

All clients



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 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.

Client	Size	Current files	Older versions	Files	Highest version	Last change
Contoso Legal LLP	27.0 GB	24.9 GB	2.0 GB	70	640	12 Oct 2026
Fabrikam Dental Group	39.2 GB	36.2 GB	3.0 GB	70	640	12 Oct 2026
Northwind Traders	44.1 GB	40.7 GB	3.3 GB	70	640	12 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 14 Oct 2026, 04:00 UTC.