	14%
Archive	Finance / Documents	15.4 GB	4,825	24%
Projects	Marketing / Documents	14.2 GB	3,756	42%
Archive	Operations / Documents	12.9 GB	3,086	24%
Projects	Staff Intranet / Documents	11.3 GB	2,141	42%
Templates	Finance / Documents	8.9 GB	4,137	14%
Archive	Marketing / Documents	8.2 GB	4,377	24%
Templates	Operations / Documents	7.5 GB	2,901	14%
Scans	Finance / Documents	7.2 GB	7,876	11%
Archive	Staff Intranet / Documents	6.6 GB	7,706	24%
Scans	Operations / Documents	6.0 GB	484	11%
Shared	Finance / Documents	5.2 GB	4,124	8%
Templates	Marketing / Documents	4.8 GB	1,174	14%
Shared	Operations / Documents	4.3 GB	3,675	8%
Scans	Marketing / Documents	3.8 GB	7,041	11%
Templates	Staff Intranet / Documents	3.8 GB	3,006	14%

Folder	Location	Size	Files	Share of library
Scans	Staff Intranet / Documents	3.1 GB	1,486	11%
Shared	Marketing / Documents	2.8 GB	2,789	8%
Shared	Staff Intranet / Documents	2.2 GB	2,608	8%
X-rays 2019	Imaging Archive / Documents	183.6 GB	6,285	42%
Consent forms	Patient Records / Documents	125.3 GB	3,989	42%
X-rays 2020	Imaging Archive / Documents	106.5 GB	2,663	24%
Treatment plans	Patient Records / Documents	72.7 GB	6,517	24%
CBCT scans	Imaging Archive / Documents	61.8 GB	4,378	14%
Correspondence	Patient Records / Documents	58.2 GB	2,112	20%
Rotas	Practice Management / Documents	57.2 GB	5,836	32%
Referral images	Imaging Archive / Documents	49.5 GB	2,226	11%
Projects	Finance / Documents	42.2 GB	2,358	42%
Lab dockets	Patient Records / Documents	42.1 GB	6,637	14%
Intraoral photos	Imaging Archive / Documents	35.8 GB	437	8%
Policies	Practice Management / Documents	33.2 GB	8,664	19%
Projects	Old Projects / Documents	27.4 GB	956	42%
Projects	Marketing / Documents	27.0 GB	4,790	42%
Equipment manuals	Practice Management / Documents	26.6 GB	8,641	15%
Archive	Finance / Documents	24.5 GB	7,627	24%
Compliance	Practice Management / Documents	19.2 GB	5,965	11%
Projects	Staff Intranet / Documents	16.5 GB	5,819	42%
Archive	Old Projects / Documents	15.9 GB	3,179	24%
Archive	Marketing / Documents	15.7 GB	7,935	24%
Templates	Finance / Documents	14.2 GB	6,017	14%
Scans	Finance / Documents	11.4 GB	2,034	11%
Archive	Staff Intranet / Documents	9.5 GB	962	24%
Templates	Old Projects / Documents	9.2 GB	4,909	14%
Templates	Marketing / Documents	9.1 GB	4,943	14%
Shared	Finance / Documents	8.2 GB	7,044	8%
Scans	Old Projects / Documents	7.4 GB	3,608	11%
Scans	Marketing / Documents	7.3 GB	2,741	11%
Templates	Staff Intranet / Documents	5.5 GB	4,234	14%
Shared	Old Projects / Documents	5.4 GB	3,425	8%

Folder	Location	Size	Files	Share of library
Shared	Marketing / Documents	5.3 GB	8,985	8%
Scans	Staff Intranet / Documents	4.4 GB	1,803	11%
Shared	Staff Intranet / Documents	3.2 GB	2,308	8%
Client files	Clients / Documents	87.9 GB	6,119	42%
Engagement letters	Clients / Documents	51.0 GB	6,712	24%
Projects	Finance / Documents	44.0 GB	3,118	42%
Payroll	Clients / Documents	40.8 GB	4,421	20%
Projects	Operations / Documents	36.6 GB	6,274	42%
Year end	Clients / Documents	29.6 GB	2,754	14%
Archive	Finance / Documents	25.5 GB	7,858	24%
Projects	Marketing / Documents	23.1 GB	1,381	42%
Archive	Operations / Documents	21.2 GB	7,405	24%
Projects	Staff Intranet / Documents	18.5 GB	4,429	42%
Templates	Finance / Documents	14.8 GB	4,272	14%
Archive	Marketing / Documents	13.4 GB	8,397	24%
Templates	Operations / Documents	12.3 GB	4,922	14%
Scans	Finance / Documents	11.8 GB	5,190	11%
Archive	Staff Intranet / Documents	10.7 GB	2,015	24%
Scans	Operations / Documents	9.9 GB	7,255	11%
Shared	Finance / Documents	8.6 GB	5,244	8%
Templates	Marketing / Documents	7.8 GB	5,720	14%
Shared	Operations / Documents	7.1 GB	5,483	8%
Scans	Marketing / Documents	6.2 GB	6,958	11%
Templates	Staff Intranet / Documents	6.2 GB	7,456	14%
Scans	Staff Intranet / Documents	5.0 GB	5,416	11%
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, 00:25 UTC.