FILE AND FOLDER PERMISSIONS: NEWLY SHARED

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
3

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

Filtered view. Newly shared: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

Newly shared 10 2 to review

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.

Flag	Client	File or folder	Location	Shared with	Shared by
Medium	Contoso Legal LLP	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.lambert@contoso.example
Low	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	bobby.marsh@contoso.example
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example
	Contoso Legal LLP	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	bobby.marsh@contoso.example
Low	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example (outside)	ben.okafor@fabrikam.example
	Fabrikam Dental Group	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	caroline.reyes@fabrikam.example
Medium	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.sinclair@northwindtraders.example
Low	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	robert.hughes@northwindtraders.example

Flag	Client	File or folder	Location	Shared with	Shared by
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example	carl.jensen@northwindtraders.example
	Northwind Traders	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example

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.