

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. Who has access to each site: 2 of 16 rows, Flag is Low. 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 2

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
● Low	Clients	d.mason@mason-legal.example	Guest	Given directly	Read	Yes
● 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	Permission level	Members	Guests	Group owner
Clients	Clients Owners	Owners	Full Control	1	None	Clients Owners
Clients	Clients Members	Members	Edit	1	None	Clients Owners
Clients	Clients Visitors	Visitors	Read	0	None	Clients Owners
Finance	Finance Owners	Owners	Full Control	1	None	Finance Owners
Finance	Finance Members	Members	Edit	1	None	Finance Owners
Finance	Finance Visitors	Visitors	Read	0	None	Finance Owners
Marketing	Marketing Owners	Owners	Full Control	1	None	Marketing Owners
Marketing	Marketing Members	Members	Edit	1	None	Marketing Owners
Marketing	Marketing Visitors	Visitors	Read	0	None	Marketing Owners
Operations	Operations Owners	Owners	Full Control	1	None	Operations Owners
Operations	Operations Members	Members	Edit	1	None	Operations Owners
Operations	Operations Visitors	Visitors	Read	0	None	Operations Owners
Staff Intranet	Staff Intranet Owners	Owners	Full Control	1	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Members	Members	Edit	4	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Visitors	Visitors	Read	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 31 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
	ann.patel@northwindtraders.example	No	5	Full Control	Clients, Finance, Marketing, Operations, Staff Intranet
	george.roberts@northwindtraders.example	No	3	Edit	Clients, Finance, Marketing
	hannah.robinson@northwindtraders.example	No	3	Full Control	Clients, Finance, Operations
	leo.wright@northwindtraders.example	No	3	Edit	Finance, Marketing, Operations

Flag	Person	Outside the organisation	Sites	Highest level	Which sites
	amelia.watson@northwindtraders.example	No	2	Edit	Finance, Operations
	hannah.patel@northwindtraders.example	No	2	Edit	Finance, Marketing
	harry.lee@northwindtraders.example	No	2	Edit	Clients, Finance
	jacob.hughes@northwindtraders.example	No	2	Edit	Finance, Staff Intranet
	leo.evans@northwindtraders.example	No	2	Edit	Clients, Finance
	leo.morris@northwindtraders.example	No	2	Edit	Finance, Marketing
	olivia.scott@northwindtraders.example	No	2	Edit	Finance, Operations
	owen.taylor@northwindtraders.example	No	2	Edit	Clients, Marketing
	ruby.hill@northwindtraders.example	No	2	Edit	Clients, Operations
	zara.jackson@northwindtraders.example	No	2	Edit	Marketing, Operations
	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
	megan.lee@northwindtraders.example	No	1	Edit	Marketing
	mia.hughes@northwindtraders.example	No	1	Edit	Operations
	olivia.smith@northwindtraders.example	No	1	Full Control	Clients
	rhys.clark@northwindtraders.example	No	1	Edit	Operations
	robert.hughes@northwindtraders.example	No	1	Full Control	Marketing

Flag	Person	Outside the organisation	Sites	Highest level	Which sites
	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 11 Oct 2026, 20:31 UTC.