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: 24 of 81 rows, Client is Contoso Legal LLP. The headline figures cover every row.

Largest folders 24

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	Client files	Clients / Documents	53.1 GB	5,316	42%
Contoso Legal LLP	Engagement letters	Clients / Documents	30.8 GB	4,821	24%
Contoso Legal LLP	Projects	Finance / Documents	26.6 GB	1,757	42%
Contoso Legal LLP	Payroll	Clients / Documents	24.7 GB	1,838	20%
Contoso Legal LLP	Projects	Operations / Documents	22.2 GB	6,649	42%
Contoso Legal LLP	Year end	Clients / Documents	17.9 GB	7,675	14%
Contoso Legal LLP	Archive	Finance / Documents	15.4 GB	4,825	24%
Contoso Legal LLP	Projects	Marketing / Documents	14.2 GB	3,756	42%
Contoso Legal LLP	Archive	Operations / Documents	12.9 GB	3,086	24%
Contoso Legal LLP	Projects	Staff Intranet / Documents	11.3 GB	2,141	42%
Contoso Legal LLP	Templates	Finance / Documents	8.9 GB	4,137	14%

Client	Folder	Location	Size	Files	Share of library
Contoso Legal LLP	Archive	Marketing / Documents	8.2 GB	4,377	24%
Contoso Legal LLP	Templates	Operations / Documents	7.5 GB	2,901	14%
Contoso Legal LLP	Scans	Finance / Documents	7.2 GB	7,876	11%
Contoso Legal LLP	Archive	Staff Intranet / Documents	6.6 GB	7,706	24%
Contoso Legal LLP	Scans	Operations / Documents	6.0 GB	484	11%
Contoso Legal LLP	Shared	Finance / Documents	5.2 GB	4,124	8%
Contoso Legal LLP	Templates	Marketing / Documents	4.8 GB	1,174	14%
Contoso Legal LLP	Shared	Operations / Documents	4.3 GB	3,675	8%
Contoso Legal LLP	Scans	Marketing / Documents	3.8 GB	7,041	11%
Contoso Legal LLP	Templates	Staff Intranet / Documents	3.8 GB	3,006	14%
Contoso Legal LLP	Scans	Staff Intranet / Documents	3.1 GB	1,486	11%
Contoso Legal LLP	Shared	Marketing / Documents	2.8 GB	2,789	8%
Contoso Legal LLP	Shared	Staff Intranet / Documents	2.2 GB	2,608	8%

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