

Contoso Legal LLP



PREPARED BY
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DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36 UTC

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. Who can access what: 2 of 12 rows, Shared by is carl.ashworth@contoso.example. 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	Shared with	Shared by	Shared on
● Medium	Campaign video.mp4	Anyone with the link	eve.lambert@contoso.example	9 Oct 2026
● Low	Year end/Draft accounts FY26.xlsx	partner@mason-legal.example (outside)	bobby.marsh@contoso.example	6 Oct 2026
	Rotas/Rota October.xlsx	mallory.hart@contoso.example, dan.redford@contoso.example	carl.ashworth@contoso.example	2 Oct 2026
	Budget 2027.xlsx	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

Link 2

File or folder	Location	Who	How	Can	Outside	Shared by	Shared on	Expires
Rotas/Rota October.xlsx	Operations / Documents	mallory.hart@contoso.example	Link	View	No	carl.ashworth@contoso.example	2 Oct 2026	Never
Rotas/Rota October.xlsx	Operations / Documents	dan.redford@contoso.example	Link	View	No	carl.ashworth@contoso.example	2 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 12 Oct 2026, 06:36 UTC.