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: 2 of 32 rows, Shared by is eve.sinclair@northwindtraders.example. The headline figures cover every row.

Who can access what 2

2 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

Anyone link  2

Flag	Client	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Medium	Northwind Traders	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.sinclair@northwindtraders.example	25 Oct 2025	Never
High	Northwind Traders	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.sinclair@northwindtraders.example	26 Nov 2026	24 Dec 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.