

LEAVER CHECKLIST

Contoso Legal LLP

Sam Carter (guest) (g#EXT#@contoso.example)



ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
g#EXT#@contoso.example	Allowed	13 Oct 2026	13 Oct 2026, 04:00 UTC

What is still attached to Sam Carter (guest)'s account, and what to do about each item before the account is deleted.

Before you close this account 1

Done	Area	What's left	What to do
☐	Admin role	Exchange 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 13 Oct 2026, 04:00 UTC.