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: 4 of 81 rows, Location is Practice Management / Documents. The headline figures cover every row.

Largest folders 4

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	Rotas	Practice Management / Documents	57.2 GB	5,836	32%
Fabrikam Dental Group	Policies	Practice Management / Documents	33.2 GB	8,664	19%
Fabrikam Dental Group	Equipment manuals	Practice Management / Documents	26.6 GB	8,641	15%
Fabrikam Dental Group	Compliance	Practice Management / Documents	19.2 GB	5,965	11%

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, 04:00 UTC.