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, Status is Expired. 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 |
| Low | Fabrikam Dental Group | Referral images/Case 4471 (folder) | Imaging Archive / Documents | dr.lee@orthoclinic.example | View | 9 Nov 2026 | – | Expired |
| 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, 10:48 UTC.