

LEAVER CHECKLIST

Northwind Traders

Olivia Smith (olivia.smith@northwindtraders.example)



ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
olivia.smith@northwindtraders.example	Allowed	14 Oct 2026	13 Oct 2026, 04:00 UTC

What is still attached to Olivia Smith's account, and what to do about each item before the account is deleted. The licences on it cost £18.10 a month (£217.20 a year).

Before you close this account 4

Done	Area	What's left	What to do
☐	Licence	Microsoft 365 Business Premium (£18.10 a month)	Remove the licence once the mailbox and files below are dealt with.
☐	Mailbox	User mailbox olivia.smith@northwindtraders.example, 45.6 GB	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence.
☐	OneDrive	28.7 GB in 50 files	Give their manager access or move what's needed elsewhere. Microsoft deletes the OneDrive some time after the account is deleted (30 days unless the tenant has changed it).
☐	Device	LAPTOP-SMITH07 (Windows 11 25H2 (10.0.26200.6584))	Collect it, then wipe or retire it in Intune.

Sign-off

Sign below to confirm each item above has been dealt with and the account can be deleted.

For Northwind Traders

Name

Signature

Date

For Harbour IT

Name

Signature

Date

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Make these changes in the Microsoft 365 admin centre. Data collected 13 Oct 2026, 04:00 UTC.