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: 10 of 80 rows, Site is Operations. The headline figures cover every row.

Access by site 10

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).

Client	Site	Who	How	Can	Outside the organisation
Contoso Legal LLP	Operations	Owners of Operations: Evie Davis	Microsoft 365 group	Full control	No
Contoso Legal LLP	Operations	Members of Operations: 14 people	Microsoft 365 group	Edit	No
Contoso Legal LLP	Operations	Operations Owners	Site owners group	Full control	No
Contoso Legal LLP	Operations	Operations Members	Site members group	Edit	No
Contoso Legal LLP	Operations	Operations Visitors	Site visitors group	View	No
Northwind Traders	Operations	Owners of Operations: Hannah Robinson	Microsoft 365 group	Full control	No
Northwind Traders	Operations	Members of Operations: 11 people	Microsoft 365 group	Edit	No
Northwind Traders	Operations	Operations Owners	Site owners group	Full control	No

Client	Site	Who	How	Can	Outside the organisation
Northwind Traders	Operations	Operations Members	Site members group	Edit	No
Northwind Traders	Operations	Operations Visitors	Site visitors group	View	No

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