

# All clients



PREPARED BY  
Harbour IT

DATE  
13 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, Library is Marketing / Documents. 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     | Marketing / Documents | 33.7 GB | 31.2 GB       | 2.5 GB         | 70    | 640             | 11 Oct 2026 |
| Fabrikam Dental Group | Marketing / Documents | 64.3 GB | 59.4 GB       | 4.9 GB         | 70    | 640             | 11 Oct 2026 |
| Northwind Traders     | Marketing / Documents | 55.1 GB | 50.9 GB       | 4.2 GB         | 70    | 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.