

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: 2 of 10 rows, Shared by is robert.hughes@northwindtraders.example, 1 column hidden. The headline figures cover every row.

Newly shared 2

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)	robert.hughes@northwindtraders.example	8 Oct 2026
	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example	24 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 14 Oct 2026, 04:00 UTC.