

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Users, teams and Microsoft 365 groups in the recycle bin, with the licences they held and the days left to restore each before Microsoft deletes it for good after 30 days.

Deleted users
3
1 guest among them

Deleted groups and teams
2
1 team among them

Users deleted for good within 7 days
2
1 licensed member among them

Groups deleted for good within 7 days
1
1 team among them

Deleted users 3 1 to review

Accounts deleted in the last 30 days that can still be restored with their mailbox, OneDrive, group memberships and licences. Licensed members with 7 days or less left are flagged.

Flag	Name	Sign-in name	Type	Department	Licences it held	Deleted on	Deleted for good on	Days left	Ends within
Low	Old Guest	du2old_guest#EXT#@contoso.example	Guest	–	–	17 Sep 2026	17 Oct 2026	3	7 days
Medium	Dan Redford Leaver	du1dan@contoso.example	Member	Sales	Microsoft 365 Business Premium	18 Sep 2026	18 Oct 2026	4	7 days
	Eve Lambert Recent	du3eve@contoso.example	Member	Finance	Microsoft 365 Business Premium	10 Oct 2026	9 Nov 2026	26	30 days

Deleted teams and groups 2 1 to review

Microsoft 365 groups and teams deleted in the last 30 days, which can still be restored with their mailbox, files, chats and members. Teams with 7 days or less left are flagged. Only Microsoft 365 groups go to the recycle bin: deleted security groups and distribution lists are gone straight away.

Flag	Name	Kind	Email	Deleted on	Deleted for good on	Days left	Ends within
● Medium	Project Falcon	Team	falcon@contoso.example	15 Sep 2026	15 Oct 2026	1	7 days
	Marketing	Microsoft 365 group	marketing@contoso.example	12 Oct 2026	11 Nov 2026	28	30 days

Microsoft keeps deleted users and Microsoft 365 groups for 30 days, then deletes them for good. Restore them in the Microsoft Entra admin center (Users > Deleted users, Groups > Deleted groups) or the Microsoft 365 admin center; Office Sentry only reads the recycle bin and never restores or deletes anything.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.