

# All clients

PREPARED BY

Harbour IT

DATE

15 Oct 2026

DATA COLLECTED

15 Oct 2026, 04:00  
UTC

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, 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            | Location                   | Size    | Files | Share of library |
|-------------------|----------------------------|---------|-------|------------------|
| Northwind Traders | Clients / Documents        | 87.9 GB | 6,119 | 42%              |
| Northwind Traders | Clients / Documents        | 51.0 GB | 6,712 | 24%              |
| Northwind Traders | Finance / Documents        | 44.0 GB | 3,118 | 42%              |
| Northwind Traders | Clients / Documents        | 40.8 GB | 4,421 | 20%              |
| Northwind Traders | Operations / Documents     | 36.6 GB | 6,274 | 42%              |
| Northwind Traders | Clients / Documents        | 29.6 GB | 2,754 | 14%              |
| Northwind Traders | Finance / Documents        | 25.5 GB | 7,858 | 24%              |
| Northwind Traders | Marketing / Documents      | 23.1 GB | 1,381 | 42%              |
| Northwind Traders | Operations / Documents     | 21.2 GB | 7,405 | 24%              |
| Northwind Traders | Staff Intranet / Documents | 18.5 GB | 4,429 | 42%              |
| Northwind Traders | Finance / Documents        | 14.8 GB | 4,272 | 14%              |
| Northwind Traders | Marketing / Documents      | 13.4 GB | 8,397 | 24%              |
| Northwind Traders | Operations / Documents     | 12.3 GB | 4,922 | 14%              |
| Northwind Traders | Finance / Documents        | 11.8 GB | 5,190 | 11%              |
| Northwind Traders | Staff Intranet / Documents | 10.7 GB | 2,015 | 24%              |
| Northwind Traders | Operations / Documents     | 9.9 GB  | 7,255 | 11%              |
| Northwind Traders | Finance / Documents        | 8.6 GB  | 5,244 | 8%               |
| Northwind Traders | Marketing / Documents      | 7.8 GB  | 5,720 | 14%              |
| Northwind Traders | Operations / Documents     | 7.1 GB  | 5,483 | 8%               |
| Northwind Traders | Marketing / Documents      | 6.2 GB  | 6,958 | 11%              |

| Client            | Location                   | Size   | Files | Share of library |
|-------------------|----------------------------|--------|-------|------------------|
| Northwind Traders | Staff Intranet / Documents | 6.2 GB | 7,456 | 14%              |
| Northwind Traders | Staff Intranet / Documents | 5.0 GB | 5,416 | 11%              |
| Northwind Traders | Marketing / Documents      | 4.5 GB | 6,091 | 8%               |
| Northwind Traders | Staff Intranet / Documents | 3.6 GB | 3,873 | 8%               |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 15 Oct 2026, 04:00 UTC.