

FREE RESOURCE — MICROSOFT 365 COPILOT

Copilot Oversharing Remediation Checklist

Find and fix the years of accumulated oversharing that Copilot will otherwise surface to anyone who asks. A step-by-step process to run the tenant-wide sharing report, hunt down “Everyone except external users” access, audit anyone-links, lock down sensitive sites, and verify the fix actually worked.

6

REMEDICATION
STEPS

25+

CHECKS
TO TICK

Before

RUN BEFORE
COPILOT GO-
LIVE

Fillable

TICK & TYPE
IN ANY VIEWER

SHARING REPORT

ANYONE LINKS

HR & FINANCE

VERIFICATION

PREPARED FOR

Cloudswitched Knowledge
Library

PREPARED BY

Cloudswitched Ltd.

VERSION

2026 Edition

FORMAT

Interactive PDF

01

Find the oversharing

Copilot search surfaces anything the signed-in user can technically access — even content nobody intended them to see. The fixes are straightforward; finding every instance across years of SharePoint and OneDrive sprawl is the real work.

Run the tenant-wide sharing report

- **SharePoint Advanced Management** (or the free Data Access Governance reports) run across all sites and OneDrive accounts.
- **Site Access Review reports** exported and reviewed by site owner, not just by IT centrally.
- **Overshared sites ranked by content sensitivity**, not just by file count — a small HR site outranks a large marketing archive.

Hunt “Everyone except external users”

- **Every site and library** searched for the “Everyone except external users” (EEEU) group in its permissions.
- **Each EEEU grant reviewed** against actual business need — genuinely org-wide content (company handbook, all-staff comms) is fine; most is not.
- **EEEU replaced with named groups** scoped to the actual audience for every site that fails the review.

Audit “Anyone” links

- **Anonymous / “Anyone” sharing links** inventoried tenant-wide, with creation date and creator.
- **Expired or unused links** revoked; links older than 90 days without recent access reviewed individually.
- **Anyone-link creation disabled by default** at the tenant level, with exceptions granted per site by request only.

02

Lock it down & verify

Sensitive site lockdown

- **Sensitivity labels applied** to sites and libraries containing personal data, financial data or board-level material.
- **Restricted Content Discovery / Restricted SharePoint Search** applied to sites that must never be Copilot-searchable, regardless of user permission.
- **Conditional Access / sensitivity label encryption** confirmed to travel with content when it is moved or copied.

HR & Finance site review

- **HR site permissions** reviewed line-by-line — payroll, disciplinary and personal files restricted to HR team membership only.
- **Finance site permissions** reviewed — bank details, payroll runs and board financial packs restricted to named finance staff.
- **Executive / board site** restricted and Restricted Content Discovery applied as standard, not case-by-case.

Verification

- **Test prompts run** as a standard (non-privileged) user — e.g. “summarise our salary bands” — to confirm Copilot cannot surface restricted content.
- **Sharing report re-run** after remediation to confirm the EEEU and anyone-link counts have genuinely dropped.
- **Site owners briefed** on the new sharing defaults so the fix does not silently revert within a month.

TEST WITH A REAL PROMPT, NOT A POLICY REVIEW

The only reliable proof that oversharing is fixed is a real Copilot prompt from a standard user account trying to surface restricted content, and getting nothing back. A clean permissions report on paper does not guarantee the same result in practice.



Remediation sign-off

Record what was found, what was fixed, and who verified it — this becomes your evidence trail if a governance question comes up later.

Summary of findings & fixes

Sign-off

REMEDIATION COMPLETED BY

ROLE / TITLE

DATE

Need the oversharing audit run for you?

Cloudswitched runs full Microsoft 365 oversharing audits and remediation ahead of Copilot rollout — sharing reports, permission fixes, and verified retesting included.

info@cloudswitched.com

cloudswitched.com/services/microsoft-365



CLOUDSWITCHED

OPTIMIZE YOUR IT AND THRIVE

info@cloudswitched.com

New London House, 6 London St
London EC3R 7LP · United Kingdom