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 Templates. 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	Templates	Finance / Documents	8.9 GB	4,137	14%
Contoso Legal LLP	Templates	Operations / Documents	7.5 GB	2,901	14%
Contoso Legal LLP	Templates	Marketing / Documents	4.8 GB	1,174	14%
Contoso Legal LLP	Templates	Staff Intranet / Documents	3.8 GB	3,006	14%
Fabrikam Dental Group	Templates	Finance / Documents	14.2 GB	6,017	14%
Fabrikam Dental Group	Templates	Old Projects / Documents	9.2 GB	4,909	14%
Fabrikam Dental Group	Templates	Marketing / Documents	9.1 GB	4,943	14%
Fabrikam Dental Group	Templates	Staff Intranet / Documents	5.5 GB	4,234	14%
Northwind Traders	Templates	Finance / Documents	14.8 GB	4,272	14%
Northwind Traders	Templates	Operations / Documents	12.3 GB	4,922	14%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Templates	Marketing / Documents	7.8 GB	5,720	14%
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	7,456	14%

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