

All clients

PREPARED BY

Harbour IT

DATE

12 Oct 2026

DATA COLLECTED

12 Oct 2026, 06:36
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.

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	File or folder	Location	Shared with	Shared by	Shared on
● Medium	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.lambert@contoso.example	9 Oct 2026
● Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	bobby.marsh@contoso.example	6 Oct 2026
	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example	2 Oct 2026
	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	bobby.marsh@contoso.example	22 Sep 2026
● Low	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example (outside)	ben.okafor@fabrikam.example	8 Oct 2026
	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	caroline.reyes@fabrikam.example	27 Sep 2026
● Medium	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.sinclair@northwindtraders.example	9 Oct 2026
● Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	robert.hughes@northwindtraders.example	6 Oct 2026
	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example	carl.jensen@northwindtraders.example	2 Oct 2026
	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example	22 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 12 Oct 2026, 06:36 UTC.