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: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

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

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	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	View	11 Dec 2026	12	Expires soon
	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.