

All clients

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	13 Oct 2026	13 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 Templates, 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	Templates	8.9 GB	4,137	14%
Contoso Legal LLP	Templates	7.5 GB	2,901	14%
Contoso Legal LLP	Templates	4.8 GB	1,174	14%
Contoso Legal LLP	Templates	3.8 GB	3,006	14%
Fabrikam Dental Group	Templates	14.2 GB	6,017	14%
Fabrikam Dental Group	Templates	9.2 GB	4,909	14%
Fabrikam Dental Group	Templates	9.1 GB	4,943	14%
Fabrikam Dental Group	Templates	5.5 GB	4,234	14%
Northwind Traders	Templates	14.8 GB	4,272	14%
Northwind Traders	Templates	12.3 GB	4,922	14%
Northwind Traders	Templates	7.8 GB	5,720	14%
Northwind Traders	Templates	6.2 GB	7,456	14%

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.