

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 Staff Intranet / 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.

Library	Size	Current files	Older versions	Files	Highest version	Last change
Staff Intranet / Documents	27.0 GB	24.9 GB	2.0 GB	70	640	11 Oct 2026
Staff Intranet / Documents	39.2 GB	36.2 GB	3.0 GB	70	640	11 Oct 2026
Staff Intranet / Documents	44.1 GB	40.7 GB	3.3 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.