

# All clients

PREPARED BY

Harbour IT

DATE

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DATA COLLECTED

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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: 81 of 81 rows, 1 column hidden. The headline figures cover every row.

## Largest folders 81

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

| Client            | Location                   | Size    | Files | Share of library |
|-------------------|----------------------------|---------|-------|------------------|
| Contoso Legal LLP | Clients / Documents        | 53.1 GB | 5,316 | 42%              |
| Contoso Legal LLP | Clients / Documents        | 30.8 GB | 4,821 | 24%              |
| Contoso Legal LLP | Finance / Documents        | 26.6 GB | 1,757 | 42%              |
| Contoso Legal LLP | Clients / Documents        | 24.7 GB | 1,838 | 20%              |
| Contoso Legal LLP | Operations / Documents     | 22.2 GB | 6,649 | 42%              |
| Contoso Legal LLP | Clients / Documents        | 17.9 GB | 7,675 | 14%              |
| Contoso Legal LLP | Finance / Documents        | 15.4 GB | 4,825 | 24%              |
| Contoso Legal LLP | Marketing / Documents      | 14.2 GB | 3,756 | 42%              |
| Contoso Legal LLP | Operations / Documents     | 12.9 GB | 3,086 | 24%              |
| Contoso Legal LLP | Staff Intranet / Documents | 11.3 GB | 2,141 | 42%              |
| Contoso Legal LLP | Finance / Documents        | 8.9 GB  | 4,137 | 14%              |
| Contoso Legal LLP | Marketing / Documents      | 8.2 GB  | 4,377 | 24%              |
| Contoso Legal LLP | Operations / Documents     | 7.5 GB  | 2,901 | 14%              |
| Contoso Legal LLP | Finance / Documents        | 7.2 GB  | 7,876 | 11%              |
| Contoso Legal LLP | Staff Intranet / Documents | 6.6 GB  | 7,706 | 24%              |
| Contoso Legal LLP | Operations / Documents     | 6.0 GB  | 484   | 11%              |
| Contoso Legal LLP | Finance / Documents        | 5.2 GB  | 4,124 | 8%               |
| Contoso Legal LLP | Marketing / Documents      | 4.8 GB  | 1,174 | 14%              |
| Contoso Legal LLP | Operations / Documents     | 4.3 GB  | 3,675 | 8%               |
| Contoso Legal LLP | Marketing / Documents      | 3.8 GB  | 7,041 | 11%              |
| Contoso Legal LLP | Staff Intranet / Documents | 3.8 GB  | 3,006 | 14%              |

| Client                | Location                        | Size     | Files | Share of library |
|-----------------------|---------------------------------|----------|-------|------------------|
| Contoso Legal LLP     | Staff Intranet / Documents      | 3.1 GB   | 1,486 | 11%              |
| Contoso Legal LLP     | Marketing / Documents           | 2.8 GB   | 2,789 | 8%               |
| Contoso Legal LLP     | Staff Intranet / Documents      | 2.2 GB   | 2,608 | 8%               |
| Fabrikam Dental Group | Imaging Archive / Documents     | 183.6 GB | 6,285 | 42%              |
| Fabrikam Dental Group | Patient Records / Documents     | 125.3 GB | 3,989 | 42%              |
| Fabrikam Dental Group | Imaging Archive / Documents     | 106.5 GB | 2,663 | 24%              |
| Fabrikam Dental Group | Patient Records / Documents     | 72.7 GB  | 6,517 | 24%              |
| Fabrikam Dental Group | Imaging Archive / Documents     | 61.8 GB  | 4,378 | 14%              |
| Fabrikam Dental Group | Patient Records / Documents     | 58.2 GB  | 2,112 | 20%              |
| Fabrikam Dental Group | Practice Management / Documents | 57.2 GB  | 5,836 | 32%              |
| Fabrikam Dental Group | Imaging Archive / Documents     | 49.5 GB  | 2,226 | 11%              |
| Fabrikam Dental Group | Finance / Documents             | 42.2 GB  | 2,358 | 42%              |
| Fabrikam Dental Group | Patient Records / Documents     | 42.1 GB  | 6,637 | 14%              |
| Fabrikam Dental Group | Imaging Archive / Documents     | 35.8 GB  | 437   | 8%               |
| Fabrikam Dental Group | Practice Management / Documents | 33.2 GB  | 8,664 | 19%              |
| Fabrikam Dental Group | Old Projects / Documents        | 27.4 GB  | 956   | 42%              |
| Fabrikam Dental Group | Marketing / Documents           | 27.0 GB  | 4,790 | 42%              |
| Fabrikam Dental Group | Practice Management / Documents | 26.6 GB  | 8,641 | 15%              |
| Fabrikam Dental Group | Finance / Documents             | 24.5 GB  | 7,627 | 24%              |
| Fabrikam Dental Group | Practice Management / Documents | 19.2 GB  | 5,965 | 11%              |
| Fabrikam Dental Group | Staff Intranet / Documents      | 16.5 GB  | 5,819 | 42%              |
| Fabrikam Dental Group | Old Projects / Documents        | 15.9 GB  | 3,179 | 24%              |
| Fabrikam Dental Group | Marketing / Documents           | 15.7 GB  | 7,935 | 24%              |
| Fabrikam Dental Group | Finance / Documents             | 14.2 GB  | 6,017 | 14%              |
| Fabrikam Dental Group | Finance / Documents             | 11.4 GB  | 2,034 | 11%              |
| Fabrikam Dental Group | Staff Intranet / Documents      | 9.5 GB   | 962   | 24%              |
| Fabrikam Dental Group | Old Projects / Documents        | 9.2 GB   | 4,909 | 14%              |
| Fabrikam Dental Group | Marketing / Documents           | 9.1 GB   | 4,943 | 14%              |
| Fabrikam Dental Group | Finance / Documents             | 8.2 GB   | 7,044 | 8%               |
| Fabrikam Dental Group | Old Projects / Documents        | 7.4 GB   | 3,608 | 11%              |
| Fabrikam Dental Group | Marketing / Documents           | 7.3 GB   | 2,741 | 11%              |
| Fabrikam Dental Group | Staff Intranet / Documents      | 5.5 GB   | 4,234 | 14%              |
| Fabrikam Dental Group | Old Projects / Documents        | 5.4 GB   | 3,425 | 8%               |

| Client                | Location                   | Size    | Files | Share of library |
|-----------------------|----------------------------|---------|-------|------------------|
| Fabrikam Dental Group | Marketing / Documents      | 5.3 GB  | 8,985 | 8%               |
| Fabrikam Dental Group | Staff Intranet / Documents | 4.4 GB  | 1,803 | 11%              |
| Fabrikam Dental Group | Staff Intranet / Documents | 3.2 GB  | 2,308 | 8%               |
| Northwind Traders     | Clients / Documents        | 87.9 GB | 6,119 | 42%              |
| Northwind Traders     | Clients / Documents        | 51.0 GB | 6,712 | 24%              |
| Northwind Traders     | Finance / Documents        | 44.0 GB | 3,118 | 42%              |
| Northwind Traders     | Clients / Documents        | 40.8 GB | 4,421 | 20%              |
| Northwind Traders     | Operations / Documents     | 36.6 GB | 6,274 | 42%              |
| Northwind Traders     | Clients / Documents        | 29.6 GB | 2,754 | 14%              |
| Northwind Traders     | Finance / Documents        | 25.5 GB | 7,858 | 24%              |
| Northwind Traders     | Marketing / Documents      | 23.1 GB | 1,381 | 42%              |
| Northwind Traders     | Operations / Documents     | 21.2 GB | 7,405 | 24%              |
| Northwind Traders     | Staff Intranet / Documents | 18.5 GB | 4,429 | 42%              |
| Northwind Traders     | Finance / Documents        | 14.8 GB | 4,272 | 14%              |
| Northwind Traders     | Marketing / Documents      | 13.4 GB | 8,397 | 24%              |
| Northwind Traders     | Operations / Documents     | 12.3 GB | 4,922 | 14%              |
| Northwind Traders     | Finance / Documents        | 11.8 GB | 5,190 | 11%              |
| Northwind Traders     | Staff Intranet / Documents | 10.7 GB | 2,015 | 24%              |
| Northwind Traders     | Operations / Documents     | 9.9 GB  | 7,255 | 11%              |
| Northwind Traders     | Finance / Documents        | 8.6 GB  | 5,244 | 8%               |
| Northwind Traders     | Marketing / Documents      | 7.8 GB  | 5,720 | 14%              |
| Northwind Traders     | Operations / Documents     | 7.1 GB  | 5,483 | 8%               |
| Northwind Traders     | Marketing / Documents      | 6.2 GB  | 6,958 | 11%              |
| Northwind Traders     | Staff Intranet / Documents | 6.2 GB  | 7,456 | 14%              |
| Northwind Traders     | Staff Intranet / Documents | 5.0 GB  | 5,416 | 11%              |
| Northwind Traders     | Marketing / Documents      | 4.5 GB  | 6,091 | 8%               |
| Northwind Traders     | Staff Intranet / Documents | 3.6 GB  | 3,873 | 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.