LEAVER CHECKLIST

Northwind Traders

Info (info@northwindtraders.example)

Harbour IT

ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
info@northwindtraders.example	Blocked	28 Nov 2026	28 Nov 2026, 04:00 UTC

What is still attached to Info's account, and what to do about each item before the account is deleted.

Before you close this account 2

Done	Area	What's left	What to do
☐	Mailbox	Shared mailbox info@northwindtraders.example, 6.4 GB	Already a shared mailbox.
☐	Mailbox access	4 people can open or send from this mailbox: alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example	Keep access for whoever takes over the mail and remove it for everyone else.

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 28 Nov 2026, 04:00 UTC.