FILE AND FOLDER PERMISSIONS: NEWLY SHARED

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. Newly shared: 5 of 10 rows, Flag is No flag, Shared on: in the last 30 days, 1 column hidden. The headline figures cover every row.

Newly shared 5

Shared in the last 30 days, newest first, by Microsoft's sharing date (or when Office Sentry first saw the item shared). Check each one was meant.

File or folder	Location	Shared with	Shared by	Shared on
Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example	19 Nov 2026
Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	bobby.marsh@contoso.example	9 Nov 2026
Rotas (folder)	Practice Management / Documents	Everyone in the organisation	caroline.reyes@fabrikam.example	14 Nov 2026
Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example	carl.jensen@northwindtraders.example	19 Nov 2026
Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example	9 Nov 2026

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, 04:00 UTC.