SHAREPOINT STORAGE: LARGEST FOLDERS

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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: 8 of 81 rows, Location is Clients / Documents. The headline figures cover every row.

Largest folders 8

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

Client	Folder	Location	Size	Files	Share of library
Contoso Legal LLP	Client files	Clients / Documents	53.1 GB	5,316	42%
Contoso Legal LLP	Engagement letters	Clients / Documents	30.8 GB	4,821	24%
Contoso Legal LLP	Payroll	Clients / Documents	24.7 GB	1,838	20%
Contoso Legal LLP	Year end	Clients / Documents	17.9 GB	7,675	14%
Northwind Traders	Client files	Clients / Documents	87.9 GB	6,119	42%
Northwind Traders	Engagement letters	Clients / Documents	51.0 GB	6,712	24%
Northwind Traders	Payroll	Clients / Documents	40.8 GB	4,421	20%
Northwind Traders	Year end	Clients / Documents	29.6 GB	2,754	14%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.