SHAREPOINT STORAGE: LARGEST FOLDERS

# All clients

Harbour IT

| PREPARED BY | DATE | CLIENTS |
|---|---|---|
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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, 10:48 UTC.