

## 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: 1 of 28 rows, Who is Members of Marketing: 12 people. 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 | <div></div> | 4 |
| Communication site | <div></div> | 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 1

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                             | How                 | Can  | Outside the organisation |
|-----------|---------------------------------|---------------------|------|--------------------------|
| Marketing | Members of Marketing: 12 people | Microsoft 365 group | Edit | 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                          |

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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.