

All clients



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
3 clients

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 Northwind Traders. 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
Northwind Traders	Client files	Clients / Documents	87.9 GB	6,119	42%
Northwind Traders	Engagement letters	Clients / Documents	51.0 GB	6,712	24%
Northwind Traders	Projects	Finance / Documents	44.0 GB	3,118	42%
Northwind Traders	Payroll	Clients / Documents	40.8 GB	4,421	20%
Northwind Traders	Projects	Operations / Documents	36.6 GB	6,274	42%
Northwind Traders	Year end	Clients / Documents	29.6 GB	2,754	14%
Northwind Traders	Archive	Finance / Documents	25.5 GB	7,858	24%
Northwind Traders	Projects	Marketing / Documents	23.1 GB	1,381	42%
Northwind Traders	Archive	Operations / Documents	21.2 GB	7,405	24%
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	4,429	42%
Northwind Traders	Templates	Finance / Documents	14.8 GB	4,272	14%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Archive	Marketing / Documents	13.4 GB	8,397	24%
Northwind Traders	Templates	Operations / Documents	12.3 GB	4,922	14%
Northwind Traders	Scans	Finance / Documents	11.8 GB	5,190	11%
Northwind Traders	Archive	Staff Intranet / Documents	10.7 GB	2,015	24%
Northwind Traders	Scans	Operations / Documents	9.9 GB	7,255	11%
Northwind Traders	Shared	Finance / Documents	8.6 GB	5,244	8%
Northwind Traders	Templates	Marketing / Documents	7.8 GB	5,720	14%
Northwind Traders	Shared	Operations / Documents	7.1 GB	5,483	8%
Northwind Traders	Scans	Marketing / Documents	6.2 GB	6,958	11%
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	7,456	14%
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	5,416	11%
Northwind Traders	Shared	Marketing / Documents	4.5 GB	6,091	8%
Northwind Traders	Shared	Staff Intranet / Documents	3.6 GB	3,873	8%

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