

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 13 Oct 2026 | 13 Oct 2026, 04:00 UTC | fabrikam.onmicrosoft.com |

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

**Filtered view.** Shared with anyone: 1 of 2 rows, Expires is Never, 1 column hidden. 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 1 1 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     | Access | Expires | Password | Last modified |
|----------|--------------------|--------|---------|----------|---------------|
| ● Medium | Open day flyer.pdf | View   | Never   | No       | 17 Jun 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       | 11 Oct 2026   |
| ● High | Lab dockets (folder)                      | Patient Records / Documents | orders@dentallab.example               | Yes      | 7 Feb 2026    |
| ● Low  | Treatment plans/Referral letters (folder) | Patient Records / Documents | referrals@cityhospital.example         | No       | 15 Sep 2026   |

## Shared with the whole organisation 2

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 |
|--------------------------------------------------|---------------------------------|--------|---------------|
| <a href="#">Policies/Safeguarding policy.pdf</a> | Practice Management / Documents | View   | 16 Aug 2026   |
| <a href="#">Rotas (folder)</a>                   | Practice Management / Documents | View   | 30 Sep 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 13 Oct 2026, 04:00 UTC.