SHARED FILES: SHARED WITH PEOPLE OUTSIDE THE ORGANISATION

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Every file and folder shared with anyone, people outside, or the whole organisation.

Shared with people outside the organisation 9 4 to review

Named people outside the organisation. Check each one still needs access.

Flag	Client	File or folder	Location	Shared with	Can edit	Last modified
Low	Contoso Legal LLP	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	No	14 Jul 2026
Low	Contoso Legal LLP	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	12 Oct 2026
Medium	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Yes	25 Nov 2026
Medium	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	Yes	27 Nov 2026
Medium	Fabrikam Dental Group	Lab dockets (folder)	Patient Records / Documents	orders@dentallab.example	Yes	26 Mar 2026
Low	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	No	1 Nov 2026
Low	Northwind Traders	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	No	14 Jul 2026
Low	Northwind Traders	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	12 Oct 2026
Medium	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Yes	25 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, 18:57 UTC.