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.

Access by site 80

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
	Contoso Legal LLP	Finance	Owners of Finance: Annabel Fraser, Joseph Morris	Microsoft 365 group	Full control	No
Low	Contoso Legal LLP	Finance	Members of Finance: 10 people, 1 of them a guest	Microsoft 365 group	Edit	Yes
	Contoso Legal LLP	Finance	Finance Owners	Site owners group	Full control	No
	Contoso Legal LLP	Finance	Finance Members	Site members group	Edit	No
	Contoso Legal LLP	Finance	Finance Visitors	Site visitors group	View	No
	Contoso Legal LLP	Marketing	Owners of Marketing: Bobby Marsh (disabled)	Microsoft 365 group	Full control	No

Flag	Client	Site	Who	How	Can	Outside the organisation
	Contoso Legal LLP	Marketing	Members of Marketing: 8 people	Microsoft 365 group	Edit	No
	Contoso Legal LLP	Marketing	Marketing Owners	Site owners group	Full control	No
	Contoso Legal LLP	Marketing	Marketing Members	Site members group	Edit	No
	Contoso Legal LLP	Marketing	Marketing Visitors	Site visitors group	View	No
	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
	Contoso Legal LLP	Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No
	Contoso Legal LLP	Staff Intranet	Staff Intranet Members	Site members group	Edit	No
	Contoso Legal LLP	Staff Intranet	Staff Intranet Visitors	Site visitors group	View	No
	Contoso Legal LLP	Staff Intranet	Everyone in the organisation	Everyone	View	No
	Fabrikam Dental Group	Finance	Owners of Finance: Anna Kowalski, Zara Edwards	Microsoft 365 group	Full control	No
Low	Fabrikam Dental Group	Finance	Members of Finance: 10 people, 1 of them a guest	Microsoft 365 group	Edit	Yes
	Fabrikam Dental Group	Finance	Finance Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Finance	Finance Members	Site members group	Edit	No
	Fabrikam Dental Group	Finance	Finance Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Imaging Archive	Imaging Archive Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Imaging Archive	Imaging Archive Members	Site members group	Edit	No
	Fabrikam Dental Group	Imaging Archive	Imaging Archive Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Marketing	Owners of Marketing: Ben Okafor (disabled)	Microsoft 365 group	Full control	No
	Fabrikam Dental Group	Marketing	Members of Marketing: 11 people	Microsoft 365 group	Edit	No

Flag	Client	Site	Who	How	Can	Outside the organisation
	Fabrikam Dental Group	Marketing	Marketing Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Marketing	Marketing Members	Site members group	Edit	No
	Fabrikam Dental Group	Marketing	Marketing Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Old Projects	Old Projects Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Old Projects	Old Projects Members	Site members group	Edit	No
	Fabrikam Dental Group	Old Projects	Old Projects Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Patient Records	Owners of Patient Records: Anna Kowalski, Zara Edwards	Microsoft 365 group	Full control	No
● Low	Fabrikam Dental Group	Patient Records	Members of Patient Records: 10 people, 1 of them a guest	Microsoft 365 group	Edit	Yes
	Fabrikam Dental Group	Patient Records	Patient Records Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Patient Records	Patient Records Members	Site members group	Edit	No
	Fabrikam Dental Group	Patient Records	Patient Records Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Practice Management	Owners of Practice Management: Zara Edwards	Microsoft 365 group	Full control	No
	Fabrikam Dental Group	Practice Management	Members of Practice Management: 10 people	Microsoft 365 group	Edit	No
	Fabrikam Dental Group	Practice Management	Practice Management Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Practice Management	Practice Management Members	Site members group	Edit	No
	Fabrikam Dental Group	Practice Management	Practice Management Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No
	Fabrikam Dental Group	Staff Intranet	Staff Intranet Members	Site members group	Edit	No
	Fabrikam Dental Group	Staff Intranet	Staff Intranet Visitors	Site visitors group	View	No
	Fabrikam Dental Group	Staff Intranet	Everyone in the organisation	Everyone	View	No
	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
	Northwind Traders	Finance	Owners of Finance: Ann Patel, Thomas Clarke	Microsoft 365 group	Full control	No
Low	Northwind Traders	Finance	Members of Finance: 15 people, 1 of them a guest	Microsoft 365 group	Edit	Yes
	Northwind Traders	Finance	Finance Owners	Site owners group	Full control	No
	Northwind Traders	Finance	Finance Members	Site members group	Edit	No
	Northwind Traders	Finance	Finance Visitors	Site visitors group	View	No
	Northwind Traders	Marketing	Owners of Marketing: Robert Hughes (disabled)	Microsoft 365 group	Full control	No
	Northwind Traders	Marketing	Members of Marketing: 12 people	Microsoft 365 group	Edit	No
	Northwind Traders	Marketing	Marketing Owners	Site owners group	Full control	No
	Northwind Traders	Marketing	Marketing Members	Site members group	Edit	No
	Northwind Traders	Marketing	Marketing 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
	Northwind Traders	Operations	Operations Members	Site members group	Edit	No
	Northwind Traders	Operations	Operations Visitors	Site visitors group	View	No
	Northwind Traders	Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No
	Northwind Traders	Staff Intranet	Staff Intranet Members	Site members group	Edit	No

Flag	Client	Site	Who	How	Can	Outside the organisation
	Northwind Traders	Staff Intranet	Staff Intranet Visitors	Site visitors group	View	No
	Northwind Traders	Staff Intranet	Everyone in the organisation	Everyone	View	No

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