FILE AND FOLDER PERMISSIONS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 18:57 UTC	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: 1 of 4 rows, Flag is Low. Links expiring: 3 of 3 rows, 1 column hidden. 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 1

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 with	Shared by	Shared on
Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example (outside)	bobby.marsh@contoso.example	23 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	Expires	Days left	Status
Low	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	24 Nov 2026	–	Expired
	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	11 Dec 2026	12	Expires soon
	Campaign video.mp4	Marketing / Documents	Anyone with the link	24 Dec 2026	25	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



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	12 Jul 2026	Never
Low	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	Link	View	Yes	carol.bennett@contoso.example	10 Oct 2026	11 Dec 2026
	Payroll (folder)	Clients / Documents	carol.bennett@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	2 Feb 2026	Never
	Payroll (folder)	Clients / Documents	erin.gallagher@contoso.example	Direct	Edit	No	annabel.fraser@contoso.example	2 Feb 2026	Never

Flag	File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Medium	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	bobby.marsh@contoso.example	23 Nov 2026	Never
	Budget 2027.xlsx	Finance / Documents	Everyone in the organisation	Organisation link	View	No	bobby.marsh@contoso.example	9 Nov 2026	Never
	Supplier contracts/Fabrikam MSA.pdf	Finance / Documents	legal@fabrikam-supplies.example	Link	View	Yes	carol.bennett@contoso.example	21 Aug 2026	24 Nov 2026
Medium	Brand assets (folder)	Marketing / Documents	Anyone with the link	Anyone link	View	Yes	eve.lambert@contoso.example	25 Oct 2025	Never
High	Campaign video.mp4	Marketing / Documents	Anyone with the link	Anyone link	Edit	Yes	eve.lambert@contoso.example	26 Nov 2026	24 Dec 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	19 Nov 2026	Never
	Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	19 Nov 2026	Never

Access by person 7 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



Flag	Person or group	Type	Files and folders	Of them, 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

Flag	Person or group	Type	Files and folders	Of them, can edit	Where
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 29 Nov 2026, 18:57 UTC.