

# Northwind Traders



PREPARED BY  
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MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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

**Filtered view.** SharePoint groups: 15 of 15 rows, 1 column hidden. Access by person: 15 of 30 rows, Sites is 1. The headline figures cover every row.

Guests with full control

1

Can change permissions and delete anything

People given access directly

2

Not through a group, so easy to forget

Open to everyone

1

Everyone or Everyone except external users

Lists and libraries with their own permissions

2

On 2 sites

Sites

5

Not counting OneDrives

Who has access to each site 16 1 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 | Site    | Who                         | Type                       | How                     | Permission level | Outside the organisation |
|------|---------|-----------------------------|----------------------------|-------------------------|------------------|--------------------------|
|      | Clients | Owners of Clients           | Microsoft 365 group owners | Through Clients Owners  | Full Control     | No                       |
|      | Clients | Members of Clients          | Microsoft 365 group        | Through Clients Members | Edit             | No                       |
| Low  | Clients | d.mason@mason-legal.example | Guest                      | Given directly          | Read             | Yes                      |
|      | Finance | Owners of Finance           | Microsoft 365 group owners | Through Finance Owners  | Full Control     | No                       |
|      | Finance | Members of Finance          | Microsoft 365 group        | Through Finance Members | Edit             | No                       |

| Flag   | Site           | Who                                    | Type                       | How                             | Permission level | Outside the organisation |
|--------|----------------|----------------------------------------|----------------------------|---------------------------------|------------------|--------------------------|
| ● High | Finance        | accounts@hollis-partners.example       | Guest                      | Given directly                  | Full Control     | Yes                      |
|        | Marketing      | Owners of Marketing                    | Microsoft 365 group owners | Through Marketing Owners        | Full Control     | No                       |
|        | Marketing      | Members of Marketing                   | Microsoft 365 group        | Through Marketing Members       | Edit             | No                       |
|        | Operations     | Owners of Operations                   | Microsoft 365 group owners | Through Operations Owners       | Full Control     | No                       |
|        | Operations     | Members of Operations                  | Microsoft 365 group        | Through Operations Members      | Edit             | No                       |
|        | Staff Intranet | ann.patel@northwindtraders.example     | Person                     | Through Staff Intranet Owners   | Full Control     | No                       |
|        | Staff Intranet | ann.patel@northwindtraders.example     | Person                     | Through Staff Intranet Members  | Edit             | No                       |
|        | Staff Intranet | maya.martin@northwindtraders.example   | Person                     | Through Staff Intranet Members  | Edit             | No                       |
|        | Staff Intranet | alfie.roberts@northwindtraders.example | Person                     | Through Staff Intranet Members  | Edit             | No                       |
|        | Staff Intranet | jacob.hughes@northwindtraders.example  | Person                     | Through Staff Intranet Members  | Edit             | No                       |
| ● Low  | Staff Intranet | Everyone except external users         | Everyone                   | Through Staff Intranet Visitors | Read             | No                       |

## SharePoint groups 15

Each site's SharePoint groups: its owners, members and visitors groups and any others, what each grants on the site and who is in it. A guest in an owners group has full control of the site.

| Site      | Group            | Role on the site | Members | Guests | Group owner      |
|-----------|------------------|------------------|---------|--------|------------------|
| Clients   | Clients Owners   | Owners           | 1       | None   | Clients Owners   |
| Clients   | Clients Members  | Members          | 1       | None   | Clients Owners   |
| Clients   | Clients Visitors | Visitors         | 0       | None   | Clients Owners   |
| Finance   | Finance Owners   | Owners           | 1       | None   | Finance Owners   |
| Finance   | Finance Members  | Members          | 1       | None   | Finance Owners   |
| Finance   | Finance Visitors | Visitors         | 0       | None   | Finance Owners   |
| Marketing | Marketing Owners | Owners           | 1       | None   | Marketing Owners |

| Site           | Group                   | Role on the site | Members | Guests | Group owner           |
|----------------|-------------------------|------------------|---------|--------|-----------------------|
| Marketing      | Marketing Members       | Members          | 1       | None   | Marketing Owners      |
| Marketing      | Marketing Visitors      | Visitors         | 0       | None   | Marketing Owners      |
| Operations     | Operations Owners       | Owners           | 1       | None   | Operations Owners     |
| Operations     | Operations Members      | Members          | 1       | None   | Operations Owners     |
| Operations     | Operations Visitors     | Visitors         | 0       | None   | Operations Owners     |
| Staff Intranet | Staff Intranet Owners   | Owners           | 1       | None   | Staff Intranet Owners |
| Staff Intranet | Staff Intranet Members  | Members          | 4       | None   | Staff Intranet Owners |
| Staff Intranet | Staff Intranet Visitors | Visitors         | 1       | None   | Staff Intranet Owners |

## Lists and libraries with their own permissions 2

Lists and libraries that stopped inheriting their site's permissions, so the site's groups don't say who can open them. Each is worth a look: the reason is often a one-off that was never undone.

| Flag  | Site    | List or library    | Type    | Items | Who can open it                                                             |
|-------|---------|--------------------|---------|-------|-----------------------------------------------------------------------------|
| ● Low | Clients | Engagement letters | Library | 38    | Clients Owners (Full Control), Clients Members (Contribute), D Mason (Read) |
|       | Finance | Payroll            | Library | 64    | Finance Owners (Full Control), Thomas Clarke (Edit)                         |

## Subsites with their own permissions 1

Subsites that don't inherit their parent site's permissions.

| Site           | Subsite | Who can open it                                            |
|----------------|---------|------------------------------------------------------------|
| Staff Intranet | HR      | Staff Intranet Owners (Full Control), Thomas Clarke (Edit) |

## Access by person 15 1 to review

Everyone who can get into at least one site, through any group or directly, with guests and outside accounts first. Microsoft 365 and security groups are opened up where the Groups collection has their members.

| Flag   | Person                                  | Outside the organisation | Sites | Highest level | Which sites    |
|--------|-----------------------------------------|--------------------------|-------|---------------|----------------|
| ● High | accounts@hollis-partners.example        | Yes                      | 1     | Full Control  | Finance        |
| ● Low  | d.mason@mason-legal.example             | Yes                      | 1     | Read          | Clients        |
|        | alfie.roberts@northwindtraders.example  | No                       | 1     | Edit          | Staff Intranet |
|        | alfie.scott@northwindtraders.example    | No                       | 1     | Edit          | Operations     |
|        | arthur.evans@northwindtraders.example   | No                       | 1     | Edit          | Finance        |
|        | ella.baker@northwindtraders.example     | No                       | 1     | Edit          | Operations     |
|        | ethan.green@northwindtraders.example    | No                       | 1     | Edit          | Marketing      |
|        | grace.taylor@northwindtraders.example   | No                       | 1     | Edit          | Marketing      |
|        | imogen.edwards@northwindtraders.example | No                       | 1     | Edit          | Clients        |
|        | maya.martin@northwindtraders.example    | No                       | 1     | Edit          | Staff Intranet |
|        | mia.hughes@northwindtraders.example     | No                       | 1     | Edit          | Operations     |
|        | rhys.clark@northwindtraders.example     | No                       | 1     | Edit          | Operations     |
|        | robert.hughes@northwindtraders.example  | No                       | 1     | Full Control  | Marketing      |
|        | ruby.taylor@northwindtraders.example    | No                       | 1     | Full Control  | Finance        |
|        | thomas.clarke@northwindtraders.example  | No                       | 1     | Edit          | Marketing      |

Read from SharePoint for 5 sites. Hidden levels such as Limited Access, which SharePoint adds when a single file is shared, are left out.

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.