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: 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	Folder	Location	Files	Share of library
Contoso Legal LLP	Client files	Clients / Documents	5,316	42%
Contoso Legal LLP	Engagement letters	Clients / Documents	4,821	24%
Contoso Legal LLP	Projects	Finance / Documents	1,757	42%
Contoso Legal LLP	Payroll	Clients / Documents	1,838	20%
Contoso Legal LLP	Projects	Operations / Documents	6,649	42%
Contoso Legal LLP	Year end	Clients / Documents	7,675	14%
Contoso Legal LLP	Archive	Finance / Documents	4,825	24%
Contoso Legal LLP	Projects	Marketing / Documents	3,756	42%
Contoso Legal LLP	Archive	Operations / Documents	3,086	24%
Contoso Legal LLP	Projects	Staff Intranet / Documents	2,141	42%
Contoso Legal LLP	Templates	Finance / Documents	4,137	14%
Contoso Legal LLP	Archive	Marketing / Documents	4,377	24%
Contoso Legal LLP	Templates	Operations / Documents	2,901	14%
Contoso Legal LLP	Scans	Finance / Documents	7,876	11%
Contoso Legal LLP	Archive	Staff Intranet / Documents	7,706	24%
Contoso Legal LLP	Scans	Operations / Documents	484	11%
Contoso Legal LLP	Shared	Finance / Documents	4,124	8%
Contoso Legal LLP	Templates	Marketing / Documents	1,174	14%
Contoso Legal LLP	Shared	Operations / Documents	3,675	8%
Contoso Legal LLP	Scans	Marketing / Documents	7,041	11%
Contoso Legal LLP	Templates	Staff Intranet / Documents	3,006	14%

Client	Folder	Location	Files	Share of library
Contoso Legal LLP	Scans	Staff Intranet / Documents	1,486	11%
Contoso Legal LLP	Shared	Marketing / Documents	2,789	8%
Contoso Legal LLP	Shared	Staff Intranet / Documents	2,608	8%
Fabrikam Dental Group	X-rays 2019	Imaging Archive / Documents	6,285	42%
Fabrikam Dental Group	Consent forms	Patient Records / Documents	3,989	42%
Fabrikam Dental Group	X-rays 2020	Imaging Archive / Documents	2,663	24%
Fabrikam Dental Group	Treatment plans	Patient Records / Documents	6,517	24%
Fabrikam Dental Group	CBCT scans	Imaging Archive / Documents	4,378	14%
Fabrikam Dental Group	Correspondence	Patient Records / Documents	2,112	20%
Fabrikam Dental Group	Rotas	Practice Management / Documents	5,836	32%
Fabrikam Dental Group	Referral images	Imaging Archive / Documents	2,226	11%
Fabrikam Dental Group	Projects	Finance / Documents	2,358	42%
Fabrikam Dental Group	Lab dockets	Patient Records / Documents	6,637	14%
Fabrikam Dental Group	Intraoral photos	Imaging Archive / Documents	437	8%
Fabrikam Dental Group	Policies	Practice Management / Documents	8,664	19%
Fabrikam Dental Group	Projects	Old Projects / Documents	956	42%
Fabrikam Dental Group	Projects	Marketing / Documents	4,790	42%
Fabrikam Dental Group	Equipment manuals	Practice Management / Documents	8,641	15%
Fabrikam Dental Group	Archive	Finance / Documents	7,627	24%
Fabrikam Dental Group	Compliance	Practice Management / Documents	5,965	11%
Fabrikam Dental Group	Projects	Staff Intranet / Documents	5,819	42%
Fabrikam Dental Group	Archive	Old Projects / Documents	3,179	24%
Fabrikam Dental Group	Archive	Marketing / Documents	7,935	24%
Fabrikam Dental Group	Templates	Finance / Documents	6,017	14%
Fabrikam Dental Group	Scans	Finance / Documents	2,034	11%
Fabrikam Dental Group	Archive	Staff Intranet / Documents	962	24%
Fabrikam Dental Group	Templates	Old Projects / Documents	4,909	14%
Fabrikam Dental Group	Templates	Marketing / Documents	4,943	14%
Fabrikam Dental Group	Shared	Finance / Documents	7,044	8%
Fabrikam Dental Group	Scans	Old Projects / Documents	3,608	11%
Fabrikam Dental Group	Scans	Marketing / Documents	2,741	11%
Fabrikam Dental Group	Templates	Staff Intranet / Documents	4,234	14%
Fabrikam Dental Group	Shared	Old Projects / Documents	3,425	8%

Client	Folder	Location	Files	Share of library
Fabrikam Dental Group	Shared	Marketing / Documents	8,985	8%
Fabrikam Dental Group	Scans	Staff Intranet / Documents	1,803	11%
Fabrikam Dental Group	Shared	Staff Intranet / Documents	2,308	8%
Northwind Traders	Client files	Clients / Documents	6,119	42%
Northwind Traders	Engagement letters	Clients / Documents	6,712	24%
Northwind Traders	Projects	Finance / Documents	3,118	42%
Northwind Traders	Payroll	Clients / Documents	4,421	20%
Northwind Traders	Projects	Operations / Documents	6,274	42%
Northwind Traders	Year end	Clients / Documents	2,754	14%
Northwind Traders	Archive	Finance / Documents	7,858	24%
Northwind Traders	Projects	Marketing / Documents	1,381	42%
Northwind Traders	Archive	Operations / Documents	7,405	24%
Northwind Traders	Projects	Staff Intranet / Documents	4,429	42%
Northwind Traders	Templates	Finance / Documents	4,272	14%
Northwind Traders	Archive	Marketing / Documents	8,397	24%
Northwind Traders	Templates	Operations / Documents	4,922	14%
Northwind Traders	Scans	Finance / Documents	5,190	11%
Northwind Traders	Archive	Staff Intranet / Documents	2,015	24%
Northwind Traders	Scans	Operations / Documents	7,255	11%
Northwind Traders	Shared	Finance / Documents	5,244	8%
Northwind Traders	Templates	Marketing / Documents	5,720	14%
Northwind Traders	Shared	Operations / Documents	5,483	8%
Northwind Traders	Scans	Marketing / Documents	6,958	11%
Northwind Traders	Templates	Staff Intranet / Documents	7,456	14%
Northwind Traders	Scans	Staff Intranet / Documents	5,416	11%
Northwind Traders	Shared	Marketing / Documents	6,091	8%
Northwind Traders	Shared	Staff Intranet / Documents	3,873	8%

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed.
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