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: 81 of 81 rows, 1 column hidden. The headline figures cover every row.

Largest folders 81

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

Client	Folder	Location	Size	Files
Contoso Legal LLP	Client files	Clients / Documents	53.1 GB	5,316
Contoso Legal LLP	Engagement letters	Clients / Documents	30.8 GB	4,821
Contoso Legal LLP	Projects	Finance / Documents	26.6 GB	1,757
Contoso Legal LLP	Payroll	Clients / Documents	24.7 GB	1,838
Contoso Legal LLP	Projects	Operations / Documents	22.2 GB	6,649
Contoso Legal LLP	Year end	Clients / Documents	17.9 GB	7,675
Contoso Legal LLP	Archive	Finance / Documents	15.4 GB	4,825
Contoso Legal LLP	Projects	Marketing / Documents	14.2 GB	3,756
Contoso Legal LLP	Archive	Operations / Documents	12.9 GB	3,086
Contoso Legal LLP	Projects	Staff Intranet / Documents	11.3 GB	2,141
Contoso Legal LLP	Templates	Finance / Documents	8.9 GB	4,137
Contoso Legal LLP	Archive	Marketing / Documents	8.2 GB	4,377
Contoso Legal LLP	Templates	Operations / Documents	7.5 GB	2,901
Contoso Legal LLP	Scans	Finance / Documents	7.2 GB	7,876
Contoso Legal LLP	Archive	Staff Intranet / Documents	6.6 GB	7,706
Contoso Legal LLP	Scans	Operations / Documents	6.0 GB	484
Contoso Legal LLP	Shared	Finance / Documents	5.2 GB	4,124
Contoso Legal LLP	Templates	Marketing / Documents	4.8 GB	1,174
Contoso Legal LLP	Shared	Operations / Documents	4.3 GB	3,675
Contoso Legal LLP	Scans	Marketing / Documents	3.8 GB	7,041
Contoso Legal LLP	Templates	Staff Intranet / Documents	3.8 GB	3,006

Client	Folder	Location	Size	Files
Contoso Legal LLP	Scans	Staff Intranet / Documents	3.1 GB	1,486
Contoso Legal LLP	Shared	Marketing / Documents	2.8 GB	2,789
Contoso Legal LLP	Shared	Staff Intranet / Documents	2.2 GB	2,608
Fabrikam Dental Group	X-rays 2019	Imaging Archive / Documents	183.6 GB	6,285
Fabrikam Dental Group	Consent forms	Patient Records / Documents	125.3 GB	3,989
Fabrikam Dental Group	X-rays 2020	Imaging Archive / Documents	106.5 GB	2,663
Fabrikam Dental Group	Treatment plans	Patient Records / Documents	72.7 GB	6,517
Fabrikam Dental Group	CBCT scans	Imaging Archive / Documents	61.8 GB	4,378
Fabrikam Dental Group	Correspondence	Patient Records / Documents	58.2 GB	2,112
Fabrikam Dental Group	Rotas	Practice Management / Documents	57.2 GB	5,836
Fabrikam Dental Group	Referral images	Imaging Archive / Documents	49.5 GB	2,226
Fabrikam Dental Group	Projects	Finance / Documents	42.2 GB	2,358
Fabrikam Dental Group	Lab dockets	Patient Records / Documents	42.1 GB	6,637
Fabrikam Dental Group	Intraoral photos	Imaging Archive / Documents	35.8 GB	437
Fabrikam Dental Group	Policies	Practice Management / Documents	33.2 GB	8,664
Fabrikam Dental Group	Projects	Old Projects / Documents	27.4 GB	956
Fabrikam Dental Group	Projects	Marketing / Documents	27.0 GB	4,790
Fabrikam Dental Group	Equipment manuals	Practice Management / Documents	26.6 GB	8,641
Fabrikam Dental Group	Archive	Finance / Documents	24.5 GB	7,627
Fabrikam Dental Group	Compliance	Practice Management / Documents	19.2 GB	5,965
Fabrikam Dental Group	Projects	Staff Intranet / Documents	16.5 GB	5,819
Fabrikam Dental Group	Archive	Old Projects / Documents	15.9 GB	3,179
Fabrikam Dental Group	Archive	Marketing / Documents	15.7 GB	7,935
Fabrikam Dental Group	Templates	Finance / Documents	14.2 GB	6,017
Fabrikam Dental Group	Scans	Finance / Documents	11.4 GB	2,034
Fabrikam Dental Group	Archive	Staff Intranet / Documents	9.5 GB	962
Fabrikam Dental Group	Templates	Old Projects / Documents	9.2 GB	4,909
Fabrikam Dental Group	Templates	Marketing / Documents	9.1 GB	4,943
Fabrikam Dental Group	Shared	Finance / Documents	8.2 GB	7,044
Fabrikam Dental Group	Scans	Old Projects / Documents	7.4 GB	3,608
Fabrikam Dental Group	Scans	Marketing / Documents	7.3 GB	2,741
Fabrikam Dental Group	Templates	Staff Intranet / Documents	5.5 GB	4,234
Fabrikam Dental Group	Shared	Old Projects / Documents	5.4 GB	3,425

Client	Folder	Location	Size	Files
Fabrikam Dental Group	Shared	Marketing / Documents	5.3 GB	8,985
Fabrikam Dental Group	Scans	Staff Intranet / Documents	4.4 GB	1,803
Fabrikam Dental Group	Shared	Staff Intranet / Documents	3.2 GB	2,308
Northwind Traders	Client files	Clients / Documents	87.9 GB	6,119
Northwind Traders	Engagement letters	Clients / Documents	51.0 GB	6,712
Northwind Traders	Projects	Finance / Documents	44.0 GB	3,118
Northwind Traders	Payroll	Clients / Documents	40.8 GB	4,421
Northwind Traders	Projects	Operations / Documents	36.6 GB	6,274
Northwind Traders	Year end	Clients / Documents	29.6 GB	2,754
Northwind Traders	Archive	Finance / Documents	25.5 GB	7,858
Northwind Traders	Projects	Marketing / Documents	23.1 GB	1,381
Northwind Traders	Archive	Operations / Documents	21.2 GB	7,405
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	4,429
Northwind Traders	Templates	Finance / Documents	14.8 GB	4,272
Northwind Traders	Archive	Marketing / Documents	13.4 GB	8,397
Northwind Traders	Templates	Operations / Documents	12.3 GB	4,922
Northwind Traders	Scans	Finance / Documents	11.8 GB	5,190
Northwind Traders	Archive	Staff Intranet / Documents	10.7 GB	2,015
Northwind Traders	Scans	Operations / Documents	9.9 GB	7,255
Northwind Traders	Shared	Finance / Documents	8.6 GB	5,244
Northwind Traders	Templates	Marketing / Documents	7.8 GB	5,720
Northwind Traders	Shared	Operations / Documents	7.1 GB	5,483
Northwind Traders	Scans	Marketing / Documents	6.2 GB	6,958
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	7,456
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	5,416
Northwind Traders	Shared	Marketing / Documents	4.5 GB	6,091
Northwind Traders	Shared	Staff Intranet / Documents	3.6 GB	3,873

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