

SharePoint limits

05/30/2025

Learn about the service limits in SharePoint for Microsoft 365.

Limits by plan

 Expand table

Feature	Microsoft 365 Business Basic, Business Standard, Business Premium, Teams Essentials (MSA and Microsoft Entra ID) ⁷	Microsoft 365 A3, E3, G3 & A5, E5, G5 Office 365 A3, E3, G3 & A5, E5, G5 Office 365 A1, E1, G1 SharePoint Plan 1 or 2 Teams Enterprise, Teams EEA	Microsoft 365 F1 or F3, Office 365 F3, Visio Plan 2
Total storage per organization ^{1, 2, 5, 9, 10}	1 TB plus 10 GB per license purchased ³	1 TB plus 10 GB per license purchased ³	1 TB ³
Max storage per site (site collection) ⁴	25 TB	25 TB	25 TB
Sites (site collections) per organization	2 million ⁵	2 million ⁵	2 million
Number of licensed users ⁸	Up to 300	1- 500,000 ⁶	1- 500,000 ⁶
Extra storage	1-GB ³ increments per tenant	1 GB ³	1 GB ³

- ¹ [Learn how to find the total and available storage for your organization](#). You can purchase an unlimited amount of more SharePoint storage. See [Add storage space for your subscription](#).
- ² We recommend monitoring the sites Recycle Bin and emptying it regularly. The storage space it uses is part of the organization's total storage limit.
- ³ If you have a Microsoft 365 subscription and an Office 365 Extra File Storage add-on, the storage amounts are added. OneDrive standalone plans will contribute to 0.50 GB per license to tenant limits. SharePoint storage is calculated in binary Gigabytes (GB), where 1 GB = 2³⁰ bytes.
- ⁴ This is the storage limit for a single site (previously called "site collection"), not the amount of storage provided for each site. This limit applies to all types of sites, including Microsoft 365 group-connected team sites, Communication sites, and OneDrive. SharePoint admins can [manually set lower storage limits](#). If a site collection reaches 25 TB, it goes into Read-Only mode until items are deleted from the site including the sites Recycle Bins.
- ⁵ Not including the OneDrive created for each licensed user.
- ⁶ If you have more than 500,000 users, contact a Microsoft representative.
- ⁷ Microsoft Teams Essentials: 10-GB storage is available per user. For more information regarding Teams Essentials (compared with Microsoft 365 Business Basics), see [Microsoft Teams Essentials QuickStart guide for small businesses - Microsoft Teams | Microsoft Docs](#).
- ⁸ External users don't count against this limit. See [External sharing overview](#).
- ⁹ Storage allocations in Education tenants might be limited. Please see [Office 365 Education service description](#) for details.
- ¹⁰ The total storage for your tenant isn't unlimited. It's the sum of the base storage allocation plus the additional storage provided by each user. For example, if your plan includes a base storage of 1 TB and you have 100 users, your storage would be 2 TB (1 TB base + 1 TB from users).

① Note

From January 6 to June 30, 2025, organizations with 50 or more Microsoft 365 Copilot licenses will automatically receive 10,000 additional queries per month for agents in SharePoint, giving users without Copilot licenses access to create and use agents. Admins can disable trial access at any point during the promotional period via the SharePoint Online Management Shell. Tenants that are eligible for the promotion will see a message bar on the Copilot Admin page in the Admin Center.

Service limits for all plans

File size and file path length

- **250 GB - File upload limit.** Applies to each individual file uploaded to Microsoft Teams Files tab, SharePoint document libraries, OneDrive folders, and Viva Engage conversations.
- **250 MB - File attached to a list item.** Applies to Microsoft Lists and SharePoint lists - both based on same lists platform.
- The entire decoded file path, including the file name, can't contain more than 400 characters for OneDrive, OneDrive for work or school and SharePoint in Microsoft 365. The limit applies to the combination of the folder path and file name after decoding. For more information, go to [File name and path lengths](#) .

To learn more about restrictions and limits when using the new OneDrive sync app (OneDrive.exe), see [Invalid file names and file types](#) .

Items in lists and libraries

A list can have up to 30 million items and a library can have up to 30 million files and folders. When a list, library, or folder

contains more than 100,000 items, you can't break permissions inheritance on the list, library, or folder. You also can't reinherit permissions on it. However, you can still break inheritance on the individual items within that list, library, or folder, up to the maximum number of unique permissions in the list or library (see the next section). To learn more about other restrictions for viewing large lists, see [Manage large lists and libraries in Office 365](#).

Lists and libraries

2,000 lists and libraries combined per site collection.

Subsites

2,000 per site (site collection). We recommend creating sites and organizing them into hubs instead of creating subsites. If you do use subsites, we recommend limiting their number (especially on heavily trafficked sites). In addition, all navigation types (site, hub, global, and footer) are limited to 500 child links at each level. Extra nodes added after the limit has been reached will receive an error.

ⓘ Note

Your organization is limited to 2,000 hub sites. You might not need a hub site for every function and it's important to do some planning before you create hubs. For more information, see [Planning your SharePoint hub sites](#).

Users

2 million per site collection.

ⓘ Note

There's no distinct limit to the number of guests you can invite to SharePoint sites. For more information about external sharing, see [External sharing overview](#).

SharePoint groups

A user can belong to 5,000 groups per site (site collection), and each group can have up to 5,000 users. You can have up to 10,000 groups per site (site collection).

Note

For Microsoft Entra group limits, see [Microsoft Entra service limits and restrictions](#) as such limits can impact public and private group sites membership management.

Unique security scopes per list or library

The supported limit of unique permissions for items in a list or library is 50,000. However, the recommended general limit is 5,000.

Versions

50,000 major versions and 511 minor versions.

SharePoint hosted applications

20,000 instances per organization.

SharePoint workflow

SharePoint 2013 workflows can run in perpetuity by design if there's no end condition or explicit stop action.

Visio and Project Online Plans

Visio Plan 2 and Project Plan 3/5 rely on SharePoint for backend file storage and collaboration. While they don't significantly increase tenant storage like E3/E5 licenses, they do:

- Enable access to SharePoint-hosted content.
- Contribute approximately 10 GB per license to the SharePoint tenant pool.
- Consume storage through usage (e.g., diagrams, project files in SPO libraries).

Dynamics 365 Subscriptions

D365 licenses (Sales, Customer Engagement, Finance & Operations) primarily contribute to Dataverse storage, not SharePoint:

- Dataverse entitlements include Database, File, and Log storage.
- Sales and CE may integrate with SharePoint for document storage, which counts against the SharePoint pool.
- Finance & Operations uses its own storage model and doesn't directly impact SharePoint.

Managed metadata

1 million total terms, having a total of 2 million term labels and 1 million term properties (these limits are for global & site-level terms combined). 1,000 global term sets and 1,000 global groups.

Recommendation is to have at maximum of 50 Terms as Default on MMD Column. While it can be observed that the form allows more than 50 Terms to be set as default and also tags them against new list item or document, it isn't guaranteed that

downstream experiences (like Search) to work if more than the recommended limit is configured.

Overall site metadata

1000 GB per site (metadata rarely reaches this size).

Hold limits

Holds include eDiscovery case holds and Microsoft 365 retention policies for SharePoint and OneDrive. These count towards the 10,000 per tenant maximum for compliancy policies that also include policies for Microsoft Purview Data Loss Prevention, Microsoft Purview Information Barriers, and sensitivity labels.

Maximum number of holds supported:

- SharePoint or OneDrive (all sites automatically included): 13
- SharePoint or OneDrive (specific locations included or excluded): 2,600

Sync

- For optimum performance, we recommend **syncing** no more than 300,000 files in a single OneDrive or team site library.
- Additionally, relevant to OneDrive Sync, the same performance issues can occur if you have 300,000 items or more across all libraries you're **syncing**, even if you aren't syncing all items in those libraries. The 300K file “soft” limit for OneDrive Sync also applies to shortcut folders. For more information, see [Restrictions and limitations in OneDrive and SharePoint \(microsoft.com\)](https://learn.microsoft.com/en-us/onedrive/onedrive-sync-client/faq) .

Moving and copying across sites and containers

Total File Size: No more than 100 GB total file size

Number of Files: No more than 30,000 files

Specific Settings or Configurations:

- OneNote Files: 2 GB limit
- Cross-Geo Copy or Move: 15 GB file size limit¹

If you're experiencing issues with moving or copying files across SharePoint sites or SharePoint Embedded containers might still be due to specific settings or configurations in your organization's SharePoint environment. It's advisable to check with your SharePoint admin or SharePoint Embedded admin for more details.

¹ Limit increases may be based on tenant configurations or updates. Check with your organization to verify higher file size limits.

See also

[Search limits for SharePoint](#)