



All clients

PREPARED BY
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DATE
14 Oct 2026

DATA COLLECTED
13 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: 1 of 81 rows, Folder is Policies. The headline figures cover every row.

Largest folders 1

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

Client	Folder	Location	Size	Files	Share of library
Fabrikam Dental Group	Policies	Practice Management / Documents	33.2 GB	8,664	19%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.