

All clients



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
13 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: 3 of 23 rows, Files is 56. The headline figures cover every row.

Libraries 3

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	Clients / Documents	126.5 GB	115.9 GB	10.7 GB	56	640	11 Oct 2026
Fabrikam Dental Group	Patient Records / Documents	298.3 GB	273.1 GB	25.2 GB	56	640	11 Oct 2026
Northwind Traders	Clients / Documents	209.4 GB	191.7 GB	17.7 GB	56	640	11 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 13 Oct 2026, 04:00 UTC.