

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, 1 column hidden. 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	Highest version	Last change
Contoso Legal LLP	Marketing / Documents	33.7 GB	31.2 GB	2.5 GB	640	11 Oct 2026
Fabrikam Dental Group	Marketing / Documents	64.3 GB	59.4 GB	4.9 GB	640	11 Oct 2026
Northwind Traders	Marketing / Documents	55.1 GB	50.9 GB	4.2 GB	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.