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: 5 of 81 rows, Location is Old Projects / Documents. The headline figures cover every row.

Largest folders 5

Size includes every version of every file inside. Folders inside a listed folder can appear too.

Client	Folder	Location	Size	Files	Share of library
Fabrikam Dental Group	Projects	Old Projects / Documents	27.4 GB	956	42%
Fabrikam Dental Group	Archive	Old Projects / Documents	15.9 GB	3,179	24%
Fabrikam Dental Group	Templates	Old Projects / Documents	9.2 GB	4,909	14%
Fabrikam Dental Group	Scans	Old Projects / Documents	7.4 GB	3,608	11%
Fabrikam Dental Group	Shared	Old Projects / Documents	5.4 GB	3,425	8%

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, 10:48 UTC.