

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 Payroll, 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	Folder	Location	Size	Share of library
Contoso Legal LLP	Payroll	Clients / Documents	24.7 GB	20%
Northwind Traders	Payroll	Clients / Documents	40.8 GB	20%

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.