SITE PERMISSIONS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	fabrikam.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. SharePoint groups: 3 of 21 rows, Group owner is Patient Records Owners, 1 column hidden. The headline figures cover every row.

Guests with full control
1
Can change permissions and delete anything

People given access directly
1
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
7
Not counting OneDrives

Who has access to each site 26 1 to review

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
	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No
High	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes
	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No
	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Owners	Full Control	No

Flag	Site	Who	Type	How	Permission level	Outside the organisation
	Imaging Archive	anna.kowalski@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	jack.lee@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	aaron.smith@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Imaging Archive	george.baker@fabrikam.example	Person	Through Imaging Archive Members	Edit	No
	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No
	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Old Projects	ben.okafor@fabrikam.example	Person	Through Old Projects Owners	Full Control	No
	Old Projects	aaron.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	thomas.allen@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	owen.smith@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Old Projects	noah.harris@fabrikam.example	Person	Through Old Projects Members	Edit	No
	Patient Records	Owners of Patient Records	Microsoft 365 group owners	Through Patient Records Owners	Full Control	No
	Patient Records	Members of Patient Records	Microsoft 365 group	Through Patient Records Members	Edit	No
	Practice Management	Owners of Practice Management	Microsoft 365 group owners	Through Practice Management Owners	Full Control	No
	Practice Management	Members of Practice Management	Microsoft 365 group	Through Practice Management Members	Edit	No
	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Owners	Full Control	No
	Staff Intranet	anna.kowalski@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	thomas.allen@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	george.baker@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	arthur.lee@fabrikam.example	Person	Through Staff Intranet Members	Edit	No
● Low	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No

SharePoint groups 3

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.

Group	Role on the site	Permission level	Members	Guests	Group owner
Patient Records Owners	Owners	Full Control	1	None	Patient Records Owners
Patient Records Members	Members	Edit	1	None	Patient Records Owners
Patient Records Visitors	Visitors	Read	0	None	Patient Records 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
	Finance	Payroll	Library	64	Finance Owners (Full Control), Zara Edwards (Edit)
● Low	Patient Records	Lab referrals	Library	38	Patient Records Owners (Full Control), Patient Records Members (Contribute), Lab (Read)

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), Zara Edwards (Edit)

Access by person 33 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	lab_dentlab-uk.example#ext#@fabrikam.onmicrosoft.com	Yes	1	Edit	Patient Records
	anna.kowalski@fabrikam.example	No	5	Full Control	Finance, Imaging Archive, Marketing, Patient Records, Staff Intranet
	zara.edwards@fabrikam.example	No	4	Full Control	Finance, Marketing, Patient Records, Practice Management
	arthur.lee@fabrikam.example	No	3	Edit	Marketing, Patient Records, Staff Intranet
	thomas.allen@fabrikam.example	No	3	Edit	Old Projects, Practice Management, Staff Intranet
	aaron.smith@fabrikam.example	No	2	Edit	Imaging Archive, Old Projects
	aisha.brown@fabrikam.example	No	2	Edit	Patient Records, Practice Management
	amelia.khan@fabrikam.example	No	2	Edit	Finance, Marketing
	ben.okafor@fabrikam.example	No	2	Full Control	Marketing, Old Projects
	george.baker@fabrikam.example	No	2	Edit	Imaging Archive, Staff Intranet
	lily.khan@fabrikam.example	No	2	Edit	Marketing, Practice Management
	noah.harris@fabrikam.example	No	2	Edit	Old Projects, Practice Management
	owen.robinson@fabrikam.example	No	2	Edit	Patient Records, Practice Management
	ruby.davies@fabrikam.example	No	2	Edit	Finance, Marketing
	thomas.johnson@fabrikam.example	No	2	Edit	Marketing, Patient Records
	arthur.williams@fabrikam.example	No	1	Edit	Practice Management
	ava.jackson@fabrikam.example	No	1	Edit	Marketing
	ava.thomas@fabrikam.example	No	1	Edit	Finance

Flag	Person	Outside the organisation	Sites	Highest level	Which sites
	chloe.jackson@fabrikam.example	No	1	Edit	Finance
	ethan.jones@fabrikam.example	No	1	Edit	Patient Records
	george.williams@fabrikam.example	No	1	Edit	Marketing
	isla.scott@fabrikam.example	No	1	Edit	Marketing
	jack.lee@fabrikam.example	No	1	Full Control	Imaging Archive
	jack.ward@fabrikam.example	No	1	Edit	Finance
	lily.white@fabrikam.example	No	1	Edit	Patient Records
	megan.green@fabrikam.example	No	1	Edit	Practice Management
	megan.king@fabrikam.example	No	1	Edit	Patient Records
	olivia.taylor@fabrikam.example	No	1	Edit	Finance
	owen.patel@fabrikam.example	No	1	Edit	Practice Management
	owen.smith@fabrikam.example	No	1	Edit	Old Projects
	ruby.clark@fabrikam.example	No	1	Edit	Finance
	thomas.robinson@fabrikam.example	No	1	Edit	Practice Management

Read from SharePoint for 7 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 29 Nov 2026, 04:00 UTC.