

# All clients

PREPARED BY  
Harbour IT

DATE  
13 Oct 2026

DATA COLLECTED  
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
3 clients

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

## Access by person 17 4 to review

Everyone with item-level access, outside people first. Someone who's left or a guest whose work is done shouldn't still be here.

### Item-level access by type of person

|                          |             |   |
|--------------------------|-------------|---|
| Guest or outside address | <div></div> | 9 |
| Member                   | <div></div> | 8 |

| Flag     | Client                | Person or group                        | Type                     | Files and folders | Can edit | Where                       |
|----------|-----------------------|----------------------------------------|--------------------------|-------------------|----------|-----------------------------|
| ● Low    | Contoso Legal LLP     | accounts@hartleyandco.example          | Guest or outside address | 1                 | 0        | Clients / Documents         |
| ● Low    | Contoso Legal LLP     | j.hartley@hartleyandco.example         | Guest or outside address | 1                 | 0        | Clients / Documents         |
| ● Medium | Contoso Legal LLP     | partner@mason-legal.example            | Guest or outside address | 1                 | 1        | Clients / Documents         |
|          | Contoso Legal LLP     | carol.bennett@contoso.example          | Member                   | 1                 | 1        | Clients / Documents         |
|          | Contoso Legal LLP     | dan.redford@contoso.example            | Member                   | 1                 | 0        | Operations / Documents      |
|          | Contoso Legal LLP     | erin.gallagher@contoso.example         | Member                   | 1                 | 1        | Clients / Documents         |
|          | Contoso Legal LLP     | mallory.hart@contoso.example           | Member                   | 1                 | 0        | Operations / Documents      |
| ● Medium | Fabrikam Dental Group | accountant@hargreaves-partners.example | Guest or outside address | 1                 | 1        | Finance / Documents         |
| ● Medium | Fabrikam Dental Group | orders@dentallab.example               | Guest or outside address | 1                 | 1        | Patient Records / Documents |
| ● Low    | Fabrikam Dental Group | referrals@cityhospital.example         | Guest or outside address | 1                 | 0        | Patient Records / Documents |

| Flag     | Client            | Person or group                        | Type                     | Files and folders | Can edit | Where                  |
|----------|-------------------|----------------------------------------|--------------------------|-------------------|----------|------------------------|
| ● Low    | Northwind Traders | accounts@hartleyandco.example          | Guest or outside address | 1                 | 0        | Clients / Documents    |
| ● Low    | Northwind Traders | j.hartley@hartleyandco.example         | Guest or outside address | 1                 | 0        | Clients / Documents    |
| ● Medium | Northwind Traders | partner@mason-legal.example            | Guest or outside address | 1                 | 1        | Clients / Documents    |
|          | Northwind Traders | carol.mendes@northwindtraders.example  | Member                   | 1                 | 1        | Clients / Documents    |
|          | Northwind Traders | dan.whitaker@northwindtraders.example  | Member                   | 1                 | 0        | Operations / Documents |
|          | Northwind Traders | erin.oneill@northwindtraders.example   | Member                   | 1                 | 1        | Clients / Documents    |
|          | Northwind Traders | 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 13 Oct 2026, 04:00 UTC.