SITE ACCESS: ACCESS BY SITE

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Who owns, administers and can reach each SharePoint site: ownerless sites, guests, and sites open to everyone in the organisation.

Filtered view. Access by site: 12 of 80 rows, Site is Clients. The headline figures cover every row.

Access by site 12

What each site grants and to whom: the Microsoft 365 group's owners and members, what the default document library gives to site groups, groups and people, and guests given access on the site. Full control, Edit and View are the owner, member and visitor access Microsoft reports; the Site permissions report shows SharePoint's own permission levels (Full Control, Edit, Read).

Flag	Client	Site	Who	How	Can	Outside the organisation
	Contoso Legal LLP	Clients	Owners of Clients: Annabel Fraser, Jacob Johnson	Microsoft 365 group	Full control	No
Low	Contoso Legal LLP	Clients	Members of Clients: 14 people, 2 of them guests	Microsoft 365 group	Edit	Yes
	Contoso Legal LLP	Clients	Clients Owners	Site owners group	Full control	No
	Contoso Legal LLP	Clients	Clients Members	Site members group	Edit	No
	Contoso Legal LLP	Clients	Clients Visitors	Site visitors group	View	No
Low	Contoso Legal LLP	Clients	d.mason@mason-legal.example	Guest	View	Yes
	Northwind Traders	Clients	Owners of Clients: Ann Patel, Grace Taylor	Microsoft 365 group	Full control	No
Low	Northwind Traders	Clients	Members of Clients: 11 people, 2 of them guests	Microsoft 365 group	Edit	Yes
	Northwind Traders	Clients	Clients Owners	Site owners group	Full control	No

Flag	Client	Site	Who	How	Can	Outside the organisation
	Northwind Traders	Clients	Clients Members	Site members group	Edit	No
	Northwind Traders	Clients	Clients Visitors	Site visitors group	View	No
Low	Northwind Traders	Clients	d.mason@mason-legal.example	Guest	View	Yes

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