LEAVER CHECKLIST

Northwind Traders

Boardroom (boardroom@northwindtraders.example)

Harbour IT

ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
boardroom@northwindtraders.example	Blocked	29 Nov 2026	29 Nov 2026, 18:57 UTC

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

Before you close this account 1

Done	Area	What's left	What to do
☐	Mailbox	Room mailbox boardroom@northwindtraders.example, 102.4 MB	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence.

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 29 Nov 2026, 18:57 UTC.