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

Largest folders 15

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	Projects	Finance / Documents	26.6 GB	1,757	42%
Contoso Legal LLP	Archive	Finance / Documents	15.4 GB	4,825	24%
Contoso Legal LLP	Templates	Finance / Documents	8.9 GB	4,137	14%
Contoso Legal LLP	Scans	Finance / Documents	7.2 GB	7,876	11%
Contoso Legal LLP	Shared	Finance / Documents	5.2 GB	4,124	8%
Fabrikam Dental Group	Projects	Finance / Documents	42.2 GB	2,358	42%
Fabrikam Dental Group	Archive	Finance / Documents	24.5 GB	7,627	24%
Fabrikam Dental Group	Templates	Finance / Documents	14.2 GB	6,017	14%
Fabrikam Dental Group	Scans	Finance / Documents	11.4 GB	2,034	11%
Fabrikam Dental Group	Shared	Finance / Documents	8.2 GB	7,044	8%
Northwind Traders	Projects	Finance / Documents	44.0 GB	3,118	42%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Archive	Finance / Documents	25.5 GB	7,858	24%
Northwind Traders	Templates	Finance / Documents	14.8 GB	4,272	14%
Northwind Traders	Scans	Finance / Documents	11.8 GB	5,190	11%
Northwind Traders	Shared	Finance / Documents	8.6 GB	5,244	8%

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