FILE AND FOLDER PERMISSIONS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	fabrikam.onmicrosoft.com

Who can open each shared file or folder, how they got access, who shared it and when links expire.

Filtered view. Newly shared: 2 of 2 rows, 1 column hidden. Access by person: 2 of 3 rows, Where is Patient Records / Documents. The headline figures cover every row.

Files and folders with their own permissions
8

Shared, or given access beyond their site

People outside with access
3

Guests and outside addresses

Newly shared in 30 days
2
By Microsoft's sharing date

Links past their expiry
1
Still listed; remove them

Expiring in 30 days
2
Extend or let them lapse

Newly shared 2

Shared in the last 30 days, newest first, by Microsoft's sharing date (or when Office Sentry first saw the item shared). Check each one was meant.

Flag	File or folder	Location	Shared by	Shared on
Low	Budget.xlsx	Finance / Documents	ben.okafor@fabrikam.example	25 Nov 2026
	Rotas (folder)	Practice Management / Documents	caroline.reyes@fabrikam.example	14 Nov 2026

Links expiring 3

Sharing that has expired or expires within 30 days. Expired links no longer open anything but still show on the file; remove them so the list stays honest.

Flag	File or folder	Location	Who	Can	Expires	Days left	Status
Low	Referral images/Case 4471 (folder)	Imaging Archive / Documents	dr.lee@orthoclinic.example	View	9 Nov 2026	–	Expired
	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	View	7 Dec 2026	8	Expires soon
	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	Edit	29 Dec 2026	30	Expires soon

Who can access what 8 4 to review

One row per person, group or link with access to each shared file or folder, grouped by where it lives. Direct means they were given access on the item itself; a link means they were sent one.

Ways in



Flag	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Medium	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	Link	Edit	Yes	ben.okafor@fabrikam.example	25 Nov 2026	29 Dec 2026
	Referral images/Case 4471 (folder)	Imaging Archive / Documents	dr.lee@orthoclinic.example	Link	View	Yes	carl.svensson@fabrikam.example	31 Aug 2026	9 Nov 2026
Medium	Open day flyer.pdf	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	evelyn.shaw@fabrikam.example	1 Aug 2026	Never
Medium	holiday.jpg	OneDrive of anna.kowalski@fabrikam.example	Anyone with the link	Anyone link	View	Yes	anna.kowalski@fabrikam.example	20 Aug 2026	1 Jan 2099

Flag	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Medium	Lab dockets (folder)	Patient Records / Documents	orders@dentallab.example	Direct	Edit	Yes	ben.okafor@fabrikam.example	24 Mar 2026	Never
Low	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	Link	View	Yes	anna.kowalski@fabrikam.example	30 Oct 2026	7 Dec 2026
	Policies/Safeguarding policy.pdf	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	anna.kowalski@fabrikam.example	30 Sep 2026	Never
	Rotas (folder)	Practice Management / Documents	Everyone in the organisation	Organisation link	View	No	caroline.reyes@fabrikam.example	14 Nov 2026	Never

Access by person 2 1 to review

Everyone with item-level access, outside people first, with how many files and folders each can open and how many of those they can edit. Someone who's left or a guest whose work is done shouldn't still be here.

Item-level access by type of person

Guest or outside address 2

Flag	Person or group	Type	Files and folders	Of them, can edit	Where
Medium	orders@dentallab.example	Guest or outside address	1	1	Patient Records / Documents
Low	referrals@cityhospital.example	Guest or outside address	1	0	Patient Records / Documents

8 files and folders with permissions of their own, from 4 files and folders read in 8 libraries and OneDrives (7 asked for changes only since the last scan, with 5 unchanged items kept). A shared folder is listed once; the files inside it are shared the same way. Files and folders that only inherit their site's permissions aren't listed; the Site access report covers those.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.