

# 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: 10 of 81 rows, Location is Operations / Documents, 1 column hidden. The headline figures cover every row.

## Largest folders 10

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

| Folder    | Location               | Size    | Files | Share of library |
|-----------|------------------------|---------|-------|------------------|
| Projects  | Operations / Documents | 22.2 GB | 6,649 | 42%              |
| Archive   | Operations / Documents | 12.9 GB | 3,086 | 24%              |
| Templates | Operations / Documents | 7.5 GB  | 2,901 | 14%              |
| Scans     | Operations / Documents | 6.0 GB  | 484   | 11%              |
| Shared    | Operations / Documents | 4.3 GB  | 3,675 | 8%               |
| Projects  | Operations / Documents | 36.6 GB | 6,274 | 42%              |
| Archive   | Operations / Documents | 21.2 GB | 7,405 | 24%              |
| Templates | Operations / Documents | 12.3 GB | 4,922 | 14%              |
| Scans     | Operations / Documents | 9.9 GB  | 7,255 | 11%              |
| Shared    | Operations / Documents | 7.1 GB  | 5,483 | 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.