SITE PERMISSIONS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Who holds which permission level on each SharePoint site, through which SharePoint group, and the lists, libraries and subsites with permissions of their own.

Filtered view. Access by person: 19 of 23 rows, Flag is No flag. The headline figures cover every row.

Guests with full control
1
Can change permissions and delete anything

People given access directly
2
Not through a group, so easy to forget

Open to everyone
1
Everyone or Everyone except external users

Lists and libraries with their own permissions
2
On 2 sites

Sites
5
Not counting OneDrives

Who has access to each site 16 1 to review

Every permission level on each site, with SharePoint groups opened up into their members. Permissions on single files and folders are in File and folder permissions.

Flag	Site	Who	Type	How	Permission level	Outside the organisation
	Clients	Owners of Clients	Microsoft 365 group owners	Through Clients Owners	Full Control	No
	Clients	Members of Clients	Microsoft 365 group	Through Clients Members	Edit	No
Low	Clients	d.mason@mason-legal.example	Guest	Given directly	Read	Yes
	Finance	Owners of Finance	Microsoft 365 group owners	Through Finance Owners	Full Control	No
	Finance	Members of Finance	Microsoft 365 group	Through Finance Members	Edit	No

Flag	Site	Who	Type	How	Permission level	Outside the organisation
High	Finance	accounts@hollis-partners.example	Guest	Given directly	Full Control	Yes
	Marketing	Owners of Marketing	Microsoft 365 group owners	Through Marketing Owners	Full Control	No
	Marketing	Members of Marketing	Microsoft 365 group	Through Marketing Members	Edit	No
	Operations	Owners of Operations	Microsoft 365 group owners	Through Operations Owners	Full Control	No
	Operations	Members of Operations	Microsoft 365 group	Through Operations Members	Edit	No
	Staff Intranet	annabel.fraser@contoso.example	Person	Through Staff Intranet Owners	Full Control	No
	Staff Intranet	annabel.fraser@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	evie.davis@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	owen.taylor@contoso.example	Person	Through Staff Intranet Members	Edit	No
	Staff Intranet	william.clark@contoso.example	Person	Through Staff Intranet Members	Edit	No
Low	Staff Intranet	Everyone except external users	Everyone	Through Staff Intranet Visitors	Read	No

SharePoint groups 15

Each site's SharePoint groups: its owners, members and visitors groups and any others, what each grants on the site and who is in it. A guest in an owners group has full control of the site.

Site	Group	Role on the site	Permission level	Members	Guests	Group owner
Clients	Clients Owners	Owners	Full Control	1	None	Clients Owners
Clients	Clients Members	Members	Edit	1	None	Clients Owners
Clients	Clients Visitors	Visitors	Read	0	None	Clients Owners
Finance	Finance Owners	Owners	Full Control	1	None	Finance Owners
Finance	Finance Members	Members	Edit	1	None	Finance Owners
Finance	Finance Visitors	Visitors	Read	0	None	Finance Owners
Marketing	Marketing Owners	Owners	Full Control	1	None	Marketing Owners

Site	Group	Role on the site	Permission level	Members	Guests	Group owner
Marketing	Marketing Members	Members	Edit	1	None	Marketing Owners
Marketing	Marketing Visitors	Visitors	Read	0	None	Marketing Owners
Operations	Operations Owners	Owners	Full Control	1	None	Operations Owners
Operations	Operations Members	Members	Edit	1	None	Operations Owners
Operations	Operations Visitors	Visitors	Read	0	None	Operations Owners
Staff Intranet	Staff Intranet Owners	Owners	Full Control	1	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Members	Members	Edit	4	None	Staff Intranet Owners
Staff Intranet	Staff Intranet Visitors	Visitors	Read	1	None	Staff Intranet Owners

Lists and libraries with their own permissions 2

Lists and libraries that stopped inheriting their site's permissions, so the site's groups don't say who can open them. Each is worth a look: the reason is often a one-off that was never undone.

Flag	Site	List or library	Type	Items	Who can open it
● Low	Clients	Engagement letters	Library	38	Clients Owners (Full Control), Clients Members (Contribute), D Mason (Read)
	Finance	Payroll	Library	64	Finance Owners (Full Control), Joseph Morris (Edit)

Subsites with their own permissions 1

Subsites that don't inherit their parent site's permissions.

Site	Subsite	Who can open it
Staff Intranet	HR	Staff Intranet Owners (Full Control), Joseph Morris (Edit)

Access by person 19

Everyone who can get into at least one site, through any group or directly, with guests and outside accounts first. Microsoft 365 and security groups are opened up where the Groups collection has their members.

Person	Outside the organisation	Sites	Highest level	Which sites
annabel.fraser@contoso.example	No	5	Full Control	Clients, Finance, Marketing, Operations, Staff Intranet
jacob.johnson@contoso.example	No	4	Full Control	Clients, Finance, Marketing, Operations
owen.taylor@contoso.example	No	4	Edit	Clients, Finance, Marketing, Staff Intranet
rhys.evans@contoso.example	No	4	Edit	Clients, Finance, Marketing, Operations
evie.davis@contoso.example	No	3	Full Control	Clients, Operations, Staff Intranet
jack.white@contoso.example	No	3	Edit	Clients, Finance, Operations
lily.harrison@contoso.example	No	3	Edit	Finance, Marketing, Operations
oliver.hill@contoso.example	No	3	Edit	Clients, Marketing, Operations
sophie.taylor@contoso.example	No	3	Edit	Clients, Marketing, Operations
ella.thomas@contoso.example	No	2	Edit	Clients, Operations
joseph.morris@contoso.example	No	2	Full Control	Finance, Operations
megan.smith@contoso.example	No	2	Edit	Clients, Operations
noah.clark@contoso.example	No	2	Edit	Finance, Operations
william.clark@contoso.example	No	2	Edit	Clients, Staff Intranet
bobby.marsh@contoso.example	No	1	Full Control	Marketing
olivia.ward@contoso.example	No	1	Edit	Operations
olivia.wilson@contoso.example	No	1	Edit	Clients

Person	Outside the organisation	Sites	Highest level	Which sites
priya.hughes@contoso.example	No	1	Edit	Operations
william.allen@contoso.example	No	1	Edit	Finance

Read from SharePoint for 5 sites. Hidden levels such as Limited Access, which SharePoint adds when a single file is shared, are left out.

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, 18:57 UTC.