



All clients

PREPARED BY
Harbour IT

DATE
13 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.

Who can access what 32 12 to review

One row per person, group or link with access to each shared file or folder, grouped by where it lives. Direct means they were given access on the item itself; a link means they were sent one.

Ways in		
Link		13
Anyone link		8
Direct		7
Organisation link		4

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
● Low	Contoso Legal LLP	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	Direct	View	Yes	annabel.fraser@contoso.example	26 May 2026	Never
● Low	Contoso Legal LLP	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	Link	View	Yes	carol.bennett@contoso.example	24 Aug 2026	25 Oct 2026
	Contoso Legal LLP	Payroll (folder)	Clients / Documents	carol.bennett@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	17 Dec 2025	Never
	Contoso Legal LLP	Payroll (folder)	Clients / Documents	erin.gallagher@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	17 Dec 2025	Never

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
● Medium	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	bobby.marsh@contoso.example	7 Oct 2026	Never
	Contoso Legal LLP	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	bobby.marsh@contoso.example	23 Sep 2026	Never
	Contoso Legal LLP	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.bennett@contoso.example	5 Jul 2026	8 Oct 2026
● Medium	Contoso Legal LLP	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.lambert@contoso.example	8 Sep 2025	Never
● High	Contoso Legal LLP	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.lambert@contoso.example	10 Oct 2026	7 Nov 2026
● Medium	Contoso Legal LLP	holiday.jpg	OneDrive of annabel.fraser@contoso.example	Anyone with the link	Anyone link	View	Yes	annabel.fraser@contoso.example	20 Aug 2026	1 Jan 2099
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	3 Oct 2026	Never
	Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	3 Oct 2026	Never
● Medium	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	Link	Edit	Yes	ben.okafor@fabrikam.example	9 Oct 2026	12 Nov 2026
	Fabrikam Dental Group	Referral images/ Case 4471 (folder)	Imaging Archive / Documents	dr.lee@orthoclinic.example	Link	View	Yes	carl.svensson@fabrikam.example	15 Jul 2026	23 Sep 2026
● Medium	Fabrikam Dental Group	Open day flyer.pdf	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	evelyn.shaw@fabrikam.example	15 Jun 2026	Never
● Medium	Fabrikam Dental Group	holiday.jpg	OneDrive of anna.kowalski@fabrikam.example	Anyone with the link	Anyone link	View	Yes	anna.kowalski@fabrikam.example	20 Aug 2026	1 Jan 2099

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
● Medium	Fabrikam Dental Group	Lab dockets (folder)	Patient Records / Documents	orders@dentallab.example	Direct	Edit	Yes	ben.okafor@fabrikam.example	5 Feb 2026	Never
● Low	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	Link	View	Yes	anna.kowalski@fabrikam.example	13 Sep 2026	21 Oct 2026
	Fabrikam Dental Group	Policies/Safeguarding policy.pdf	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	anna.kowalski@fabrikam.example	14 Aug 2026	Never
	Fabrikam Dental Group	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	caroline.reyes@fabrikam.example	28 Sep 2026	Never
● Low	Northwind Traders	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	Direct	View	Yes	ann.patel@northwindtraders.example	26 May 2026	Never
● Low	Northwind Traders	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	Link	View	Yes	carol.mendes@northwindtraders.example	24 Aug 2026	25 Oct 2026
	Northwind Traders	Payroll (folder)	Clients / Documents	carol.mendes@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	17 Dec 2025	Never
	Northwind Traders	Payroll (folder)	Clients / Documents	erin.oneill@northwindtraders.example	Direct	Edit	No	ann.patel@northwindtraders.example	17 Dec 2025	Never
● Medium	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	robert.hughes@northwindtraders.example	7 Oct 2026	Never
	Northwind Traders	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	robert.hughes@northwindtraders.example	23 Sep 2026	Never

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
	Northwind Traders	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.mendes@northwindtraders.example	5 Jul 2026	8 Oct 2026
● Medium	Northwind Traders	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.sinclair@northwindtraders.example	8 Sep 2025	Never
● High	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.sinclair@northwindtraders.example	10 Oct 2026	7 Nov 2026
● Medium	Northwind Traders	holiday.jpg	OneDrive of ann.patel@northwindtraders.example	Anyone with the link	Anyone link	View	Yes	ann.patel@northwindtraders.example	20 Aug 2026	1 Jan 2099
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	3 Oct 2026	Never
	Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	dan.whitaker@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	3 Oct 2026	Never

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.