FILE AND FOLDER PERMISSIONS: NEWLY SHARED

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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	26 Nov 2026
Low	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	bobby.marsh@contoso.example	23 Nov 2026
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example	19 Nov 2026
	Contoso Legal LLP	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	bobby.marsh@contoso.example	9 Nov 2026
Low	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example (outside)	ben.okafor@fabrikam.example	25 Nov 2026
	Fabrikam Dental Group	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	caroline.reyes@fabrikam.example	14 Nov 2026
Medium	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	eve.sinclair@northwindtraders.example	26 Nov 2026
Low	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	robert.hughes@northwindtraders.example	23 Nov 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	19 Nov 2026
	Northwind Traders	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	robert.hughes@northwindtraders.example	9 Nov 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.