LEAVER CHECKLIST

Contoso Legal LLP

Reception (reception@contoso.example)

Harbour IT

ACCOUNT	SIGN-IN	DATE	DATA COLLECTED
reception@contoso.example	Allowed	17 Oct 2026	17 Oct 2026, 10:53 UTC

What is still attached to Reception's account, and what to do about each item before the account is deleted.

Before you close this account 2

Done	Area	What's left	What to do
☐	Mailbox	Shared mailbox reception@contoso.example, 18.9 GB	Already a shared mailbox.
☐	Mailbox access	4 people can open or send from this mailbox: annabel.fraser@contoso.example, ella.thomas@contoso.example, joseph.morris@contoso.example, priya.hughes@contoso.example	Keep access for whoever takes over the mail and remove it for everyone else.

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 17 Oct 2026, 10:53 UTC.