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 Scans. 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	Scans	Finance / Documents	7.2 GB	7,876	11%
Contoso Legal LLP	Scans	Operations / Documents	6.0 GB	484	11%
Contoso Legal LLP	Scans	Marketing / Documents	3.8 GB	7,041	11%
Contoso Legal LLP	Scans	Staff Intranet / Documents	3.1 GB	1,486	11%
Fabrikam Dental Group	Scans	Finance / Documents	11.4 GB	2,034	11%
Fabrikam Dental Group	Scans	Old Projects / Documents	7.4 GB	3,608	11%
Fabrikam Dental Group	Scans	Marketing / Documents	7.3 GB	2,741	11%
Fabrikam Dental Group	Scans	Staff Intranet / Documents	4.4 GB	1,803	11%
Northwind Traders	Scans	Finance / Documents	11.8 GB	5,190	11%
Northwind Traders	Scans	Operations / Documents	9.9 GB	7,255	11%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Scans	Marketing / Documents	6.2 GB	6,958	11%
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	5,416	11%

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, 04:00 UTC.