

## LEAVER CHECKLIST

# Northwind Traders

Leo Evans (leo.evans@northwindtraders.example)



| ACCOUNT                            | SIGN-IN | DATE        | DATA COLLECTED         |
|------------------------------------|---------|-------------|------------------------|
| leo.evans@northwindtraders.example | Allowed | 12 Oct 2026 | 12 Oct 2026, 17:16 UTC |

What is still attached to Leo Evans's account, and what to do about each item before the account is deleted. The licences on it cost £4.90 a month (£58.80 a year).

## Before you close this account 4

| Done                     | Area     | What's left                                              | What to do                                                                                                                                                                   |
|--------------------------|----------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Licence  | Microsoft 365 Business Basic (£4.90 a month)             | Remove the licence once the mailbox and files below are dealt with.                                                                                                          |
| <input type="checkbox"/> | Mailbox  | User mailbox leo.evans@northwindtraders.example, 26.9 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.                                       |
| <input type="checkbox"/> | OneDrive | 24.6 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). |
| <input type="checkbox"/> | Device   | LAPTOP-EVANS10 (Windows 11 24H2 (10.0.26100.6584))       | 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 12 Oct 2026, 17:16 UTC.