

# 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: 1 of 3 rows, Expires is Never. 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 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 |
|----------|-----------------------|-----------------------|--------|---------|----------|---------------|
| ● Medium | Brand assets (folder) | Marketing / Documents | View   | Never   | No       | 8 Sep 2025    |

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.