

All clients

PREPARED BY

Harbour IT

DATE

14 Oct 2026

DATA COLLECTED

14 Oct 2026, 23:39
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.

Where the space goes 15

Everything stored in SharePoint sites, by what it is. The tenant has about 1.18 TB (1 TB + 10 GB × 18 licences).

By part

Current files		1.78 TB
Older versions of files		163.9 GB
Preservation Hold libraries		105.6 GB
Recycle bins		82.0 GB
Lists, pages and other		21.1 GB

Client	Part	Size	Share of storage	How to free it
Contoso Legal LLP	Current files	279.4 GB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Contoso Legal LLP	Older versions of files	24.1 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Contoso Legal LLP	Preservation Hold libraries	22.2 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Contoso Legal LLP	Recycle bins	7.0 GB	2%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Contoso Legal LLP	Lists, pages and other	4.4 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Fabrikam Dental Group	Current files	1.06 TB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Fabrikam Dental Group	Older versions of files	100.0 GB	8%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Fabrikam Dental Group	Recycle bins	68.0 GB	5%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Fabrikam Dental Group	Preservation Hold libraries	47.0 GB	4%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.

Client	Part	Size	Share of storage	How to free it
Fabrikam Dental Group	Lists, pages and other	9.4 GB	Under 1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Northwind Traders	Current files	460.6 GB	84%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Northwind Traders	Older versions of files	39.8 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Northwind Traders	Preservation Hold libraries	36.4 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Northwind Traders	Lists, pages and other	7.3 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Northwind Traders	Recycle bins	7.0 GB	1%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.

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, 23:39 UTC.