

# All clients

PREPARED BY  
Harbour IT

DATE  
13 Oct 2026

DATA COLLECTED  
12 Oct 2026, 17:16 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.

## Largest folders 81

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 | Client files       | Clients / Documents        | 53.1 GB | 5,316 | 42%              |
| Contoso Legal LLP | Engagement letters | Clients / Documents        | 30.8 GB | 4,821 | 24%              |
| Contoso Legal LLP | Projects           | Finance / Documents        | 26.6 GB | 1,757 | 42%              |
| Contoso Legal LLP | Payroll            | Clients / Documents        | 24.7 GB | 1,838 | 20%              |
| Contoso Legal LLP | Projects           | Operations / Documents     | 22.2 GB | 6,649 | 42%              |
| Contoso Legal LLP | Year end           | Clients / Documents        | 17.9 GB | 7,675 | 14%              |
| Contoso Legal LLP | Archive            | Finance / Documents        | 15.4 GB | 4,825 | 24%              |
| Contoso Legal LLP | Projects           | Marketing / Documents      | 14.2 GB | 3,756 | 42%              |
| Contoso Legal LLP | Archive            | Operations / Documents     | 12.9 GB | 3,086 | 24%              |
| Contoso Legal LLP | Projects           | Staff Intranet / Documents | 11.3 GB | 2,141 | 42%              |
| Contoso Legal LLP | Templates          | Finance / Documents        | 8.9 GB  | 4,137 | 14%              |
| Contoso Legal LLP | Archive            | Marketing / Documents      | 8.2 GB  | 4,377 | 24%              |
| Contoso Legal LLP | Templates          | Operations / Documents     | 7.5 GB  | 2,901 | 14%              |
| Contoso Legal LLP | Scans              | Finance / Documents        | 7.2 GB  | 7,876 | 11%              |

| Client                | Folder           | Location                        | Size     | Files | Share of library |
|-----------------------|------------------|---------------------------------|----------|-------|------------------|
| Contoso Legal LLP     | Archive          | Staff Intranet / Documents      | 6.6 GB   | 7,706 | 24%              |
| Contoso Legal LLP     | Scans            | Operations / Documents          | 6.0 GB   | 484   | 11%              |
| Contoso Legal LLP     | Shared           | Finance / Documents             | 5.2 GB   | 4,124 | 8%               |
| Contoso Legal LLP     | Templates        | Marketing / Documents           | 4.8 GB   | 1,174 | 14%              |
| Contoso Legal LLP     | Shared           | Operations / Documents          | 4.3 GB   | 3,675 | 8%               |
| Contoso Legal LLP     | Scans            | Marketing / Documents           | 3.8 GB   | 7,041 | 11%              |
| Contoso Legal LLP     | Templates        | Staff Intranet / Documents      | 3.8 GB   | 3,006 | 14%              |
| Contoso Legal LLP     | Scans            | Staff Intranet / Documents      | 3.1 GB   | 1,486 | 11%              |
| Contoso Legal LLP     | Shared           | Marketing / Documents           | 2.8 GB   | 2,789 | 8%               |
| Contoso Legal LLP     | Shared           | Staff Intranet / Documents      | 2.2 GB   | 2,608 | 8%               |
| Fabrikam Dental Group | X-rays 2019      | Imaging Archive / Documents     | 183.6 GB | 6,285 | 42%              |
| Fabrikam Dental Group | Consent forms    | Patient Records / Documents     | 125.3 GB | 3,989 | 42%              |
| Fabrikam Dental Group | X-rays 2020      | Imaging Archive / Documents     | 106.5 GB | 2,663 | 24%              |
| Fabrikam Dental Group | Treatment plans  | Patient Records / Documents     | 72.7 GB  | 6,517 | 24%              |
| Fabrikam Dental Group | CBCT scans       | Imaging Archive / Documents     | 61.8 GB  | 4,378 | 14%              |
| Fabrikam Dental Group | Correspondence   | Patient Records / Documents     | 58.2 GB  | 2,112 | 20%              |
| Fabrikam Dental Group | Rotas            | Practice Management / Documents | 57.2 GB  | 5,836 | 32%              |
| Fabrikam Dental Group | Referral images  | Imaging Archive / Documents     | 49.5 GB  | 2,226 | 11%              |
| Fabrikam Dental Group | Projects         | Finance / Documents             | 42.2 GB  | 2,358 | 42%              |
| Fabrikam Dental Group | Lab dockets      | Patient Records / Documents     | 42.1 GB  | 6,637 | 14%              |
| Fabrikam Dental Group | Intraoral photos | Imaging Archive / Documents     | 35.8 GB  | 437   | 8%               |
| Fabrikam Dental Group | Policies         | Practice Management / Documents | 33.2 GB  | 8,664 | 19%              |
| Fabrikam Dental Group | Projects         | Old Projects / Documents        | 27.4 GB  | 956   | 42%              |
|                       |                  |                                 |          |       |                  |

| Client                | Folder             | Location                        | Size    | Files | Share of library |
|-----------------------|--------------------|---------------------------------|---------|-------|------------------|
| Fabrikam Dental Group | Projects           | Marketing / Documents           | 27.0 GB | 4,790 | 42%              |
| Fabrikam Dental Group | Equipment manuals  | Practice Management / Documents | 26.6 GB | 8,641 | 15%              |
| Fabrikam Dental Group | Archive            | Finance / Documents             | 24.5 GB | 7,627 | 24%              |
| Fabrikam Dental Group | Compliance         | Practice Management / Documents | 19.2 GB | 5,965 | 11%              |
| Fabrikam Dental Group | Projects           | Staff Intranet / Documents      | 16.5 GB | 5,819 | 42%              |
| Fabrikam Dental Group | Archive            | Old Projects / Documents        | 15.9 GB | 3,179 | 24%              |
| Fabrikam Dental Group | Archive            | Marketing / Documents           | 15.7 GB | 7,935 | 24%              |
| Fabrikam Dental Group | Templates          | Finance / Documents             | 14.2 GB | 6,017 | 14%              |
| Fabrikam Dental Group | Scans              | Finance / Documents             | 11.4 GB | 2,034 | 11%              |
| Fabrikam Dental Group | Archive            | Staff Intranet / Documents      | 9.5 GB  | 962   | 24%              |
| Fabrikam Dental Group | Templates          | Old Projects / Documents        | 9.2 GB  | 4,909 | 14%              |
| Fabrikam Dental Group | Templates          | Marketing / Documents           | 9.1 GB  | 4,943 | 14%              |
| Fabrikam Dental Group | Shared             | Finance / Documents             | 8.2 GB  | 7,044 | 8%               |
| Fabrikam Dental Group | Scans              | Old Projects / Documents        | 7.4 GB  | 3,608 | 11%              |
| Fabrikam Dental Group | Scans              | Marketing / Documents           | 7.3 GB  | 2,741 | 11%              |
| Fabrikam Dental Group | Templates          | Staff Intranet / Documents      | 5.5 GB  | 4,234 | 14%              |
| Fabrikam Dental Group | Shared             | Old Projects / Documents        | 5.4 GB  | 3,425 | 8%               |
| Fabrikam Dental Group | Shared             | Marketing / Documents           | 5.3 GB  | 8,985 | 8%               |
| Fabrikam Dental Group | Scans              | Staff Intranet / Documents      | 4.4 GB  | 1,803 | 11%              |
| Fabrikam Dental Group | Shared             | Staff Intranet / Documents      | 3.2 GB  | 2,308 | 8%               |
| Northwind Traders     | Client files       | Clients / Documents             | 87.9 GB | 6,119 | 42%              |
| Northwind Traders     | Engagement letters | Clients / Documents             | 51.0 GB | 6,712 | 24%              |
| Northwind Traders     | Projects           | Finance / Documents             | 44.0 GB | 3,118 | 42%              |
|                       |                    |                                 |         |       |                  |

| Client            | Folder    | Location                   | Size    | Files | Share of library |
|-------------------|-----------|----------------------------|---------|-------|------------------|
| Northwind Traders | Payroll   | Clients / Documents        | 40.8 GB | 4,421 | 20%              |
| Northwind Traders | Projects  | Operations / Documents     | 36.6 GB | 6,274 | 42%              |
| Northwind Traders | Year end  | Clients / Documents        | 29.6 GB | 2,754 | 14%              |
| Northwind Traders | Archive   | Finance / Documents        | 25.5 GB | 7,858 | 24%              |
| Northwind Traders | Projects  | Marketing / Documents      | 23.1 GB | 1,381 | 42%              |
| Northwind Traders | Archive   | Operations / Documents     | 21.2 GB | 7,405 | 24%              |
| Northwind Traders | Projects  | Staff Intranet / Documents | 18.5 GB | 4,429 | 42%              |
| Northwind Traders | Templates | Finance / Documents        | 14.8 GB | 4,272 | 14%              |
| Northwind Traders | Archive   | Marketing / Documents      | 13.4 GB | 8,397 | 24%              |
| Northwind Traders | Templates | Operations / Documents     | 12.3 GB | 4,922 | 14%              |
| Northwind Traders | Scans     | Finance / Documents        | 11.8 GB | 5,190 | 11%              |
| Northwind Traders | Archive   | Staff Intranet / Documents | 10.7 GB | 2,015 | 24%              |
| Northwind Traders | Scans     | Operations / Documents     | 9.9 GB  | 7,255 | 11%              |
| Northwind Traders | Shared    | Finance / Documents        | 8.6 GB  | 5,244 | 8%               |
| Northwind Traders | Templates | Marketing / Documents      | 7.8 GB  | 5,720 | 14%              |
| Northwind Traders | Shared    | Operations / Documents     | 7.1 GB  | 5,483 | 8%               |
| Northwind Traders | Scans     | Marketing / Documents      | 6.2 GB  | 6,958 | 11%              |
| Northwind Traders | Templates | Staff Intranet / Documents | 6.2 GB  | 7,456 | 14%              |
| Northwind Traders | Scans     | Staff Intranet / Documents | 5.0 GB  | 5,416 | 11%              |
| Northwind Traders | Shared    | Marketing / Documents      | 4.5 GB  | 6,091 | 8%               |
| Northwind Traders | Shared    | Staff Intranet / Documents | 3.6 GB  | 3,873 | 8%               |