

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: 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	Folder	Size	Files	Share of library
Contoso Legal LLP	Scans	7.2 GB	7,876	11%
Contoso Legal LLP	Scans	6.0 GB	484	11%
Contoso Legal LLP	Scans	3.8 GB	7,041	11%
Contoso Legal LLP	Scans	3.1 GB	1,486	11%
Fabrikam Dental Group	Scans	11.4 GB	2,034	11%
Fabrikam Dental Group	Scans	7.4 GB	3,608	11%
Fabrikam Dental Group	Scans	7.3 GB	2,741	11%
Fabrikam Dental Group	Scans	4.4 GB	1,803	11%
Northwind Traders	Scans	11.8 GB	5,190	11%
Northwind Traders	Scans	9.9 GB	7,255	11%
Northwind Traders	Scans	6.2 GB	6,958	11%
Northwind Traders	Scans	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.