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, 04:00 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: 4 of 4 rows, 1 column hidden. Who can access what: 5 of 12 rows, Location is Clients / Documents. 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	26 Nov 2026
Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	bobby.marsh@contoso.example	23 Nov 2026
	Rotas/Rota October.xlsx	Operations / Documents	carl.ashworth@contoso.example	19 Nov 2026
	Budget 2027.xlsx	Finance / Documents	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 5 1 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
Medium	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Link	Edit	Yes	bobby.marsh@contoso.example	23 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
	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, 04:00 UTC.