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: 8 of 81 rows, Location is Clients / Documents. The headline figures cover every row.

## Largest folders 8

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 | Client files | Clients / Documents | 53.1 GB | 5,316 | 42% |
| Contoso Legal LLP | Engagement letters | Clients / Documents | 30.8 GB | 4,821 | 24% |
| Contoso Legal LLP | Payroll | Clients / Documents | 24.7 GB | 1,838 | 20% |
| Contoso Legal LLP | Year end | Clients / Documents | 17.9 GB | 7,675 | 14% |
| Northwind Traders | Client files | Clients / Documents | 87.9 GB | 6,119 | 42% |
| Northwind Traders | Engagement letters | Clients / Documents | 51.0 GB | 6,712 | 24% |
| Northwind Traders | Payroll | Clients / Documents | 40.8 GB | 4,421 | 20% |
| Northwind Traders | Year end | Clients / Documents | 29.6 GB | 2,754 | 14% |

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.