

# All clients

PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
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 Marketing / 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  | Marketing / Documents | 14.2 GB | 3,756 | 42%              |
| Contoso Legal LLP     | Archive   | Marketing / Documents | 8.2 GB  | 4,377 | 24%              |
| Contoso Legal LLP     | Templates | Marketing / Documents | 4.8 GB  | 1,174 | 14%              |
| Contoso Legal LLP     | Scans     | Marketing / Documents | 3.8 GB  | 7,041 | 11%              |
| Contoso Legal LLP     | Shared    | Marketing / Documents | 2.8 GB  | 2,789 | 8%               |
| Fabrikam Dental Group | Projects  | Marketing / Documents | 27.0 GB | 4,790 | 42%              |
| Fabrikam Dental Group | Archive   | Marketing / Documents | 15.7 GB | 7,935 | 24%              |
| Fabrikam Dental Group | Templates | Marketing / Documents | 9.1 GB  | 4,943 | 14%              |
| Fabrikam Dental Group | Scans     | Marketing / Documents | 7.3 GB  | 2,741 | 11%              |
| Fabrikam Dental Group | Shared    | Marketing / Documents | 5.3 GB  | 8,985 | 8%               |
| Northwind Traders     | Projects  | Marketing / Documents | 23.1 GB | 1,381 | 42%              |

| Client            | Folder    | Location              | Size    | Files | Share of library |
|-------------------|-----------|-----------------------|---------|-------|------------------|
| Northwind Traders | Archive   | Marketing / Documents | 13.4 GB | 8,397 | 24%              |
| Northwind Traders | Templates | Marketing / Documents | 7.8 GB  | 5,720 | 14%              |
| Northwind Traders | Scans     | Marketing / Documents | 6.2 GB  | 6,958 | 11%              |
| Northwind Traders | Shared    | Marketing / Documents | 4.5 GB  | 6,091 | 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.