

LEAVER CHECKLIST

Fabrikam Dental Group

William Wood (william.wood@fabrikam.example)



| ACCOUNT                       | SIGN-IN | DATE        | DATA COLLECTED         |
|-------------------------------|---------|-------------|------------------------|
| william.wood@fabrikam.example | Allowed | 12 Oct 2026 | 12 Oct 2026, 04:00 UTC |

What is still attached to William Wood'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                                                                                                                                                                   |
|--------------------------|----------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Licence  | Microsoft 365 Business Premium (£18.10 a month)    | Remove the licence once the mailbox and files below are dealt with.                                                                                                          |
| <input type="checkbox"/> | Mailbox  | User mailbox william.wood@fabrikam.example, 2.1 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 | 55.0 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-WOOD22 (Windows 10 (10.0.19045.6332))       | 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 Fabrikam Dental Group

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, 04:00 UTC.