

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: 5 of 81 rows, Location is Old Projects / Documents, 1 column hidden. The headline figures cover every row.

Largest folders 5

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

Client	Folder	Size	Files	Share of library
Fabrikam Dental Group	Projects	27.4 GB	956	42%
Fabrikam Dental Group	Archive	15.9 GB	3,179	24%
Fabrikam Dental Group	Templates	9.2 GB	4,909	14%
Fabrikam Dental Group	Scans	7.4 GB	3,608	11%
Fabrikam Dental Group	Shared	5.4 GB	3,425	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.