

All clients

PREPARED BY
Harbour IT

DATE
13 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: 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	Location	Files	Share of library
Contoso Legal LLP	Scans	Finance / Documents	7,876	11%
Contoso Legal LLP	Scans	Operations / Documents	484	11%
Contoso Legal LLP	Scans	Marketing / Documents	7,041	11%
Contoso Legal LLP	Scans	Staff Intranet / Documents	1,486	11%
Fabrikam Dental Group	Scans	Finance / Documents	2,034	11%
Fabrikam Dental Group	Scans	Old Projects / Documents	3,608	11%
Fabrikam Dental Group	Scans	Marketing / Documents	2,741	11%
Fabrikam Dental Group	Scans	Staff Intranet / Documents	1,803	11%
Northwind Traders	Scans	Finance / Documents	5,190	11%
Northwind Traders	Scans	Operations / Documents	7,255	11%
Northwind Traders	Scans	Marketing / Documents	6,958	11%
Northwind Traders	Scans	Staff Intranet / Documents	5,416	11%

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