

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: 15 of 81 rows, Location is Finance / Documents, 1 column hidden. The headline figures cover every row.

Largest folders 15

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

Folder	Location	Size	Files	Share of library
Projects	Finance / Documents	26.6 GB	1,757	42%
Archive	Finance / Documents	15.4 GB	4,825	24%
Templates	Finance / Documents	8.9 GB	4,137	14%
Scans	Finance / Documents	7.2 GB	7,876	11%
Shared	Finance / Documents	5.2 GB	4,124	8%
Projects	Finance / Documents	42.2 GB	2,358	42%
Archive	Finance / Documents	24.5 GB	7,627	24%
Templates	Finance / Documents	14.2 GB	6,017	14%
Scans	Finance / Documents	11.4 GB	2,034	11%
Shared	Finance / Documents	8.2 GB	7,044	8%
Projects	Finance / Documents	44.0 GB	3,118	42%
Archive	Finance / Documents	25.5 GB	7,858	24%
Templates	Finance / Documents	14.8 GB	4,272	14%
Scans	Finance / Documents	11.8 GB	5,190	11%
Shared	Finance / Documents	8.6 GB	5,244	8%

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.