SITE ACCESS

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

Who owns, administers and can reach each SharePoint site: ownerless sites, guests, and sites open to everyone in the organisation.

Filtered view. Sites needing an owner: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Sites with no owner	One owner only	Guests with access	Open to everyone in the organisation	Sites
1	2	3	1	5
Nobody enabled owns them	A leaver would leave them orphaned	On 2 sites	Everyone or Everyone except external users	Not counting OneDrives

Sites needing an owner 3 1 to review

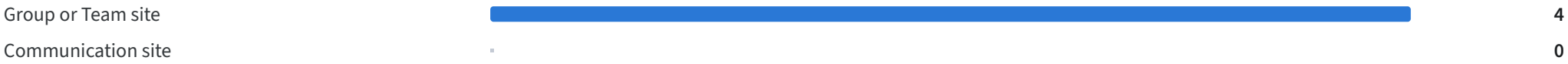
A site with no enabled owner has nobody to approve access or answer for its content; one owner is one leaver away from that. Owners are the Microsoft 365 group's owners, or for a site with no group its site administrators and the people in its owners group.

Flag	Site	Type	Problem	Admins	Last activity
High	Marketing	Group or Team site	No owner	Bobby Marsh	29 Nov 2026
Low	Operations	Group or Team site	One owner	Evie Davis	29 Nov 2026
Low	Staff Intranet	Communication site	One owner	Annabel Fraser	28 Nov 2026

Who can access each site 5

Each site's owners, site administrators, how many people are in its group, which guests have access and whether everyone in the organisation can open it.

Guests by site type



Flag	Site	Type	Owners	Admins	Members	Guests	Everyone in the organisation	External sharing on	Last activity
Low	Clients	Group or Team site	Annabel Fraser, Jacob Johnson	Annabel Fraser, Jacob Johnson	14	3	No	Yes	28 Nov 2026
Low	Finance	Group or Team site	Annabel Fraser, Joseph Morris	Annabel Fraser, Joseph Morris	10	1	No	Yes	29 Nov 2026
	Marketing	Group or Team site	Bobby Marsh (disabled)	Bobby Marsh	8	0	No	Yes	29 Nov 2026
	Operations	Group or Team site	Evie Davis	Evie Davis	14	0	No	No	29 Nov 2026
	Staff Intranet	Communication site	Annabel Fraser	Annabel Fraser	5 people recorded	0	Yes	No	28 Nov 2026

Access by site 25

What each site grants and to whom: the Microsoft 365 group's owners and members, what the default document library gives to site groups, groups and people, and guests given access on the site. Full control, Edit and View are the owner, member and visitor access Microsoft reports; the Site permissions report shows SharePoint's own permission levels (Full Control, Edit, Read).

Flag	Site	Who	How	Can	Outside the organisation
	Clients	Owners of Clients: Annabel Fraser, Jacob Johnson	Microsoft 365 group	Full control	No
Low	Clients	Members of Clients: 14 people, 2 of them guests	Microsoft 365 group	Edit	Yes
	Clients	Clients Owners	Site owners group	Full control	No

Flag	Site	Who	How	Can	Outside the organisation
	Clients	Clients Members	Site members group	Edit	No
	Clients	Clients Visitors	Site visitors group	View	No
Low	Clients	d.mason@mason-legal.example	Guest	View	Yes
	Finance	Owners of Finance: Annabel Fraser, Joseph Morris	Microsoft 365 group	Full control	No
Low	Finance	Members of Finance: 10 people, 1 of them a guest	Microsoft 365 group	Edit	Yes
	Finance	Finance Owners	Site owners group	Full control	No
	Finance	Finance Members	Site members group	Edit	No
	Finance	Finance Visitors	Site visitors group	View	No
	Marketing	Owners of Marketing: Bobby Marsh (disabled)	Microsoft 365 group	Full control	No
	Marketing	Members of Marketing: 8 people	Microsoft 365 group	Edit	No
	Marketing	Marketing Owners	Site owners group	Full control	No
	Marketing	Marketing Members	Site members group	Edit	No
	Marketing	Marketing Visitors	Site visitors group	View	No
	Operations	Owners of Operations: Evie Davis	Microsoft 365 group	Full control	No
	Operations	Members of Operations: 14 people	Microsoft 365 group	Edit	No
	Operations	Operations Owners	Site owners group	Full control	No
	Operations	Operations Members	Site members group	Edit	No
	Operations	Operations Visitors	Site visitors group	View	No
	Staff Intranet	Staff Intranet Owners	Site owners group	Full control	No
	Staff Intranet	Staff Intranet Members	Site members group	Edit	No
	Staff Intranet	Staff Intranet Visitors	Site visitors group	View	No
	Staff Intranet	Everyone in the organisation	Everyone	View	No

Guests and the sites they can reach 3

Every outside account with access to a site, through the site's group or by being given access to the site, a library or a folder. Check each one still needs it.

Flag	Guest	Sites	Which sites	How
Low	accounts@hollis-partners.example	2	Clients, Finance	Member of the site's group
Low	d.mason@mason-legal.example	1	Clients	Given access on the site
Low	j.okafor@brightpath-consulting.example	1	Clients	Member of the site's group

Site administrators 5

Site collection administrators have full control of everything on the site, whatever its groups say. People who administer many sites are usually IT staff; check anyone else.

Person	Sites	Which sites
annabel.fraser@contoso.example	3	Clients, Finance, Staff Intranet
bobby.marsh@contoso.example	1	Marketing
evie.davis@contoso.example	1	Operations
jacob.johnson@contoso.example	1	Clients
joseph.morris@contoso.example	1	Finance

Read 5 sites' user lists and default libraries. Sites appear here once the nightly collection has read them; OneDrives are in the OneDrive report.

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.