DELETED USERS AND GROUPS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	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.

Filtered view. Deleted users: 3 of 3 rows, 1 column hidden. Deleted teams and groups: 2 of 2 rows, Deleted on: in the last 30 days. The headline figures cover every row.

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 for good on	Days left	Ends within
Low	Tom Reid (guest)	tom.reid_oldpartner.example#EXT#@contoso.onmicrosoft.com	Guest	–	–	3 Dec 2026	3	7 days
Medium	Marcus Webb	marcus.webb@contoso.example	Member	Sales	Microsoft 365 Business Premium	4 Dec 2026	4	7 days
	Eve Lambert	eve.lambert@contoso.example	Member	Finance	Microsoft 365 Business Premium	26 Dec 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	1 Nov 2026	1 Dec 2026	1	7 days
	Marketing	Microsoft 365 group	marketing@contoso.example	28 Nov 2026	28 Dec 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 29 Nov 2026, 10:48 UTC.