

All clients

PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT
3 clients

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

Shared with people outside the organisation 9 1 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	27 May 2026
● Low	Contoso Legal LLP	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	25 Aug 2026
● Low	Contoso Legal LLP	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	No	8 Oct 2026
● Low	Fabrikam Dental Group	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	No	10 Oct 2026
● High	Fabrikam Dental Group	Lab dockets (folder)	Patient Records / Documents	orders@dentallab.example	Yes	6 Feb 2026
● Low	Fabrikam Dental Group	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	No	14 Sep 2026
● Low	Northwind Traders	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	No	27 May 2026
● Low	Northwind Traders	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	25 Aug 2026
● Low	Northwind Traders	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	No	8 Oct 2026