FILE AND FOLDER PERMISSIONS: LINKS EXPIRING

All clients

Harbour IT

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

Links expiring 9

Sharing that has expired or expires within 30 days. Expired links no longer open anything but still show on the file; remove them so the list stays honest.

Flag	Client	File or folder	Location	Who	Can	Expires	Days left	Status
Low	Contoso Legal LLP	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	View	24 Nov 2026	–	Expired
	Contoso Legal LLP	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	View	11 Dec 2026	12	Expires soon
	Contoso Legal LLP	Campaign video.mp4	Marketing / Documents	Anyone with the link	Edit	24 Dec 2026	25	Expires soon
Low	Fabrikam Dental Group	Referral images/Case 4471 (folder)	Imaging Archive / Documents	dr.lee@orthoclinic.example	View	9 Nov 2026	–	Expired
	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	View	7 Dec 2026	8	Expires soon
	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	Edit	29 Dec 2026	30	Expires soon
Low	Northwind Traders	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	View	24 Nov 2026	–	Expired
	Northwind Traders	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	View	11 Dec 2026	12	Expires soon
	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	Edit	24 Dec 2026	25	Expires soon

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, 10:48 UTC.