

# All clients

|             |             |                        |                      |
|-------------|-------------|------------------------|----------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT |
| Harbour IT  | 15 Oct 2026 | 15 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: 5 of 10 rows, Flag is No flag, 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.

| Client                | File or folder                          | Location                        | Shared with                                                                   | Shared on   |
|-----------------------|-----------------------------------------|---------------------------------|-------------------------------------------------------------------------------|-------------|
| Contoso Legal LLP     | <a href="#">Rotas/Rota October.xlsx</a> | Operations / Documents          | mallory.hart@contoso.example, dan.redford@contoso.example                     | 5 Oct 2026  |
| Contoso Legal LLP     | <a href="#">Budget 2027.xlsx</a>        | Finance / Documents             | Everyone in the organisation                                                  | 25 Sep 2026 |
| Fabrikam Dental Group | <a href="#">Rotas (folder)</a>          | Practice Management / Documents | Everyone in the organisation                                                  | 30 Sep 2026 |
| Northwind Traders     | <a href="#">Rotas/Rota October.xlsx</a> | Operations / Documents          | mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example | 5 Oct 2026  |
| Northwind Traders     | <a href="#">Budget 2027.xlsx</a>        | Finance / Documents             | Everyone in the organisation                                                  | 25 Sep 2026 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 15 Oct 2026, 04:00 UTC.