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 Northwind Traders, 1 column hidden. 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	Share of library
Northwind Traders	Client files	Clients / Documents	87.9 GB	42%
Northwind Traders	Engagement letters	Clients / Documents	51.0 GB	24%
Northwind Traders	Projects	Finance / Documents	44.0 GB	42%
Northwind Traders	Payroll	Clients / Documents	40.8 GB	20%
Northwind Traders	Projects	Operations / Documents	36.6 GB	42%
Northwind Traders	Year end	Clients / Documents	29.6 GB	14%
Northwind Traders	Archive	Finance / Documents	25.5 GB	24%
Northwind Traders	Projects	Marketing / Documents	23.1 GB	42%
Northwind Traders	Archive	Operations / Documents	21.2 GB	24%
Northwind Traders	Projects	Staff Intranet / Documents	18.5 GB	42%
Northwind Traders	Templates	Finance / Documents	14.8 GB	14%
Northwind Traders	Archive	Marketing / Documents	13.4 GB	24%
Northwind Traders	Templates	Operations / Documents	12.3 GB	14%
Northwind Traders	Scans	Finance / Documents	11.8 GB	11%
Northwind Traders	Archive	Staff Intranet / Documents	10.7 GB	24%
Northwind Traders	Scans	Operations / Documents	9.9 GB	11%
Northwind Traders	Shared	Finance / Documents	8.6 GB	8%
Northwind Traders	Templates	Marketing / Documents	7.8 GB	14%
Northwind Traders	Shared	Operations / Documents	7.1 GB	8%
Northwind Traders	Scans	Marketing / Documents	6.2 GB	11%
Northwind Traders	Templates	Staff Intranet / Documents	6.2 GB	14%

Client	Folder	Location	Size	Share of library
Northwind Traders	Scans	Staff Intranet / Documents	5.0 GB	11%
Northwind Traders	Shared	Marketing / Documents	4.5 GB	8%
Northwind Traders	Shared	Staff Intranet / Documents	3.6 GB	8%

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.