

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:32 UTC

MICROSOFT 365 TENANT
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, Access is View. 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

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	Password	Last modified
● Medium	Brand assets (folder)	Marketing / Documents	View	Never	No	8 Sep 2025
● Medium	holiday.jpg	OneDrive of annabel.fraser@contoso.example	View	1 Jan 2099	No	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	26 May 2026
● Low	Engagement letters/Engagement 2026.pdf	Clients / Documents	accounts@hartleyandco.example	No	24 Aug 2026
● Low	Year end/Draft accounts FY26.xlsx	Clients / Documents	partner@mason-legal.example	No	7 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	23 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 11 Oct 2026, 20:32 UTC.