FILE AND FOLDER PERMISSIONS: LINKS EXPIRING

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. Links expiring: 3 of 9 rows, Location is Finance / Documents. The headline figures cover every row.

Links expiring 3

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
	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

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, 18:57 UTC.