SHARED FILES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.onmicrosoft.com

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

Filtered view. Shared with people outside the organisation: 2 of 3 rows, Flag is Low. The headline figures cover every row.

Shared with anyone
3
Open without signing in



Shared with people outside
3
3 outside addresses



Shared organisation-wide
1
Anyone in the organisation, and Copilot



Anyone links with no expiry
1
These should expire

Shared with anyone 3 3 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
Medium	Brand assets (folder)	Marketing / Documents	View	Never	No	27 Oct 2025
Medium	holiday.jpg	OneDrive of annabel.fraser@contoso.example	View	1 Jan 2099	No	1 Sep 2026

Shared with people outside the organisation 2

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

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, 10:48 UTC.