

# Contoso Legal LLP



PREPARED BY

Harbour IT

DATE

13 Oct 2026

DATA COLLECTED

13 Oct 2026, 04:00 UTC

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.

**Filtered view.** Deleted users: 1 of 3 rows, Licences it held is blank, 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

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 |
|-------|-----------|-----------------------------------|-------|------------|-------------|---------------------|-----------|-------------|
| ● Low | Old Guest | du2old_guest#EXT#@contoso.example | Guest | –          | 17 Sep 2026 | 17 Oct 2026         | 3         | 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    | 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.