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 Marketing / 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	Marketing / Documents	14.2 GB	3,756	42%
Contoso Legal LLP	Archive	Marketing / Documents	8.2 GB	4,377	24%
Contoso Legal LLP	Templates	Marketing / Documents	4.8 GB	1,174	14%
Contoso Legal LLP	Scans	Marketing / Documents	3.8 GB	7,041	11%
Contoso Legal LLP	Shared	Marketing / Documents	2.8 GB	2,789	8%
Fabrikam Dental Group	Projects	Marketing / Documents	27.0 GB	4,790	42%
Fabrikam Dental Group	Archive	Marketing / Documents	15.7 GB	7,935	24%
Fabrikam Dental Group	Templates	Marketing / Documents	9.1 GB	4,943	14%
Fabrikam Dental Group	Scans	Marketing / Documents	7.3 GB	2,741	11%
Fabrikam Dental Group	Shared	Marketing / Documents	5.3 GB	8,985	8%
Northwind Traders	Projects	Marketing / Documents	23.1 GB	1,381	42%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Archive	Marketing / Documents	13.4 GB	8,397	24%
Northwind Traders	Templates	Marketing / Documents	7.8 GB	5,720	14%
Northwind Traders	Scans	Marketing / Documents	6.2 GB	6,958	11%
Northwind Traders	Shared	Marketing / Documents	4.5 GB	6,091	8%

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