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: 15 of 81 rows, Location is Finance / Documents. 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 | Location | Size | Files | Share of library |
|---|---|---|---|---|---|
| Contoso Legal LLP | Projects | Finance / Documents | 26.6 GB | 1,757 | 42% |
| Contoso Legal LLP | Archive | Finance / Documents | 15.4 GB | 4,825 | 24% |
| Contoso Legal LLP | Templates | Finance / Documents | 8.9 GB | 4,137 | 14% |
| Contoso Legal LLP | Scans | Finance / Documents | 7.2 GB | 7,876 | 11% |
| Contoso Legal LLP | Shared | Finance / Documents | 5.2 GB | 4,124 | 8% |
| Fabrikam Dental Group | Projects | Finance / Documents | 42.2 GB | 2,358 | 42% |
| Fabrikam Dental Group | Archive | Finance / Documents | 24.5 GB | 7,627 | 24% |
| Fabrikam Dental Group | Templates | Finance / Documents | 14.2 GB | 6,017 | 14% |
| Fabrikam Dental Group | Scans | Finance / Documents | 11.4 GB | 2,034 | 11% |
| Fabrikam Dental Group | Shared | Finance / Documents | 8.2 GB | 7,044 | 8% |
| Northwind Traders | Projects | Finance / Documents | 44.0 GB | 3,118 | 42% |

| Client | Folder | Location | Size | Files | Share of library |
|---|---|---|---|---|---|
| Northwind Traders | Archive | Finance / Documents | 25.5 GB | 7,858 | 24% |
| Northwind Traders | Templates | Finance / Documents | 14.8 GB | 4,272 | 14% |
| Northwind Traders | Scans | Finance / Documents | 11.8 GB | 5,190 | 11% |
| Northwind Traders | 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 29 Nov 2026, 10:48 UTC.