SHAREPOINT STORAGE: ONEDRIVES NEARLY FULL

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	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

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