

# All clients



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 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.** Libraries: 2 of 23 rows, Library is Operations / Documents, Last change: in the last 30 days. The headline figures cover every row.

## Libraries 2

Every document library, largest first. Preservation Hold libraries hold copies kept by retention policies.

| Client            | Library                | Size    | Current files | Older versions | Files | Highest version | Last change |
|-------------------|------------------------|---------|---------------|----------------|-------|-----------------|-------------|
| Contoso Legal LLP | Operations / Documents | 52.9 GB | 48.9 GB       | 4.0 GB         | 70    | 640             | 12 Oct 2026 |
| Northwind Traders | Operations / Documents | 87.2 GB | 80.5 GB       | 6.6 GB         | 70    | 640             | 12 Oct 2026 |

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.