LEAVER CHECKLIST

Northwind Traders

Ann Patel (ann.patel@northwindtraders.example)

Harbour IT

ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
ann.patel@northwindtraders.example	Allowed	12 Oct 2026	12 Oct 2026, 06:36 UTC

What is still attached to Ann Patel'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 9

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. It comes from All Staff, so take them out of that group and remove the direct assignment too.
☐	Mailbox	User mailbox ann.patel@northwindtraders.example, 7.3 GB, still receiving mail (300 in the last 30 days), forwards to ann.patel@homemail.example	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence. Decide who gets new mail: give someone access, forward it or set an automatic reply.
☐	Mailbox access	Can open or send from accounts@northwindtraders.example, info@northwindtraders.example, reception@northwindtraders.example	Remove this person's access to those mailboxes.
☐	OneDrive	53.4 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	Ann Patel's iPhone (iOS 18.6)	Collect it if it's a company device, or retire it in Intune to remove company data.
☐	Device	LAPTOP-PATEL (Windows 11 25H2 (10.0.26200.6584))	Collect it, then wipe or retire it in Intune.
☐	Group owner	Only owner of Board (team)	Make someone else an owner, or nobody will be able to manage the team.
☐	Admin role	Global Administrator	Remove the role. Admin roles left on an unused account are a common way in for attackers.
☐	Admin role	Groups Administrator	Remove the role. Admin roles left on an unused account are a common way in for attackers.

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, 06:36 UTC.