

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: 7 of 23 rows, Client is Contoso Legal LLP, 1 column hidden. The headline figures cover every row.

Libraries 7 2 to review

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

Flag	Client	Size	Current files	Older versions	Files	Highest version	Last change
	Contoso Legal LLP	126.5 GB	115.9 GB	10.7 GB	56	640	12 Oct 2026
	Contoso Legal LLP	63.3 GB	58.5 GB	4.8 GB	70	640	12 Oct 2026
	Contoso Legal LLP	52.9 GB	48.9 GB	4.0 GB	70	640	12 Oct 2026
	Contoso Legal LLP	33.7 GB	31.2 GB	2.5 GB	70	640	12 Oct 2026
	Contoso Legal LLP	27.0 GB	24.9 GB	2.0 GB	70	640	12 Oct 2026
● Medium	Contoso Legal LLP	14.8 GB	14.8 GB	0 bytes	2	1	9 Sep 2025
● Medium	Contoso Legal LLP	7.4 GB	7.4 GB	0 bytes	2	1	9 Sep 2025

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.