

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | northwindtraders.onmicrosoft.com |

Users, teams and Microsoft 365 groups in the recycle bin, with the licences they held and the days left to restore each before Microsoft deletes it for good after 30 days.

**Filtered view.** Deleted users: 3 of 3 rows, Deleted on: in the last 30 days. Deleted teams and groups: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

|                                                 |                                                           |                                                                                  |                                                                        |
|-------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Deleted users<br><b>3</b><br>1 guest among them | Deleted groups and teams<br><b>2</b><br>1 team among them | Users deleted for good within 7 days<br><b>2</b><br>1 licensed member among them | Groups deleted for good within 7 days<br><b>1</b><br>1 team among them |
|-------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------|

Deleted users 3 1 to review

Accounts deleted in the last 30 days that can still be restored with their mailbox, OneDrive, group memberships and licences. Licensed members with 7 days or less left are flagged.

| Flag   | Name                   | Sign-in name                               | Type   | Department | Licences it held               | Deleted on  | Deleted for good on | Days left | Ends within |
|--------|------------------------|--------------------------------------------|--------|------------|--------------------------------|-------------|---------------------|-----------|-------------|
| Low    | Old Guest              | du2old_guest#EXT#@northwindtraders.example | Guest  | –          | –                              | 16 Sep 2026 | 16 Oct 2026         | 3         | 7 days      |
| Medium | Dan Whitaker<br>Leaver | du1dan@northwindtraders.example            | Member | Sales      | Microsoft 365 Business Premium | 17 Sep 2026 | 17 Oct 2026         | 4         | 7 days      |
|        | Eve Sinclair<br>Recent | du3eve@northwindtraders.example            | Member | Finance    | Microsoft 365 Business Premium | 9 Oct 2026  | 8 Nov 2026          | 26        | 30 days     |

Deleted teams and groups 2 1 to review

Microsoft 365 groups and teams deleted in the last 30 days, which can still be restored with their mailbox, files, chats and members. Teams with 7 days or less left are flagged. Only Microsoft 365 groups go to the recycle bin: deleted security groups and distribution lists are gone straight away.

| Flag   | Name           | Kind                | Deleted on  | Deleted for good on | Days left | Ends within |
|--------|----------------|---------------------|-------------|---------------------|-----------|-------------|
| Medium | Project Falcon | Team                | 14 Sep 2026 | 14 Oct 2026         | 1         | 7 days      |
|        | Marketing      | Microsoft 365 group | 11 Oct 2026 | 10 Nov 2026         | 28        | 30 days     |

Microsoft keeps deleted users and Microsoft 365 groups for 30 days, then deletes them for good. Restore them in the Microsoft Entra admin center (Users > Deleted users, Groups > Deleted groups) or the Microsoft 365 admin center; Office Sentry only reads the recycle bin and never restores or deletes anything.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.