

All clients

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	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: 2 of 81 rows, Folder is Client files, 1 column hidden. The headline figures cover every row.

Largest folders 2

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

Client	Location	Size	Files	Share of library
Contoso Legal LLP	Clients / Documents	53.1 GB	5,316	42%
Northwind Traders	Clients / Documents	87.9 GB	6,119	42%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.