GUESTS AND SHARING

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

Who can invite and share externally, and every guest account.

Filtered view. External access settings: 1 of 5 rows, Setting is Who can invite guests. The headline figures cover every row.

Guests
4

Guests to review
3
No sign-in for 90 days, or invitation not accepted

Who can invite guests
Everyone
Everyone, including guests

File sharing
Anyone
Most open for any site: anyone, including anonymous links

External access settings 1

Flag	Setting	Value
Low	Who can invite guests	Everyone, including guests

Guest accounts 4

Every external account, oldest activity first.

Flag	Guest	Name	Invited	Invitation	Last sign-in	Sign-in allowed
Low	sam.carter@consultants.example	Sam Carter (guest)	14 Oct 2025	Accepted	Never	Yes

Flag	Guest	Name	Invited	Invitation	Last sign-in	Sign-in allowed
Low	d.mason@mason-legal.example	Dana Mason	21 Oct 2026	Not accepted	Never	Yes
Low	j.okafor@brightpath-consulting.example	Jide Okafor	21 Jun 2026	Accepted	31 Jul 2026	Yes
	accounts@hollis-partners.example	Hollis & Partners (accounts)	1 Feb 2026	Accepted	24 Nov 2026	Yes

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.