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, 10:48 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: 2 of 4 rows, Flag is No flag. Who can access what: 12 of 12 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 2

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.

| File or folder | Location | Shared with | Shared by | Shared on |
|---|---|---|---|---|
| Rotas/Rota October.xlsx | Operations / Documents | mallory.hart@contoso.example, dan.redford@contoso.example | carl.ashworth@contoso.example | 19 Nov 2026 |
| Budget 2027.xlsx | Finance / Documents | Everyone in the organisation | bobby.marsh@contoso.example | 9 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 | Can | Expires | Days left | Status |
|---|---|---|---|---|---|---|---|
| Low | Supplier contracts/Fabrikam MSA.pdf | Finance / Documents | legal@fabrikam-supplies.example | View | 24 Nov 2026 | – | Expired |
| | Engagement letters/Engagement 2026.pdf | Clients / Documents | accounts@hartleyandco.example | View | 11 Dec 2026 | 12 | Expires soon |
| | Campaign video.mp4 | Marketing / Documents | Anyone with the link | Edit | 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 | Who | How | Can | Outside | Shared by | Shared on | Expires |
|---|---|---|---|---|---|---|---|---|
| Low | Client files/Hartley & Co (folder) | j.hartley@hartleyandco.example | Direct | View | Yes | annabel.fraser@contoso.example | 12 Jul 2026 | Never |
| Low | Engagement letters/Engagement 2026.pdf | accounts@hartleyandco.example | Link | View | Yes | carol.bennett@contoso.example | 10 Oct 2026 | 11 Dec 2026 |
| | Payroll (folder) | carol.bennett@contoso.example | Direct | Edit | No | annabel.fraser@contoso.example | 2 Feb 2026 | Never |
| | Payroll (folder) | erin.gallagher@contoso.example | Direct | Edit | No | annabel.fraser@contoso.example | 2 Feb 2026 | Never |
| Medium | Year end/Draft accounts FY26.xlsx | partner@mason-legal.example | Link | Edit | Yes | bobby.marsh@contoso.example | 23 Nov 2026 | Never |
| | Budget 2027.xlsx | Everyone in the organisation | Organisation link | View | No | bobby.marsh@contoso.example | 9 Nov 2026 | Never |

| Flag | File or folder | Who | How | Can | Outside | Shared by | Shared on | Expires |
|---|---|---|---|---|---|---|---|---|
| | Supplier contracts/Fabrikam MSA.pdf | legal@fabrikam-supplies.example | Link | View | Yes | carol.bennett@contoso.example | 21 Aug 2026 | 24 Nov 2026 |
| Medium | Brand assets (folder) | Anyone with the link | Anyone link | View | Yes | eve.lambert@contoso.example | 25 Oct 2025 | Never |
| High | Campaign video.mp4 | Anyone with the link | Anyone link | Edit | Yes | eve.lambert@contoso.example | 26 Nov 2026 | 24 Dec 2026 |
| Medium | holiday.jpg | Anyone with the link | Anyone link | View | Yes | annabel.fraser@contoso.example | 20 Aug 2026 | 1 Jan 2099 |
| | Rotas/Rota October.xlsx | mallory.hart@contoso.example | Link | View | No | carl.ashworth@contoso.example | 19 Nov 2026 | Never |
| | Rotas/Rota October.xlsx | 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 |
| 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 |

| Flag | Person or group | Type | Files and folders | Of them, can edit | Where |
|---|---|---|---|---|---|
| | 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, 10:48 UTC.