FILE AND FOLDER PERMISSIONS: ACCESS BY PERSON

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Who can open each shared file or folder, how they got access, who shared it and when links expire.

Filtered view. Access by person: 17 of 17 rows, 1 column hidden. The headline figures cover every row.

Access by person 17 4 to review

Everyone with item-level access, outside people first, with how many files and folders each can open and how many of those they can edit. Someone who's left or a guest whose work is done shouldn't still be here.

Item-level access by type of person



Flag	Person or group	Type	Files and folders	Of them, can edit	Where
Low	accounts@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Low	j.hartley@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Medium	partner@mason-legal.example	Guest or outside address	1	1	Clients / Documents
	carol.bennett@contoso.example	Member	1	1	Clients / Documents
	dan.redford@contoso.example	Member	1	0	Operations / Documents
	erin.gallagher@contoso.example	Member	1	1	Clients / Documents
	mallory.hart@contoso.example	Member	1	0	Operations / Documents
Medium	accountant@hargreaves-partners.example	Guest or outside address	1	1	Finance / Documents
Medium	orders@dentallab.example	Guest or outside address	1	1	Patient Records / Documents
Low	referrals@cityhospital.example	Guest or outside address	1	0	Patient Records / Documents
Low	accounts@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
Low	j.hartley@hartleyandco.example	Guest or outside address	1	0	Clients / Documents

Flag	Person or group	Type	Files and folders	Of them, can edit	Where
Medium	partner@mason-legal.example	Guest or outside address	1	1	Clients / Documents
	carol.mendes@northwindtraders.example	Member	1	1	Clients / Documents
	dan.whitaker@northwindtraders.example	Member	1	0	Operations / Documents
	erin.oneill@northwindtraders.example	Member	1	1	Clients / Documents
	mallory.price@northwindtraders.example	Member	1	0	Operations / Documents

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.