

All clients

|             |             |                        |                      |
|-------------|-------------|------------------------|----------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT |
| Harbour IT  | 14 Oct 2026 | 14 Oct 2026, 04:00 UTC | 3 clients            |

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

**Filtered view.** Newly shared: 3 of 10 rows, Flag is Low, 1 column hidden. The headline figures cover every row.

Newly shared 3

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  | File or folder                    | Location            | Shared with                                      | Shared by                              | Shared on   |
|-------|-----------------------------------|---------------------|--------------------------------------------------|----------------------------------------|-------------|
| ● Low | Year end/Draft accounts FY26.xlsx | Clients / Documents | partner@mason-legal.example (outside)            | bobby.marsh@contoso.example            | 8 Oct 2026  |
| ● Low | Budget.xlsx                       | Finance / Documents | accountant@hargreaves-partners.example (outside) | ben.okafor@fabrikam.example            | 10 Oct 2026 |
| ● Low | Year end/Draft accounts FY26.xlsx | Clients / Documents | partner@mason-legal.example (outside)            | robert.hughes@northwindtraders.example | 8 Oct 2026  |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.