

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| 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, Flag is Medium, 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

## 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     | Location                                   | Access | Expires    | Password | Last modified |
|----------|--------------------------------------------|--------|------------|----------|---------------|
| ● Medium | Marketing / Documents                      | View   | Never      | No       | 9 Sep 2025    |
| ● Medium | 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       | 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 |
|----------------------------------|---------------------|--------|---------------|
| <a href="#">Budget 2027.xlsx</a> | 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.