SHARED FILES

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

Every file and folder shared with anyone, people outside, or the whole organisation.

Filtered view. Shared with anyone: 1 of 3 rows, Location is Marketing / Documents, Expires: after today. The headline figures cover every row.

Shared with anyone	Shared with people outside	Shared organisation-wide	Anyone links with no expiry
3	3	1	1
Open without signing in	3 outside addresses	Anyone in the organisation, and Copilot	These should expire

Shared with anyone 1 1 to review

Anyone who gets the link can open these without signing in, and links get forwarded. Remove the link, or set an expiry date and view-only.

Flag	File or folder	Location	Access	Expires	Password	Last modified
High	Campaign video.mp4	Marketing / Documents	Edit	24 Dec 2026	No	28 Nov 2026

Shared with people outside the organisation 3 1 to review

Named people outside the organisation. Check each one still needs access.

Flag	File or folder	Location	Shared with	Can edit	Last modified
Low	Client files/Hartley & Co (folder)	Clients / Documents	j.hartley@hartleyandco.example	No	14 Jul 2026
Low	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	12 Oct 2026
Medium	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	Yes	25 Nov 2026

Shared with the whole organisation 1

Everyone in the organisation can open these with the link, and Copilot can surface them to anyone who searches.

File or folder	Location	Access	Last modified
Budget 2027.xlsx	Finance / Documents	View	11 Nov 2026

Scanned 5 files and folders in 6 libraries and OneDrives. A shared folder is listed once; the files inside it are shared the same way.

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.