

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 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: 1 of 3 rows, Flag is Medium, 1 column hidden. 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 1 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 | Deleted on  | Deleted for good on | Days left | Ends within |
|-----------------------|--------------------|------------------------|--------|------------|-------------|---------------------|-----------|-------------|
| <span>● Medium</span> | Dan Redford Leaver | du1dan@contoso.example | Member | Sales      | 17 Sep 2026 | 17 Oct 2026         | 4         | 7 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    | 14 Sep 2026 | 14 Oct 2026         | 1         | 7 days      |
|          | Marketing      | Microsoft 365 group | marketing@contoso.example | 11 Oct 2026 | 10 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 12 Oct 2026, 06:36 UTC.