

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	contoso.onmicrosoft.com

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

Filtered view. Shared with anyone: 2 of 3 rows, Last modified: older than 30 days, 1 column hidden. The headline figures cover every row.

Shared with anyone 3 Open without signing in	Shared with people outside 3 3 outside address(es)	Shared organisation-wide 1 Anyone in the organisation, and Copilot	Anyone links with no expiry 1 These should expire
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Shared with anyone 2 2 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	Last modified
Medium	Brand assets (folder)	Marketing / Documents	View	Never	9 Sep 2025
Medium	holiday.jpg	OneDrive of annabel.fraser@contoso.example	View	1 Jan 2099	1 Sep 2026

Shared with people outside the organisation 3

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	27 May 2026
Low	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	25 Aug 2026
Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	No	8 Oct 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	24 Sep 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 12 Oct 2026, 06:36 UTC.