

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
17 Oct 2026

DATA COLLECTED
17 Oct 2026, 10:53 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Who deleted, downloaded and shared files, who opened someone else's mailbox, and inbox rules, forwarding and mailbox permissions set up, from the client's Microsoft 365 audit log.

Files deleted
135
Last 30 days

Files downloaded
18
Last 30 days

Anyone links created
1
Last 30 days

Mailboxes opened by others
1
Last 30 days

Inbox rules created or changed
1
Last 30 days

Forwarding set
0
Last 30 days

Needs attention 4 4 to review

What in the time since 10 Oct 2026, when Office Sentry started reading the audit log is worth confirming with the client: mailboxes opened by an admin, forwarding, rules that forward or delete mail, anyone links, auditing turned off, mailbox exports, malware and mass deletes.

Flag	When (UTC)	What	Who	Mailbox or person	Item	Why it matters
● High	14 Oct 2026, 10:00	Mass delete	joseph.morris@contoso.example	-	130 files in an hour	130 files deleted within an hour.
● High	16 Oct 2026, 20:03	Mail read by someone else	annabel.fraser@contoso.example	dan.redford@contoso.example	\Inbox	An admin opened someone else's mailbox.

Flag	When (UTC)	What	Who	Mailbox or person	Item	Why it matters
● High	13 Oct 2026, 08:53	Inbox rule created	oliver.hill@contoso.example	oliver.hill@contoso.example	Invoices	A rule forwards mail.
● Medium	15 Oct 2026, 11:44	Anyone link created	olivia.ward@contoso.example	–	/sites/marketing/Shared Documents/Price list 2027.xlsx	Anyone with the link can open it, without signing in.

Files 169

Files and folders deleted, restored, downloaded, moved and copied in SharePoint and OneDrive, newest first. Opening and editing files isn't listed. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

When (UTC)	What	Who	File	Detail	IP address
16 Oct 2026, 12:39	File downloaded	oliver.hill@contoso.example	/sites/operations/Shared Documents/Budget 2027.xlsx	–	203.0.113.20
16 Oct 2026, 12:14	File downloaded	evie.davis@contoso.example	/sites/intranet/Shared Documents/Onboarding checklist.docx	–	203.0.113.20
16 Oct 2026, 11:21	File moved	breakglass@contoso.example	/sites/marketing/Shared Documents/Staff rota.xlsx	To Shared Documents/Archive/Staff rota.xlsx	198.51.100.4
16 Oct 2026, 09:02	File restored	breakglass@contoso.example	/sites/marketing/Shared Documents/Staff rota.xlsx	–	203.0.113.20
16 Oct 2026, 08:33	File downloaded	jack.white@contoso.example	/sites/clients/Shared Documents/Board minutes.docx	–	203.0.113.7
15 Oct 2026, 17:12	File moved	breakglass@contoso.example	/sites/intranet/Shared Documents/Supplier contracts.pdf	To Shared Documents/Archive/Supplier contracts.pdf	203.0.113.20
15 Oct 2026, 13:01	File downloaded	joseph.morris@contoso.example	/sites/clients/Shared Documents/Holiday planner.xlsx	–	203.0.113.7
15 Oct 2026, 09:41	File deleted	owen.taylor@contoso.example	/sites/clients/Shared Documents/Q3 invoices.pdf	–	198.51.100.4
15 Oct 2026, 09:08	File restored	rhys.evans@contoso.example	/sites/operations/Shared Documents/Welcome pack.pptx	–	198.51.100.4
15 Oct 2026, 08:36	File restored	noah.clark@contoso.example	/sites/finance/Shared Documents/Holiday planner.xlsx	–	203.0.113.7
14 Oct 2026, 17:19	File restored	sophie.taylor@contoso.example	/sites/intranet/Shared Documents/Welcome pack.pptx	–	203.0.113.7
14 Oct 2026, 16:07	File downloaded	noah.clark@contoso.example	/sites/finance/Shared Documents/Staff rota.xlsx	–	203.0.113.20
14 Oct 2026, 11:48	File restored	reception@contoso.example	/sites/marketing/Shared Documents/Supplier contracts.pdf	–	203.0.113.7
14 Oct 2026, 10:50	File downloaded	evie.davis@contoso.example	/sites/finance/Shared Documents/Budget 2027.xlsx	–	203.0.113.20
14 Oct 2026, 10:43	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 129.pdf	–	198.51.100.4

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:42	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 126.pdf	–	203.0.113.20
14 Oct 2026, 10:42	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 127.pdf	–	203.0.113.7
14 Oct 2026, 10:42	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 128.pdf	–	198.51.100.4
14 Oct 2026, 10:41	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 123.pdf	–	203.0.113.7
14 Oct 2026, 10:41	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 124.pdf	–	198.51.100.4
14 Oct 2026, 10:41	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 125.pdf	–	203.0.113.20
14 Oct 2026, 10:40	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 120.pdf	–	203.0.113.20
14 Oct 2026, 10:40	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 121.pdf	–	203.0.113.20
14 Oct 2026, 10:40	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 122.pdf	–	198.51.100.4
14 Oct 2026, 10:39	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 117.pdf	–	203.0.113.7
14 Oct 2026, 10:39	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 118.pdf	–	203.0.113.7
14 Oct 2026, 10:39	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 119.pdf	–	203.0.113.20
14 Oct 2026, 10:38	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 114.pdf	–	203.0.113.7
14 Oct 2026, 10:38	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 115.pdf	–	198.51.100.4
14 Oct 2026, 10:38	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 116.pdf	–	198.51.100.4
14 Oct 2026, 10:37	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 111.pdf	–	198.51.100.4
14 Oct 2026, 10:37	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 112.pdf	–	203.0.113.7
14 Oct 2026, 10:37	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 113.pdf	–	203.0.113.7
14 Oct 2026, 10:36	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 108.pdf	–	203.0.113.7
14 Oct 2026, 10:36	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 109.pdf	–	203.0.113.7
14 Oct 2026, 10:36	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 110.pdf	–	198.51.100.4
14 Oct 2026, 10:35	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 105.pdf	–	203.0.113.7
14 Oct 2026, 10:35	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 106.pdf	–	203.0.113.7

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:35	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 107.pdf	–	203.0.113.20
14 Oct 2026, 10:34	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 102.pdf	–	203.0.113.7
14 Oct 2026, 10:34	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 103.pdf	–	203.0.113.7
14 Oct 2026, 10:34	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 104.pdf	–	198.51.100.4
14 Oct 2026, 10:33	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 099.pdf	–	203.0.113.20
14 Oct 2026, 10:33	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 100.pdf	–	203.0.113.7
14 Oct 2026, 10:33	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 101.pdf	–	203.0.113.20
14 Oct 2026, 10:32	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 096.pdf	–	203.0.113.7
14 Oct 2026, 10:32	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 097.pdf	–	198.51.100.4
14 Oct 2026, 10:32	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 098.pdf	–	203.0.113.20
14 Oct 2026, 10:31	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 093.pdf	–	203.0.113.20
14 Oct 2026, 10:31	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 094.pdf	–	198.51.100.4
14 Oct 2026, 10:31	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 095.pdf	–	198.51.100.4
14 Oct 2026, 10:30	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 090.pdf	–	203.0.113.20
14 Oct 2026, 10:30	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 091.pdf	–	203.0.113.7
14 Oct 2026, 10:30	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 092.pdf	–	203.0.113.20
14 Oct 2026, 10:29	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 087.pdf	–	203.0.113.7
14 Oct 2026, 10:29	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 088.pdf	–	198.51.100.4
14 Oct 2026, 10:29	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 089.pdf	–	203.0.113.20
14 Oct 2026, 10:28	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 084.pdf	–	198.51.100.4
14 Oct 2026, 10:28	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 085.pdf	–	203.0.113.20
14 Oct 2026, 10:28	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 086.pdf	–	203.0.113.7
14 Oct 2026, 10:27	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 081.pdf	–	198.51.100.4

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:27	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 082.pdf	–	203.0.113.20
14 Oct 2026, 10:27	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 083.pdf	–	203.0.113.20
14 Oct 2026, 10:26	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 078.pdf	–	203.0.113.7
14 Oct 2026, 10:26	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 079.pdf	–	203.0.113.7
14 Oct 2026, 10:26	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 080.pdf	–	203.0.113.20
14 Oct 2026, 10:25	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 075.pdf	–	203.0.113.20
14 Oct 2026, 10:25	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 076.pdf	–	203.0.113.7
14 Oct 2026, 10:25	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 077.pdf	–	203.0.113.7
14 Oct 2026, 10:24	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 072.pdf	–	198.51.100.4
14 Oct 2026, 10:24	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 073.pdf	–	203.0.113.20
14 Oct 2026, 10:24	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 074.pdf	–	198.51.100.4
14 Oct 2026, 10:23	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 069.pdf	–	203.0.113.20
14 Oct 2026, 10:23	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 070.pdf	–	198.51.100.4
14 Oct 2026, 10:23	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 071.pdf	–	203.0.113.20
14 Oct 2026, 10:22	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 066.pdf	–	198.51.100.4
14 Oct 2026, 10:22	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 067.pdf	–	203.0.113.20
14 Oct 2026, 10:22	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 068.pdf	–	203.0.113.20
14 Oct 2026, 10:21	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 063.pdf	–	203.0.113.20
14 Oct 2026, 10:21	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 064.pdf	–	203.0.113.7
14 Oct 2026, 10:21	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 065.pdf	–	203.0.113.20
14 Oct 2026, 10:20	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 060.pdf	–	203.0.113.7
14 Oct 2026, 10:20	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 061.pdf	–	198.51.100.4
14 Oct 2026, 10:20	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 062.pdf	–	198.51.100.4

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:19	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 057.pdf	–	198.51.100.4
14 Oct 2026, 10:19	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 058.pdf	–	198.51.100.4
14 Oct 2026, 10:19	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 059.pdf	–	203.0.113.20
14 Oct 2026, 10:18	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 054.pdf	–	203.0.113.7
14 Oct 2026, 10:18	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 055.pdf	–	203.0.113.7
14 Oct 2026, 10:18	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 056.pdf	–	203.0.113.20
14 Oct 2026, 10:17	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 051.pdf	–	203.0.113.20
14 Oct 2026, 10:17	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 052.pdf	–	203.0.113.7
14 Oct 2026, 10:17	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 053.pdf	–	203.0.113.20
14 Oct 2026, 10:16	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 048.pdf	–	203.0.113.20
14 Oct 2026, 10:16	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 049.pdf	–	198.51.100.4
14 Oct 2026, 10:16	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 050.pdf	–	203.0.113.7
14 Oct 2026, 10:15	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 045.pdf	–	203.0.113.7
14 Oct 2026, 10:15	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 046.pdf	–	203.0.113.20
14 Oct 2026, 10:15	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 047.pdf	–	203.0.113.7
14 Oct 2026, 10:14	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 042.pdf	–	198.51.100.4
14 Oct 2026, 10:14	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 043.pdf	–	198.51.100.4
14 Oct 2026, 10:14	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 044.pdf	–	203.0.113.7
14 Oct 2026, 10:13	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 039.pdf	–	203.0.113.20
14 Oct 2026, 10:13	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 040.pdf	–	198.51.100.4
14 Oct 2026, 10:13	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 041.pdf	–	203.0.113.7
14 Oct 2026, 10:12	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 036.pdf	–	203.0.113.7
14 Oct 2026, 10:12	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 037.pdf	–	198.51.100.4

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:12	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 038.pdf	–	203.0.113.20
14 Oct 2026, 10:11	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 033.pdf	–	203.0.113.7
14 Oct 2026, 10:11	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 034.pdf	–	203.0.113.20
14 Oct 2026, 10:11	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 035.pdf	–	203.0.113.20
14 Oct 2026, 10:10	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 030.pdf	–	203.0.113.7
14 Oct 2026, 10:10	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 031.pdf	–	203.0.113.7
14 Oct 2026, 10:10	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 032.pdf	–	203.0.113.20
14 Oct 2026, 10:09	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 027.pdf	–	198.51.100.4
14 Oct 2026, 10:09	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 028.pdf	–	203.0.113.7
14 Oct 2026, 10:09	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 029.pdf	–	203.0.113.7
14 Oct 2026, 10:08	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 024.pdf	–	203.0.113.7
14 Oct 2026, 10:08	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 025.pdf	–	203.0.113.20
14 Oct 2026, 10:08	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 026.pdf	–	203.0.113.7
14 Oct 2026, 10:07	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 021.pdf	–	198.51.100.4
14 Oct 2026, 10:07	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 022.pdf	–	203.0.113.20
14 Oct 2026, 10:07	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 023.pdf	–	203.0.113.20
14 Oct 2026, 10:06	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 018.pdf	–	203.0.113.7
14 Oct 2026, 10:06	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 019.pdf	–	203.0.113.7
14 Oct 2026, 10:06	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 020.pdf	–	203.0.113.20
14 Oct 2026, 10:05	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 015.pdf	–	203.0.113.7
14 Oct 2026, 10:05	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 016.pdf	–	198.51.100.4
14 Oct 2026, 10:05	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 017.pdf	–	203.0.113.7
14 Oct 2026, 10:04	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 012.pdf	–	203.0.113.20

When (UTC)	What	Who	File	Detail	IP address
14 Oct 2026, 10:04	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 013.pdf	–	203.0.113.20
14 Oct 2026, 10:04	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 014.pdf	–	198.51.100.4
14 Oct 2026, 10:03	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 009.pdf	–	203.0.113.7
14 Oct 2026, 10:03	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 010.pdf	–	203.0.113.20
14 Oct 2026, 10:03	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 011.pdf	–	203.0.113.7
14 Oct 2026, 10:02	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 006.pdf	–	203.0.113.7
14 Oct 2026, 10:02	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 007.pdf	–	203.0.113.7
14 Oct 2026, 10:02	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 008.pdf	–	203.0.113.7
14 Oct 2026, 10:01	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 003.pdf	–	203.0.113.20
14 Oct 2026, 10:01	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 004.pdf	–	203.0.113.7
14 Oct 2026, 10:01	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 005.pdf	–	203.0.113.7
14 Oct 2026, 10:00	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 000.pdf	–	203.0.113.7
14 Oct 2026, 10:00	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 001.pdf	–	203.0.113.7
14 Oct 2026, 10:00	File deleted	joseph.morris@contoso.example	/sites/intranet/Shared Documents/Archive 002.pdf	–	203.0.113.7
14 Oct 2026, 08:10	File downloaded	oliver.hill@contoso.example	/sites/finance/Shared Documents/Board minutes.docx	–	203.0.113.20
14 Oct 2026, 08:02	File moved	olivia.wilson@contoso.example	/sites/operations/Shared Documents/Q3 invoices.pdf	To Shared Documents/Archive/Q3 invoices.pdf	198.51.100.4
13 Oct 2026, 16:10	File deleted	olivia.wilson@contoso.example	/sites/finance/Shared Documents/Supplier contracts.pdf	–	203.0.113.20
13 Oct 2026, 14:44	File deleted	megan.smith@contoso.example	/sites/clients/Shared Documents/Onboarding checklist.docx	–	203.0.113.7
13 Oct 2026, 14:24	File restored	priya.hughes@contoso.example	/sites/intranet/Shared Documents/Price list 2027.xlsx	–	203.0.113.20
13 Oct 2026, 13:34	File restored	reception@contoso.example	/sites/operations/Shared Documents/Board minutes.docx	–	203.0.113.7
13 Oct 2026, 11:28	File downloaded	breakglass@contoso.example	/sites/clients/Shared Documents/Welcome pack.pptx	–	198.51.100.4
13 Oct 2026, 10:01	File restored	olivia.wilson@contoso.example	/sites/clients/Shared Documents/Board minutes.docx	–	203.0.113.7
12 Oct 2026, 17:31	File downloaded	william.clark@contoso.example	/sites/marketing/Shared Documents/Welcome pack.pptx	–	198.51.100.4

When (UTC)	What	Who	File	Detail	IP address
12 Oct 2026, 15:33	File downloaded	olivia.ward@contoso.example	/sites/clients/Shared Documents/Holiday planner.xlsx	–	203.0.113.7
12 Oct 2026, 14:29	File downloaded	olivia.wilson@contoso.example	/sites/clients/Shared Documents/Welcome pack.pptx	–	203.0.113.20
12 Oct 2026, 11:50	File moved	joseph.morris@contoso.example	/sites/operations/Shared Documents/Insurance renewal.pdf	To Shared Documents/Archive/Insurance renewal.pdf	198.51.100.4
12 Oct 2026, 11:17	File moved	priya.hughes@contoso.example	/sites/marketing/Shared Documents/Onboarding checklist.docx	To Shared Documents/Archive/Onboarding checklist.docx	198.51.100.4
12 Oct 2026, 10:03	File moved	rhys.evans@contoso.example	/sites/finance/Shared Documents/Budget 2027.xlsx	To Shared Documents/Archive/Budget 2027.xlsx	203.0.113.20
12 Oct 2026, 09:31	File deleted	lily.harrison@contoso.example	/sites/marketing/Shared Documents/Holiday planner.xlsx	–	198.51.100.4
12 Oct 2026, 09:01	File downloaded	ella.thomas@contoso.example	/sites/operations/Shared Documents/Onboarding checklist.docx	–	203.0.113.7
12 Oct 2026, 08:06	File downloaded	olivia.wilson@contoso.example	/sites/marketing/Shared Documents/Staff rota.xlsx	–	203.0.113.20
11 Oct 2026, 17:17	File restored	oliver.hill@contoso.example	/sites/marketing/Shared Documents/Budget 2027.xlsx	–	198.51.100.4
11 Oct 2026, 11:02	File downloaded	megan.smith@contoso.example	/sites/finance/Shared Documents/Insurance renewal.pdf	–	203.0.113.7
11 Oct 2026, 10:38	File moved	ella.thomas@contoso.example	/sites/finance/Shared Documents/Welcome pack.pptx	To Shared Documents/Archive/Welcome pack.pptx	203.0.113.20
11 Oct 2026, 10:12	File downloaded	olivia.wilson@contoso.example	/sites/clients/Shared Documents/Supplier contracts.pdf	–	198.51.100.4
11 Oct 2026, 09:51	File deleted	jacob.johnson@contoso.example	/sites/clients/Shared Documents/Price list 2027.xlsx	–	198.51.100.4
11 Oct 2026, 09:10	File downloaded	megan.smith@contoso.example	/sites/intranet/Shared Documents/Price list 2027.xlsx	–	203.0.113.20
11 Oct 2026, 08:16	File downloaded	oliver.hill@contoso.example	/sites/finance/Shared Documents/Budget 2027.xlsx	–	198.51.100.4
11 Oct 2026, 08:07	File downloaded	ella.thomas@contoso.example	/sites/clients/Shared Documents/Onboarding checklist.docx	–	198.51.100.4

Sharing 7 1 to review

Links created, used and removed, and people given or refused access to files and sites. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

Flag	When (UTC)	What	Who	With	Item	Detail
	16 Oct 2026, 10:44	Shared with someone	william.allen@contoso.example	accounts@partner.example	/sites/finance/Shared Documents/Staff rota.xlsx	Guest

Flag	When (UTC)	What	Who	With	Item	Detail
● Medium	15 Oct 2026, 11:44	Anyone link created	olivia.ward@contoso.example	–	/sites/marketing/Shared Documents/Price list 2027.xlsx	–
	15 Oct 2026, 11:36	Shared with someone	owen.taylor@contoso.example	accounts@partner.example	/sites/marketing/Shared Documents/Board minutes.docx	Guest
	14 Oct 2026, 13:20	Shared with someone	priya.hughes@contoso.example	j.reid@advisers.example	/sites/finance/Shared Documents/Q3 invoices.pdf	Guest
	13 Oct 2026, 11:48	Shared with someone	jacob.johnson@contoso.example	accounts@partner.example	/sites/finance/Shared Documents/Onboarding checklist.docx	Guest
	12 Oct 2026, 13:05	Shared with someone	owen.taylor@contoso.example	accounts@partner.example	/sites/clients/Shared Documents/Q3 invoices.pdf	Guest
	11 Oct 2026, 16:10	Shared with someone	jacob.johnson@contoso.example	accounts@partner.example	/sites/finance/Shared Documents/Supplier contracts.pdf	Guest

Mailboxes opened by someone else 25 1 to review

Mail read, changed or deleted by someone other than the mailbox's owner (an admin or a delegate), and mail sent as or on behalf of someone else. Owners reading their own mail aren't listed. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

Flag	When (UTC)	What	Who	Mailbox	Folders	How
● Medium	16 Oct 2026, 20:03	Mail read by someone else	annabel.fraser@contoso.example	dan.redford@contoso.example	\Inbox	As admin, Client=OWA
	16 Oct 2026, 15:33	Sent on behalf of someone else	carol.bennett@contoso.example	oliver.hill@contoso.example	–	As delegate
	16 Oct 2026, 15:26	Sent on behalf of someone else	carol.bennett@contoso.example	jacob.johnson@contoso.example	–	As delegate
	16 Oct 2026, 12:17	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	16 Oct 2026, 10:25	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	15 Oct 2026, 17:39	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	15 Oct 2026, 17:12	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	15 Oct 2026, 13:29	Sent on behalf of someone else	carol.bennett@contoso.example	rhys.evans@contoso.example	–	As delegate
	15 Oct 2026, 11:37	Sent on behalf of someone else	carol.bennett@contoso.example	owen.taylor@contoso.example	–	As delegate
	14 Oct 2026, 17:43	Sent on behalf of someone else	carol.bennett@contoso.example	priya.hughes@contoso.example	–	As delegate
	14 Oct 2026, 16:51	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	14 Oct 2026, 13:57	Sent on behalf of someone else	carol.bennett@contoso.example	jacob.johnson@contoso.example	–	As delegate

Flag	When (UTC)	What	Who	Mailbox	Folders	How
	14 Oct 2026, 12:45	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	13 Oct 2026, 17:54	Sent on behalf of someone else	carol.bennett@contoso.example	breakglass@contoso.example	–	As delegate
	13 Oct 2026, 11:51	Sent on behalf of someone else	carol.bennett@contoso.example	reception@contoso.example	–	As delegate
	13 Oct 2026, 11:02	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	13 Oct 2026, 10:08	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	12 Oct 2026, 14:46	Sent on behalf of someone else	carol.bennett@contoso.example	jacob.johnson@contoso.example	–	As delegate
	12 Oct 2026, 12:08	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	12 Oct 2026, 09:46	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	12 Oct 2026, 09:31	Sent on behalf of someone else	carol.bennett@contoso.example	megan.smith@contoso.example	–	As delegate
	11 Oct 2026, 15:11	Sent on behalf of someone else	carol.bennett@contoso.example	olivia.ward@contoso.example	–	As delegate
	11 Oct 2026, 14:41	Sent on behalf of someone else	carol.bennett@contoso.example	owen.taylor@contoso.example	–	As delegate
	11 Oct 2026, 14:02	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate
	11 Oct 2026, 10:15	Sent as someone else	carol.bennett@contoso.example	dan.redford@contoso.example	–	As delegate

Inbox rules and forwarding 1 1 to review

Inbox rules created, changed or removed, mail forwarding set or removed, and mail flow rules. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

Flag	When (UTC)	What	Who	Mailbox	Rule	What it does
● Medium	13 Oct 2026, 08:53	Inbox rule created	oliver.hill@contoso.example	oliver.hill@contoso.example	Invoices	ForwardTo payments@mailbox.example

Mailbox and folder permissions 2

Mailbox, Send As and folder permissions granted or removed, and mailbox exports requested. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

When (UTC)	What	Who	Mailbox	Given to	Access
15 Oct 2026, 17:50	Folder shared	dan.redford@contoso.example	dan.redford@contoso.example:\Calendar	carol.bennett@contoso.example	Editor
11 Oct 2026, 17:36	Mailbox access granted	annabel.fraser@contoso.example	dan.redford@contoso.example	carol.bennett@contoso.example	FullAccess

Audit settings 0

Changes to the audit log's own settings. In the time since 10 Oct 2026, when Office Sentry started reading the audit log.

None in the window.

Who did most 22

Everyone who appears above, most active first.

Who	Deleted	Downloaded	Synced	Shared	Mailboxes	Rules and permissions
joseph.morris@contoso.example	130	1	36	0	0	0
olivia.wilson@contoso.example	1	3	71	0	0	0
rhys.evans@contoso.example	0	0	51	0	0	0
sophie.taylor@contoso.example	0	0	47	0	0	0
priya.hughes@contoso.example	0	0	43	1	0	0
ella.thomas@contoso.example	0	2	39	0	0	0
william.allen@contoso.example	0	0	33	1	0	0
lily.harrison@contoso.example	1	0	27	0	0	0

Who	Deleted	Downloaded	Synced	Shared	Mailboxes	Rules and permissions
william.clark@contoso.example	0	1	27	0	0	0
carol.bennett@contoso.example	0	0	0	0	24	0
oliver.hill@contoso.example	0	3	15	0	0	1
reception@contoso.example	0	0	16	0	0	0
megan.smith@contoso.example	1	2	14	0	0	0
olivia.ward@contoso.example	0	1	8	1	0	0
breakglass@contoso.example	0	1	0	0	0	0
jacob.johnson@contoso.example	1	0	0	2	0	0
owen.taylor@contoso.example	1	0	0	2	0	0
annabel.fraser@contoso.example	0	0	0	0	1	1
evie.davis@contoso.example	0	2	0	0	0	0
noah.clark@contoso.example	0	1	0	0	0	0
dan.redford@contoso.example	0	0	0	0	0	1
jack.white@contoso.example	0	1	0	0	0	0

OneDrive sync 24

Files OneDrive's sync app downloaded or uploaded whole, counted per person and day. A sudden large download can mean someone took a copy of a library.

Day	Who	What	Files
16 Oct 2026	lily.harrison@contoso.example	Files downloaded by OneDrive sync	27
16 Oct 2026	olivia.wilson@contoso.example	Files downloaded by OneDrive sync	25
16 Oct 2026	olivia.ward@contoso.example	Files downloaded by OneDrive sync	8
16 Oct 2026	william.allen@contoso.example	Files downloaded by OneDrive sync	29
15 Oct 2026	ella.thomas@contoso.example	Files downloaded by OneDrive sync	19

Day	Who	What	Files
15 Oct 2026	joseph.morris@contoso.example	Files downloaded by OneDrive sync	26
15 Oct 2026	william.allen@contoso.example	Files downloaded by OneDrive sync	4
15 Oct 2026	oliver.hill@contoso.example	Files downloaded by OneDrive sync	3
14 Oct 2026	ella.thomas@contoso.example	Files downloaded by OneDrive sync	20
14 Oct 2026	rhys.evans@contoso.example	Files downloaded by OneDrive sync	30
14 Oct 2026	olivia.wilson@contoso.example	Files downloaded by OneDrive sync	10
14 Oct 2026	oliver.hill@contoso.example	Files downloaded by OneDrive sync	4
13 Oct 2026	megan.smith@contoso.example	Files downloaded by OneDrive sync	14
13 Oct 2026	priya.hughes@contoso.example	Files downloaded by OneDrive sync	15
13 Oct 2026	rhys.evans@contoso.example	Files downloaded by OneDrive sync	21
13 Oct 2026	olivia.wilson@contoso.example	Files downloaded by OneDrive sync	25
12 Oct 2026	william.clark@contoso.example	Files downloaded by OneDrive sync	27
12 Oct 2026	reception@contoso.example	Files downloaded by OneDrive sync	16
12 Oct 2026	sophie.taylor@contoso.example	Files downloaded by OneDrive sync	22
12 Oct 2026	olivia.wilson@contoso.example	Files downloaded by OneDrive sync	11
11 Oct 2026	priya.hughes@contoso.example	Files downloaded by OneDrive sync	28
11 Oct 2026	sophie.taylor@contoso.example	Files downloaded by OneDrive sync	25
11 Oct 2026	joseph.morris@contoso.example	Files downloaded by OneDrive sync	10
11 Oct 2026	oliver.hill@contoso.example	Files downloaded by OneDrive sync	8

From the client's Microsoft 365 audit log, read every night through the audit log add-on. Email subjects are never stored.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 17 Oct 2026, 10:53 UTC.