

SITE ACCESS

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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: 4 of 28 rows, Site is Staff Intranet, 1 column hidden. The headline figures cover every row.

Sites with no owner

1

Nobody enabled owns them

One owner only

2

A leaver would leave them orphaned

Guests with access

3

On 2 sites

Open to everyone in the organisation

1

Everyone or Everyone except external users

Sites

5

Not counting OneDrives

Not checked. Members of SharePoint groups on 1 site with no Microsoft 365 group aren't listed here; those sites show their site administrators and what the default library grants. The Site permissions report lists every SharePoint group and its members once the client approves the SharePoint permission.

Sites needing an owner 3 1 to review

A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or the site administrators of a site with no group.

Flag	Site	Type	Problem	Owners	Admins	Last activity
● High	Marketing	Group or Team site	No owner	Robert Hughes (disabled)	Robert Hughes	12 Oct 2026
● Low	Operations	Group or Team site	One owner	Hannah Robinson	Hannah Robinson	8 Oct 2026
● Low	Staff Intranet	Communication site	One owner	Ann Patel	Ann Patel	10 Oct 2026

Who can access each site 5

Each site's owners, site administrators, how many people are in its group, which guests have access and whether everyone in the organisation can open it.

Guests by site type

Group or Team site		4
Communication site	"	0

Flag	Site	Type	Owners	Admins	Members	Guests	Everyone in the organisation	External sharing on	Last activity
● Low	Clients	Group or Team site	Ann Patel, Megan Lee	Ann Patel, Megan Lee	11	3	No	Yes	12 Oct 2026
● Low	Finance	Group or Team site	Ann Patel, Ruby Taylor	Ann Patel, Ruby Taylor	14	1	No	Yes	12 Oct 2026
	Marketing	Group or Team site	Robert Hughes (disabled)	Robert Hughes	12	0	No	Yes	12 Oct 2026
	Operations	Group or Team site	Hannah Robinson	Hannah Robinson	11	0	No	No	8 Oct 2026
	Staff Intranet	Communication site	Ann Patel	Ann Patel	5 people recorded	0	Yes	No	10 Oct 2026

Access by site 4

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.

Site	Who	Can	Outside the organisation
Staff Intranet	Staff Intranet Owners	Full control	No
Staff Intranet	Staff Intranet Members	Edit	No
Staff Intranet	Staff Intranet Visitors	View	No
Staff Intranet	Everyone in the organisation	View	No

Guests and the sites they can reach 3

Every outside account with access to a site, through the site's group or by being given access to the site, a library or a folder. Check each one still needs it.

Flag	Guest	Sites	Which sites	How
● Low	accounts@hollis-partners.example	2	Clients, Finance	Member of the site's group
● Low	d.mason@mason-legal.example	1	Clients	Member of the site's group
● Low	j.okafor@brightpath-consulting.example	1	Clients	Member of the site's group

Site administrators 5

Site collection administrators have full control of everything on the site, whatever its groups say. People who administer many sites are usually IT staff; check anyone else.

Person	Sites	Which sites
ann.patel@northwindtraders.example	3	Clients, Finance, Staff Intranet
hannah.robinson@northwindtraders.example	1	Operations
megan.lee@northwindtraders.example	1	Clients
robert.hughes@northwindtraders.example	1	Marketing
ruby.taylor@northwindtraders.example	1	Finance

Read 5 sites' user lists and default libraries. Sites appear here once the nightly collection has read them; OneDrives are in the OneDrive report.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 04:00 UTC.