

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:31 UTC | northwindtraders.onmicrosoft.com |

Who can open each shared file or folder, how they got access, who shared it and when links expire.

**Filtered view.** Who can access what: 1 of 12 rows, Who is Everyone in the organisation. The headline figures cover every row.

|                                                                                                                            |                                                                                            |                                                                                        |                                                                                      |                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <div>Files and folders with their own permissions</div> <div>10</div> <div>Shared, or given access beyond their site</div> | <div>People outside with access</div> <div>3</div> <div>Guests and outside addresses</div> | <div>Newly shared in 30 days</div> <div>4</div> <div>By Microsoft's sharing date</div> | <div>Links past their expiry</div> <div>1</div> <div>Still listed; remove them</div> | <div>Expiring in 30 days</div> <div>2</div> <div>Extend or let them lapse</div> |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|

Newly shared 4 1 to review

Shared in the last 30 days, newest first, by Microsoft's sharing date (or when Office Sentry first saw the item shared). Check each one was meant.

| Flag     | File or folder                    | Location               | Shared with                                                                   | Shared by                              | Shared on   |
|----------|-----------------------------------|------------------------|-------------------------------------------------------------------------------|----------------------------------------|-------------|
| ● Medium | Campaign video.mp4                | Marketing / Documents  | Anyone with the link                                                          | eve.sinclair@northwindtraders.example  | 8 Oct 2026  |
| ● Low    | Year end/Draft accounts FY26.xlsx | Clients / Documents    | partner@mason-legal.example (outside)                                         | robert.hughes@northwindtraders.example | 5 Oct 2026  |
|          | Rotas/Rota October.xlsx           | Operations / Documents | mallory.price@northwindtraders.example, dan.whitaker@northwindtraders.example | carl.jensen@northwindtraders.example   | 1 Oct 2026  |
|          | Budget 2027.xlsx                  | Finance / Documents    | Everyone in the organisation                                                  | robert.hughes@northwindtraders.example | 21 Sep 2026 |

Links expiring 3

Sharing that has expired or expires within 30 days. Expired links no longer open anything but still show on the file; remove them so the list stays honest.

| Flag  | File or folder                         | Location              | Who                             | Can  | Expires     | Days left | Status       |
|-------|----------------------------------------|-----------------------|---------------------------------|------|-------------|-----------|--------------|
| ● Low | Supplier contracts/Fabrikam MSA.pdf    | Finance / Documents   | legal@fabrikam-supplies.example | View | 6 Oct 2026  | -6        | Expired      |
|       | Engagement letters/Engagement 2026.pdf | Clients / Documents   | accounts@hartleyandco.example   | View | 23 Oct 2026 | 11        | Expires soon |
|       | Campaign video.mp4                     | Marketing / Documents | Anyone with the link            | Edit | 5 Nov 2026  | 24        | Expires soon |

Who can access what 1

One row per person, group or link with access to each shared file or folder, grouped by where it lives. Direct means they were given access on the item itself; a link means they were sent one.

Ways in

Organisation link



1

| File or folder   | Location            | Who                          | How               | Can  | Outside | Shared by                              | Shared on   | Expires |
|------------------|---------------------|------------------------------|-------------------|------|---------|----------------------------------------|-------------|---------|
| Budget 2027.xlsx | Finance / Documents | Everyone in the organisation | Organisation link | View | No      | robert.hughes@northwindtraders.example | 21 Sep 2026 | Never   |

Access by person 7 1 to review

Everyone with item-level access, outside people first. Someone who's left or a guest whose work is done shouldn't still be here.

Item-level access by type of person

|                          |  |   |
|--------------------------|--|---|
| Member                   |  | 4 |
| Guest or outside address |  | 3 |

| Flag   | Person or group                        | Type                     | Files and folders | Can edit | Where                  |
|--------|----------------------------------------|--------------------------|-------------------|----------|------------------------|
| Low    | accounts@hartleyandco.example          | Guest or outside address | 1                 | 0        | Clients / Documents    |
| Low    | j.hartley@hartleyandco.example         | Guest or outside address | 1                 | 0        | Clients / Documents    |
| Medium | partner@mason-legal.example            | Guest or outside address | 1                 | 1        | Clients / Documents    |
|        | carol.mendes@northwindtraders.example  | Member                   | 1                 | 1        | Clients / Documents    |
|        | dan.whitaker@northwindtraders.example  | Member                   | 1                 | 0        | Operations / Documents |
|        | erin.oneill@northwindtraders.example   | Member                   | 1                 | 1        | Clients / Documents    |
|        | mallory.price@northwindtraders.example | Member                   | 1                 | 0        | Operations / Documents |

10 files and folders with permissions of their own, from 5 files and folders read in 6 libraries and OneDrives (6 asked for changes only since the last scan, with 6 unchanged items kept). A shared folder is listed once; the files inside it are shared the same way. Files and folders that only inherit their site's permissions aren't listed; the Site access report covers those.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.