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: 10 of 81 rows, Location is Operations / Documents. 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.

Client	Folder	Location	Size	Files	Share of library
Contoso Legal LLP	Projects	Operations / Documents	22.2 GB	6,649	42%
Contoso Legal LLP	Archive	Operations / Documents	12.9 GB	3,086	24%
Contoso Legal LLP	Templates	Operations / Documents	7.5 GB	2,901	14%
Contoso Legal LLP	Scans	Operations / Documents	6.0 GB	484	11%
Contoso Legal LLP	Shared	Operations / Documents	4.3 GB	3,675	8%
Northwind Traders	Projects	Operations / Documents	36.6 GB	6,274	42%
Northwind Traders	Archive	Operations / Documents	21.2 GB	7,405	24%
Northwind Traders	Templates	Operations / Documents	12.3 GB	4,922	14%

Client	Folder	Location	Size	Files	Share of library
Northwind Traders	Scans	Operations / Documents	9.9 GB	7,255	11%
Northwind Traders	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 29 Nov 2026, 04:00 UTC.