

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

## Largest folders 4

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 | <a href="#">Rotas</a>             | 57.2 GB | 5,836 | 32%              |
| Fabrikam Dental Group | <a href="#">Policies</a>          | 33.2 GB | 8,664 | 19%              |
| Fabrikam Dental Group | <a href="#">Equipment manuals</a> | 26.6 GB | 8,641 | 15%              |
| Fabrikam Dental Group | <a href="#">Compliance</a>        | 19.2 GB | 5,965 | 11%              |

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.