

COPILOT READINESS

Copilot oversharing: the 10-point SharePoint check

Copilot doesn't create new access. It makes the access people already have easy to find. These ten checks find the access nobody meant to give, before a prompt does.

The rule that matters: Microsoft 365 Copilot only returns content the signed-in user already has permission to open. So the real question isn't "is Copilot ready?" It's **"who can already open what?"**

1

☐ **"Everyone except external users" on sites and libraries**

Look for: EEEU or "Everyone" granted on sites holding HR, finance, legal or board content. **Where:** SharePoint admin centre, Data access governance reports. **Fix:** replace it with a named group that matches who actually needs access.

2

☐ **"People in your organisation" links on sensitive files**

Look for: org-wide sharing links on files that were meant for a few people. **Where:** the Sharing links report in Data access governance. **Fix:** remove the links and set the site's default link type to "Specific people".

3

☐ **"Anyone" links that are still live**

Look for: anonymous links with no expiry. **Fix:** remove them, add an expiry policy, or switch Anyone links off for sites that never need them.

4

☐ **Public teams and Microsoft 365 groups**

Look for: teams set to Public that hold sensitive work. A public team means anyone in the organisation can reach its SharePoint site. **Fix:** make it private and review membership.

5

☐ **Broken permission inheritance nobody remembers**

Look for: folders and files with unique permissions, often left over from one-off shares. **Fix:** restore inheritance wherever there's no current reason for the exception.

6

☐ Guests who never left

Look for: guest accounts that still have access to internal sites after the project ended. **Fix:** remove them, and run guest access reviews on a schedule.

7

☐ Sensitive files with no sensitivity label

Look for: HR, finance and board documents with no label. **Where:** Microsoft Purview and the sensitivity labels report in Data access governance. **Fix:** label them, so the protection travels with the file.

8

☐ Sites that should never surface in Copilot

Look for: sites whose members need the content but nobody else should stumble on it. **Fix:** Restricted Content Discovery keeps a site's content out of Copilot and organisation-wide search without changing who can open it.

9

☐ Site owners who don't know what they own

Look for: overshared sites where IT is the only one checking. **Fix:** use Site access reviews to send the review to the site owner, who actually knows who should be in.

10

☐ Treating one clean-up as the finish line

Look for: a one-off tidy-up with no follow-up. People keep sharing, so oversharing creeps back. **Fix:** re-check on a schedule and track the trend per site.

Where Microsoft's own tools fit

If your organisation has at least one Microsoft 365 Copilot licence, SharePoint admins get SharePoint Advanced Management features, including Data access governance reports, Site access reviews and Restricted Content Discovery. Microsoft's Copilot deployment blueprint for oversharing walks through the pilot, deploy and operate stages. Search "Microsoft 365 Copilot blueprint oversharing" on Microsoft Learn.

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SharePoint experts who build the products, not just the advice. We help with:

- Copilot readiness: fix permissions and tidy content before switch-on
- Governance and oversharing: audit and score access with GovernPoint
- Intranet and navigation: SharePoint UX and intranet redesign
- Migration and tidy-up into a clean SharePoint
- Custom SPFx web parts, Teams tools and automation
- Adoption and training, and Copilot grounded in your data

Seven APPS 365 apps are listed on Microsoft AppSource with free trials. Image Maps is rated 5.0 from 31 ratings and Power Popups 5.0 from 22. APPS 365 LTD, London, company no. 13955007. Related tool: GovernPoint scores SharePoint governance and Copilot readiness in your tenant (governpoint.com, 7-day free trial on Microsoft AppSource).

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