

# 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.** Who can access what: 2 of 12 rows, File or folder is Payroll (folder). 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 with                                               | Shared by                     | Shared on   |
|----------|-----------------------------------|------------------------|-----------------------------------------------------------|-------------------------------|-------------|
| ● Medium | Campaign video.mp4                | Marketing / Documents  | Anyone with the link                                      | eve.lambert@contoso.example   | 9 Oct 2026  |
| ● Low    | Year end/Draft accounts FY26.xlsx | Clients / Documents    | partner@mason-legal.example (outside)                     | bobby.marsh@contoso.example   | 6 Oct 2026  |
|          | Rotas/Rota October.xlsx           | Operations / Documents | mallory.hart@contoso.example, dan.redford@contoso.example | carl.ashworth@contoso.example | 2 Oct 2026  |
|          | Budget 2027.xlsx                  | Finance / Documents    | Everyone in the organisation                              | bobby.marsh@contoso.example   | 22 Sep 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 | 7 Oct 2026  | -6        | Expired      |
|       | Engagement letters/Engagement 2026.pdf | Clients / Documents   | accounts@hartleyandco.example   | View | 24 Oct 2026 | 11        | Expires soon |
|       | Campaign video.mp4                     | Marketing / Documents | Anyone with the link            | Edit | 6 Nov 2026  | 24        | Expires soon |

Who can access what 2

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

Direct  2

| File or folder   | Location            | Who                            | How    | Can  | Outside | Shared by                      | Shared on   | Expires |
|------------------|---------------------|--------------------------------|--------|------|---------|--------------------------------|-------------|---------|
| Payroll (folder) | Clients / Documents | carol.bennett@contoso.example  | Direct | Edit | No      | annabel.fraser@contoso.example | 16 Dec 2025 | Never   |
| Payroll (folder) | Clients / Documents | erin.gallagher@contoso.example | Direct | Edit | No      | annabel.fraser@contoso.example | 16 Dec 2025 | 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 12 Oct 2026, 06:36 UTC.