SITE PERMISSIONS: WHO HAS ACCESS TO EACH SITE

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Who holds which permission level on each SharePoint site, through which SharePoint group, and the lists, libraries and subsites with permissions of their own.

Who has access to each site 58 3 to review

Every permission level on each site, with SharePoint groups opened up into their members. Permissions on single files and folders are in File and folder permissions.

Flag	Client	Site	Who	Type	How	Permission level	Outside the organisation
	Contoso Legal LLP	Clients	Owners of Clients	Microsoft 365 group owners	Through Clients Owners	Full Control	No
	Contoso Legal LLP	Clients	Members of Clients	Microsoft 365 group	Through Clients Members	Edit	No
Low	Contoso Legal LLP	Clients	d.mason@mason-legal.example	Guest	Given directly	Read	Yes
	Contoso Legal LLP	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Contoso Legal LLP	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No
High	Contoso Legal LLP	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes
	Contoso Legal LLP	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No
	Contoso Legal LLP	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Contoso Legal LLP	Operations	Owners of Operations	Microsoft 365 group owners	Through Operations Owners	Full Control	No
	Contoso Legal LLP	Operations	Members of Operations	Microsoft 365 group	Through Operations Members	Edit	No

Flag	Client	Site	Who	Type	How	Permission level	Outside the organisation
	Contoso Legal LLP	Staff Intranet	annabel.fraser@contoso.example	Person	Through Staff Intranet Owners	Full Control	No
	Contoso Legal LLP	Staff Intranet	annabel.fraser@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Contoso Legal LLP	Staff Intranet	evie.davis@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Contoso Legal LLP	Staff Intranet	owen.taylor@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Contoso Legal LLP	Staff Intranet	william.clark@contoso.example	Person	Through Staff Intranet Members	Edit	No
Low	Contoso Legal LLP	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No
	Fabrikam Dental Group	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Fabrikam Dental Group	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No
High	Fabrikam Dental Group	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes
	Fabrikam Dental Group	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No
	Fabrikam Dental Group	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No
	Fabrikam Dental Group	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Fabrikam Dental Group	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Fabrikam Dental Group	Imaging Archive	aaron.smith@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Fabrikam Dental Group	Imaging Archive	george.baker@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Fabrikam Dental Group	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No

Flag	Client	Site	Who	Type	How	Permission level	Outside the organisation
	Fabrikam Dental Group	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Fabrikam Dental Group	Old Projects	ben.okafor@fabrikam.example	Person	Through Old Projects Owners	Full Control	No
	Fabrikam Dental Group	Old Projects	aaron.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Fabrikam Dental Group	Old Projects	thomas.allen@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Fabrikam Dental Group	Old Projects	owen.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Fabrikam Dental Group	Old Projects	noah.harris@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Fabrikam Dental Group	Patient Records	Owners of Patient Records	Microsoft 365 group owners	Through Patient Records Owners	Full Control	No
	Fabrikam Dental Group	Patient Records	Members of Patient Records	Microsoft 365 group	Through Patient Records Members	Edit	No
	Fabrikam Dental Group	Practice Management	Owners of Practice Management	Microsoft 365 group owners	Through Practice Management Owners	Full Control	No
	Fabrikam Dental Group	Practice Management	Members of Practice Management	Microsoft 365 group	Through Practice Management Members	Edit	No
	Fabrikam Dental Group	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Owners	Full Control	No
	Fabrikam Dental Group	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Fabrikam Dental Group	Staff Intranet	thomas.allen@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Fabrikam Dental Group	Staff Intranet	george.baker@fabrikam.example	Person	Through Staff Intranet Members	Edit	No

Flag	Client	Site	Who	Type	How	Permission level	Outside the organisation
	Fabrikam Dental Group	Staff Intranet	arthur.lee@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
Low	Fabrikam Dental Group	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No
	Northwind Traders	Clients	Owners of Clients	Microsoft 365 group owners	Through Clients Owners	Full Control	No
	Northwind Traders	Clients	Members of Clients	Microsoft 365 group	Through Clients Members	Edit	No
Low	Northwind Traders	Clients	d.mason@mason-legal.example	Guest	Given directly	Read	Yes
	Northwind Traders	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Northwind Traders	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No
High	Northwind Traders	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes
	Northwind Traders	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No
	Northwind Traders	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Northwind Traders	Operations	Owners of Operations	Microsoft 365 group owners	Through Operations Owners	Full Control	No
	Northwind Traders	Operations	Members of Operations	Microsoft 365 group	Through Operations Members	Edit	No
	Northwind Traders	Staff Intranet	ann.patel@northwindtraders.example	Person	Through Staff Intranet Owners	Full Control	No
	Northwind Traders	Staff Intranet	ann.patel@northwindtraders.example	Person	Through Staff Intranet Members	Edit	No
	Northwind Traders	Staff Intranet	maya.martin@northwindtraders.example	Person	Through Staff Intranet Members	Edit	No
	Northwind Traders	Staff Intranet	alfie.roberts@northwindtraders.example	Person	Through Staff Intranet Members	Edit	No

Flag	Client	Site	Who	Type	How	Permission level	Outside the organisation
	Northwind Traders	Staff Intranet	jacob.hughes@northwindtraders.example	Person	Through Staff Intranet Members	Edit	No
Low	Northwind Traders	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No

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, 04:00 UTC.