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: 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.

Client	Folder	Location	Size	Share of library
Contoso Legal LLP	Client files	Clients / Documents	53.1 GB	42%
Contoso Legal LLP	Engagement letters	Clients / Documents	30.8 GB	24%
Contoso Legal LLP	Projects	Finance / Documents	26.6 GB	42%
Contoso Legal LLP	Payroll	Clients / Documents	24.7 GB	20%
Contoso Legal LLP	Projects	Operations / Documents	22.2 GB	42%
Contoso Legal LLP	Year end	Clients / Documents	17.9 GB	14%
Contoso Legal LLP	Archive	Finance / Documents	15.4 GB	24%
Contoso Legal LLP	Projects	Marketing / Documents	14.2 GB	42%
Contoso Legal LLP	Archive	Operations / Documents	12.9 GB	24%
Contoso Legal LLP	Projects	Staff Intranet / Documents	11.3 GB	42%
Contoso Legal LLP	Templates	Finance / Documents	8.9 GB	14%
Contoso Legal LLP	Archive	Marketing / Documents	8.2 GB	24%
Contoso Legal LLP	Templates	Operations / Documents	7.5 GB	14%
Contoso Legal LLP	Scans	Finance / Documents	7.2 GB	11%
Contoso Legal LLP	Archive	Staff Intranet / Documents	6.6 GB	24%
Contoso Legal LLP	Scans	Operations / Documents	6.0 GB	11%
Contoso Legal LLP	Shared	Finance / Documents	5.2 GB	8%
Contoso Legal LLP	Templates	Marketing / Documents	4.8 GB	14%
Contoso Legal LLP	Shared	Operations / Documents	4.3 GB	8%
Contoso Legal LLP	Scans	Marketing / Documents	3.8 GB	11%
Contoso Legal LLP	Templates	Staff Intranet / Documents	3.8 GB	14%

Client	Folder	Location	Size	Share of library
Contoso Legal LLP	Scans	Staff Intranet / Documents	3.1 GB	11%
Contoso Legal LLP	Shared	Marketing / Documents	2.8 GB	8%
Contoso Legal LLP	Shared	Staff Intranet / Documents	2.2 GB	8%
Fabrikam Dental Group	X-rays 2019	Imaging Archive / Documents	183.6 GB	42%
Fabrikam Dental Group	Consent forms	Patient Records / Documents	125.3 GB	42%
Fabrikam Dental Group	X-rays 2020	Imaging Archive / Documents	106.5 GB	24%
Fabrikam Dental Group	Treatment plans	Patient Records / Documents	72.7 GB	24%
Fabrikam Dental Group	CBCT scans	Imaging Archive / Documents	61.8 GB	14%
Fabrikam Dental Group	Correspondence	Patient Records / Documents	58.2 GB	20%
Fabrikam Dental Group	Rotas	Practice Management / Documents	57.2 GB	32%
Fabrikam Dental Group	Referral images	Imaging Archive / Documents	49.5 GB	11%
Fabrikam Dental Group	Projects	Finance / Documents	42.2 GB	42%
Fabrikam Dental Group	Lab dockets	Patient Records / Documents	42.1 GB	14%
Fabrikam Dental Group	Intraoral photos	Imaging Archive / Documents	35.8 GB	8%
Fabrikam Dental Group	Policies	Practice Management / Documents	33.2 GB	19%
Fabrikam Dental Group	Projects	Old Projects / Documents	27.4 GB	42%
Fabrikam Dental Group	Projects	Marketing / Documents	27.0 GB	42%
Fabrikam Dental Group	Equipment manuals	Practice Management / Documents	26.6 GB	15%
Fabrikam Dental Group	Archive	Finance / Documents	24.5 GB	24%
Fabrikam Dental Group	Compliance	Practice Management / Documents	19.2 GB	11%
Fabrikam Dental Group	Projects	Staff Intranet / Documents	16.5 GB	42%
Fabrikam Dental Group	Archive	Old Projects / Documents	15.9 GB	24%
Fabrikam Dental Group	Archive	Marketing / Documents	15.7 GB	24%
Fabrikam Dental Group	Templates	Finance / Documents	14.2 GB	14%
Fabrikam Dental Group	Scans	Finance / Documents	11.4 GB	11%
Fabrikam Dental Group	Archive	Staff Intranet / Documents	9.5 GB	24%
Fabrikam Dental Group	Templates	Old Projects / Documents	9.2 GB	14%
Fabrikam Dental Group	Templates	Marketing / Documents	9.1 GB	14%
Fabrikam Dental Group	Shared	Finance / Documents	8.2 GB	8%
Fabrikam Dental Group	Scans	Old Projects / Documents	7.4 GB	11%
Fabrikam Dental Group	Scans	Marketing / Documents	7.3 GB	11%
Fabrikam Dental Group	Templates	Staff Intranet / Documents	5.5 GB	14%
Fabrikam Dental Group	Shared	Old Projects / Documents	5.4 GB	8%

Client	Folder	Location	Size	Share of library
Fabrikam Dental Group	Shared	Marketing / Documents	5.3 GB	8%
Fabrikam Dental Group	Scans	Staff Intranet / Documents	4.4 GB	11%
Fabrikam Dental Group	Shared	Staff Intranet / Documents	3.2 GB	8%
Northwind Traders	Client files	Clients / Documents	87.9 GB	42%
Northwind Traders	Engagement letters	Clients / Documents	51.0 GB	24%
Northwind Traders	Projects	Finance / Documents	44.0 GB	42%
Northwind Traders	Payroll	Clients / Documents	40.8 GB	20%
Northwind Traders	Projects	Operations / Documents	36.6 GB	42%
Northwind Traders	Year end	Clients / Documents	29.6 GB	14%
Northwind Traders	Archive	Finance / Documents	25.5 GB	24%
Northwind Traders	Projects	Marketing / Documents	23.1 GB	42%
Northwind Traders	Archive	Operations / Documents	21.2 GB	24%
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	42%
Northwind Traders	Templates	Finance / Documents	14.8 GB	14%
Northwind Traders	Archive	Marketing / Documents	13.4 GB	24%
Northwind Traders	Templates	Operations / Documents	12.3 GB	14%
Northwind Traders	Scans	Finance / Documents	11.8 GB	11%
Northwind Traders	Archive	Staff Intranet / Documents	10.7 GB	24%
Northwind Traders	Scans	Operations / Documents	9.9 GB	11%
Northwind Traders	Shared	Finance / Documents	8.6 GB	8%
Northwind Traders	Templates	Marketing / Documents	7.8 GB	14%
Northwind Traders	Shared	Operations / Documents	7.1 GB	8%
Northwind Traders	Scans	Marketing / Documents	6.2 GB	11%
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	14%
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	11%
Northwind Traders	Shared	Marketing / Documents	4.5 GB	8%
Northwind Traders	Shared	Staff Intranet / Documents	3.6 GB	8%

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