GUESTS AND SHARING

Contoso Legal LLP

Harbour IT

PREPARED BY
Harbour IT

DATE
28 Nov 2026

DATA COLLECTED
28 Nov 2026, 04:00 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Filtered view. Guest accounts: 3 of 4 rows, Flag is Low. 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 5 2 to review

Flag	Setting	Value
Low	Who can invite guests	Everyone, including guests
Medium	User consent to apps	Any app
	Users can register apps	Yes
Medium	SharePoint and OneDrive sharing	Anyone, including anonymous links
	Guests can reshare	Not reported

Guest accounts 3

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
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

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.