

# Northwind Traders



PREPARED BY  
Harbour IT

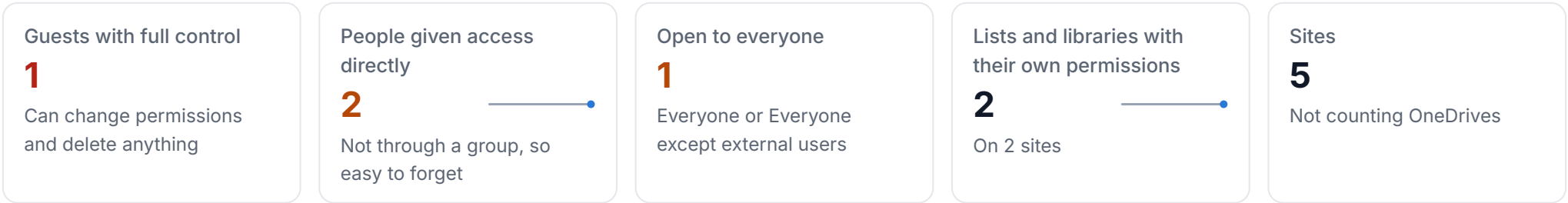
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11 Oct 2026, 20:31 UTC

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: 1 of 16 rows, How is Through Operations Owners. The headline figures cover every row.



## Who has access to each site 1

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.

| Site       | Who                  | Type                       | How                       | Permission level | Outside the organisation |
|------------|----------------------|----------------------------|---------------------------|------------------|--------------------------|
| Operations | Owners of Operations | Microsoft 365 group owners | Through Operations Owners | Full Control     | 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 |
|------|--------------------------------------------------------|--------------------------|-------|---------------|-------------|
|      | <a href="#">ruby.taylor@northwindtraders.example</a>   | No                       | 1     | Full Control  | Finance     |
|      | <a href="#">thomas.clarke@northwindtraders.example</a> | 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](mailto: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.