

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.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: 4 of 4 rows, 1 column hidden. Links expiring: 2 of 3 rows, Can is View. The headline figures cover every row.

Files and folders with their own permissions

10

Shared, or given access beyond their site

People outside with access

3

Guests and outside addresses

Newly shared in 30 days

4

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 4 1 to review

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
● Medium	Campaign video.mp4	Marketing / Documents	eve.lambert@contoso.example	11 Oct 2026
● Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	bobby.marsh@contoso.example	8 Oct 2026
	Rotas/Rota October.xlsx	Operations / Documents	carl.ashworth@contoso.example	4 Oct 2026
	Budget 2027.xlsx	Finance / Documents	bobby.marsh@contoso.example	24 Sep 2026

Links expiring 2

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	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	View	9 Oct 2026	-6	Expired
	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	View	26 Oct 2026	11	Expires soon

Who can access what 12 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		
Link		5
Anyone link		3
Direct		3
Organisation link		1

Flag	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
● Low	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	Direct	View	Yes	annabel.fraser@contoso.example	27 May 2026	Never
● Low	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	Link	View	Yes	carol.bennett@contoso.example	25 Aug 2026	26 Oct 2026
	Payroll (folder)	Clients / Documents	carol.bennett@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	18 Dec 2025	Never
	Payroll (folder)	Clients / Documents	erin.gallagher@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	18 Dec 2025	Never
● Medium	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	bobby.marsh@contoso.example	8 Oct 2026	Never

Flag	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	bobby.marsh@contoso.example	24 Sep 2026	Never
	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.bennett@contoso.example	6 Jul 2026	9 Oct 2026
● Medium	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.lambert@contoso.example	9 Sep 2025	Never
● High	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.lambert@contoso.example	11 Oct 2026	8 Nov 2026
● Medium	holiday.jpg	OneDrive of annabel.fraser@contoso.example	Anyone with the link	Anyone link	View	Yes	annabel.fraser@contoso.example	20 Aug 2026	1 Jan 2099
	Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	4 Oct 2026	Never
	Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	4 Oct 2026	Never

Access by person 7 1 to review

Everyone with item-level access, outside people first. Someone who's left or a guest whose work is done shouldn't still be here.

Item-level access by type of person

Member		4
Guest or outside address		3

Flag	Person or group	Type	Files and folders	Can edit	Where
● Low	accounts@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
● Low	j.hartley@hartleyandco.example	Guest or outside address	1	0	Clients / Documents
● Medium	partner@mason-legal.example	Guest or outside address	1	1	Clients / Documents
	carol.bennett@contoso.example	Member	1	1	Clients / Documents
	dan.redford@contoso.example	Member	1	0	Operations / Documents
	erin.gallagher@contoso.example	Member	1	1	Clients / Documents
	mallory.hart@contoso.example	Member	1	0	Operations / Documents

10 files and folders with permissions of their own, from 5 files and folders read in 6 libraries and OneDrives (6 asked for changes only since the last scan, with 6 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 14 Oct 2026, 04:00 UTC.