

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: 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.

Client	Folder	Size	Files	Share of library
Contoso Legal LLP	Projects	26.6 GB	1,757	42%
Contoso Legal LLP	Archive	15.4 GB	4,825	24%
Contoso Legal LLP	Templates	8.9 GB	4,137	14%
Contoso Legal LLP	Scans	7.2 GB	7,876	11%
Contoso Legal LLP	Shared	5.2 GB	4,124	8%
Fabrikam Dental Group	Projects	42.2 GB	2,358	42%
Fabrikam Dental Group	Archive	24.5 GB	7,627	24%
Fabrikam Dental Group	Templates	14.2 GB	6,017	14%
Fabrikam Dental Group	Scans	11.4 GB	2,034	11%
Fabrikam Dental Group	Shared	8.2 GB	7,044	8%
Northwind Traders	Projects	44.0 GB	3,118	42%
Northwind Traders	Archive	25.5 GB	7,858	24%
Northwind Traders	Templates	14.8 GB	4,272	14%
Northwind Traders	Scans	11.8 GB	5,190	11%
Northwind Traders	Shared	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 13 Oct 2026, 04:00 UTC.