GUESTS AND SHARING

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 28 Nov 2026 | 28 Nov 2026, 04:00 UTC | northwindtraders.onmicrosoft.com |

Who can invite and share externally, and every guest account.

**Filtered view.** External access settings: 1 of 5 rows, Setting is Who can invite guests. The headline figures cover every row.

Guests
**4**

Guests to review
**3**
No sign-in for 90 days, or invitation not accepted

Who can invite guests
**Everyone**
Everyone, including guests

File sharing
**Anyone**
Most open for any site: anyone, including anonymous links

## External access settings 1

| Flag | Setting | Value |
|---|---|---|
| Low | Who can invite guests | Everyone, including guests |

## Guest accounts 4

Every external account, oldest activity first.

| Flag | Guest | Name | Invited | Invitation | Last sign-in | Sign-in allowed |
|---|---|---|---|---|---|---|
| Low | sam.carter@consultants.example | Sam Carter (guest) | 14 Oct 2025 | Accepted | Never | Yes |

| Flag | Guest | Name | Invited | Invitation | Last sign-in | Sign-in allowed |
|---|---|---|---|---|---|---|
| Low | d.mason@mason-legal.example | Dana Mason | 21 Oct 2026 | Not accepted | Never | Yes |
| Low | j.okafor@brightpath-consulting.example | Jide Okafor | 21 Jun 2026 | Accepted | 31 Jul 2026 | Yes |
| | accounts@hollis-partners.example | Hollis & Partners (accounts) | 1 Feb 2026 | Accepted | 24 Nov 2026 | Yes |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.