

# All clients

PREPARED BY

Harbour IT

DATE

14 Oct 2026

DATA COLLECTED

14 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: 12 of 81 rows, Folder is Scans, 1 column hidden. The headline figures cover every row.

## Largest folders 12

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     | <a href="#">Finance / Documents</a>        | 7.2 GB  | 7,876 | 11%              |
| Contoso Legal LLP     | <a href="#">Operations / Documents</a>     | 6.0 GB  | 484   | 11%              |
| Contoso Legal LLP     | <a href="#">Marketing / Documents</a>      | 3.8 GB  | 7,041 | 11%              |
| Contoso Legal LLP     | <a href="#">Staff Intranet / Documents</a> | 3.1 GB  | 1,486 | 11%              |
| Fabrikam Dental Group | <a href="#">Finance / Documents</a>        | 11.4 GB | 2,034 | 11%              |
| Fabrikam Dental Group | <a href="#">Old Projects / Documents</a>   | 7.4 GB  | 3,608 | 11%              |
| Fabrikam Dental Group | <a href="#">Marketing / Documents</a>      | 7.3 GB  | 2,741 | 11%              |
| Fabrikam Dental Group | <a href="#">Staff Intranet / Documents</a> | 4.4 GB  | 1,803 | 11%              |
| Northwind Traders     | <a href="#">Finance / Documents</a>        | 11.8 GB | 5,190 | 11%              |
| Northwind Traders     | <a href="#">Operations / Documents</a>     | 9.9 GB  | 7,255 | 11%              |
| Northwind Traders     | <a href="#">Marketing / Documents</a>      | 6.2 GB  | 6,958 | 11%              |
| Northwind Traders     | <a href="#">Staff Intranet / Documents</a> | 5.0 GB  | 5,416 | 11%              |

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.