FILE AND FOLDER PERMISSIONS: WHO CAN ACCESS WHAT

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.

Filtered view. Who can access what: 4 of 32 rows, Location is Operations / Documents. The headline figures cover every row.

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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



Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
Contoso Legal LLP	Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never
Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	mallory.price@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 2026	Never
Northwind Traders	Rotas/Rota October.xlsx	Operations / Documents	dan.whitaker@northwindtraders.example	Link	View	No	carl.jensen@northwindtraders.example	19 Nov 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 29 Nov 2026, 00:25 UTC.