

LEAVER CHECKLIST

Contoso Legal LLP

Bobby Marsh (bobby.marsh@contoso.example)



ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
bobby.marsh@contoso.example	Blocked	12 Oct 2026	12 Oct 2026, 17:16 UTC

What is still attached to Bobby Marsh'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 9

Done	Area	What's left	What to do
☐	Licence	Microsoft 365 Business Premium (£18.10 a month)	Remove the licence once the mailbox and files below are dealt with. It comes from All Staff, so take them out of that group.
☐	Mailbox	User mailbox bobby.marsh@contoso.example, 25.0 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.
☐	Mailbox access	Can open or send from accounts@contoso.example	Remove this person's access to that mailbox.
☐	OneDrive	39.9 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).
☐	Device	LAPTOP-MARSH (Windows 10 (10.0.19045.5011))	Collect it, then wipe or retire it in Intune.
☐	Group owner	Only owner of Marketing (group)	Make someone else an owner, or nobody will be able to manage the group.
☐	Group owner	Only owner of Project Phoenix (team)	Make someone else an owner, or nobody will be able to manage the team.
☐	Admin role	Directory Readers	Remove the role. Admin roles left on an unused account are a common way in for attackers.
☐	Admin role	Groups Administrator	Remove the role. Admin roles left on an unused account are a common way in for attackers.

Sign-off

Sign below to confirm each item above has been dealt with and the account can be deleted.

For Contoso Legal LLP

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, 17:16 UTC.