

All clients

PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

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

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	Shared on
● Medium	Contoso Legal LLP	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.lambert@contoso.example	10 Oct 2026
● Low	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	bobby.marsh@contoso.example	7 Oct 2026
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example	3 Oct 2026
	Contoso Legal LLP	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	bobby.marsh@contoso.example	23 Sep 2026
● Low	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example (outside)	ben.okafor@fabrikam.example	9 Oct 2026
	Fabrikam Dental Group	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	caroline.reyes@fabrikam.example	28 Sep 2026
● Medium	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.sinclair@northwindtraders.example	10 Oct 2026
● Low	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	robert.hughes@northwindtraders.example	7 Oct 2026

Flag	Client	File or folder	Location	Shared with	Shared by	Shared on
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example	carl.jensen@northwindtraders.example	3 Oct 2026
	Northwind Traders	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example	23 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 13 Oct 2026, 04:00 UTC.