SHAREPOINT STORAGE: ONEDRIVES NEARLY FULL

# All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
3

What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

## OneDrives nearly full 3

3 to review

OneDrives over 80% of their own quota. OneDrive storage doesn't count towards the tenant's SharePoint storage.

| Flag | Client | Person | Used | Quota | Share used | Recycle bin | Older versions |
|---|---|---|---|---|---|---|---|
| Medium | Contoso Legal LLP | annabel.fraser@contoso.example | 950.0 GB | 1.00 TB | 93% | 10.0 GB | 10.0 GB |
| Medium | Fabrikam Dental Group | anna.kowalski@fabrikam.example | 950.0 GB | 1.00 TB | 93% | 10.0 GB | 10.0 GB |
| Medium | Northwind Traders | ann.patel@northwindtraders.example | 950.0 GB | 1.00 TB | 93% | 10.0 GB | 10.0 GB |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 04:00 UTC.