

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, 1 column hidden. Deleted teams and groups: 1 of 2 rows, Flag is Medium. The headline figures cover every row.

Deleted users 3 1 guest among them	Deleted groups and teams 2 1 team among them	Users deleted for good within 7 days 2 1 licensed member among them	Groups deleted for good within 7 days 1 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 for good on	Days left	Ends within
Low	Old Guest	du2old_guest#EXT#@northwindtraders.example	Guest	–	–	16 Oct 2026	3	7 days
Medium	Dan Whitaker Leaver	du1dan@northwindtraders.example	Member	Sales	Microsoft 365 Business Premium	17 Oct 2026	4	7 days
	Eve Sinclair Recent	du3eve@northwindtraders.example	Member	Finance	Microsoft 365 Business Premium	8 Nov 2026	26	30 days

Deleted teams and groups 1 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	Email	Deleted on	Deleted for good on	Days left	Ends within
Medium	Project Falcon	Team	falcon@northwindtraders.example	14 Sep 2026	14 Oct 2026	1	7 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.