

All clients



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
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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 Northwind Traders. 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	Library	Size	Current files	Older versions	Files	Highest version	Last change
	Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	10 Oct 2026
	Northwind Traders	Finance / Documents	104.7 GB	96.7 GB	8.0 GB	70	640	10 Oct 2026
	Northwind Traders	Operations / Documents	87.2 GB	80.5 GB	6.6 GB	70	640	10 Oct 2026
	Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	70	640	10 Oct 2026
	Northwind Traders	Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 GB	70	640	10 Oct 2026
● Medium	Northwind Traders	Clients / Preservation Hold Library	24.2 GB	24.2 GB	0 bytes	2	1	7 Sep 2025
● Medium	Northwind Traders	Finance / Preservation Hold Library	12.1 GB	12.1 GB	0 bytes	2	1	7 Sep 2025

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