

SHARED FILES

Fabrikam Dental Group



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	fabrikam.onmicrosoft.com

Every file and folder shared with anyone, people outside, or the whole organisation.

Filtered view. Shared with the whole organisation: 1 of 2 rows, Last modified: older than 30 days. The headline figures cover every row.

Shared with anyone
2
Open without signing in

Shared with people outside
3
3 outside address(es)

Shared organisation-wide
2
Anyone in the organisation, and Copilot

Anyone links with no expiry
1
These should expire

Shared with anyone 2 2 to review

Anyone who gets the link can open these without signing in, and links get forwarded. Remove the link, or set an expiry date and view-only.

Flag	File or folder	Location	Access	Expires	Password	Last modified
● Medium	Open day flyer.pdf	Marketing / Documents	View	Never	No	16 Jun 2026
● Medium	holiday.jpg	OneDrive of anna.kowalski@fabrikam.example	View	1 Jan 2099	No	1 Sep 2026

Shared with people outside the organisation 3 1 to review

Named people outside the organisation. Check each one still needs access.

Flag	File or folder	Location	Shared with	Can edit	Last modified
Low	Budget.xlsx	Finance / Documents	accountant@hargreaves-partners.example	No	10 Oct 2026
High	Lab dockets (folder)	Patient Records / Documents	orders@dentallab.example	Yes	6 Feb 2026
Low	Treatment plans/Referral letters (folder)	Patient Records / Documents	referrals@cityhospital.example	No	14 Sep 2026

Shared with the whole organisation 1

Everyone in the organisation can open these with the link, and Copilot can surface them to anyone who searches.

File or folder	Location	Access	Last modified
Policies/Safeguarding policy.pdf	Practice Management / Documents	View	15 Aug 2026

Scanned 4 files and folders in 8 libraries and OneDrives. A shared folder is listed once; the files inside it are shared the same way.

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, 06:36 UTC.