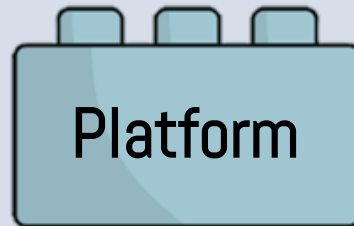




When Users Leave: The Ripple Effect Across Microsoft 365 and Power Platform



Laura GB



Freelance trainer, consultant and adoption enthusiast, Data Platform MVP

Proving new notebooks don't cure ADHD

Just one more board game...



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A bit about me



Independent M365 Consultant/Trainer, MCT, MVP

Serial Self-Builder

New hobby - establishing one of the UK's most northerly outdoor vineyards



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Agenda

- User Lifecycle
- Data Loss Risks
- Reassigning Ownership
- Best Practices





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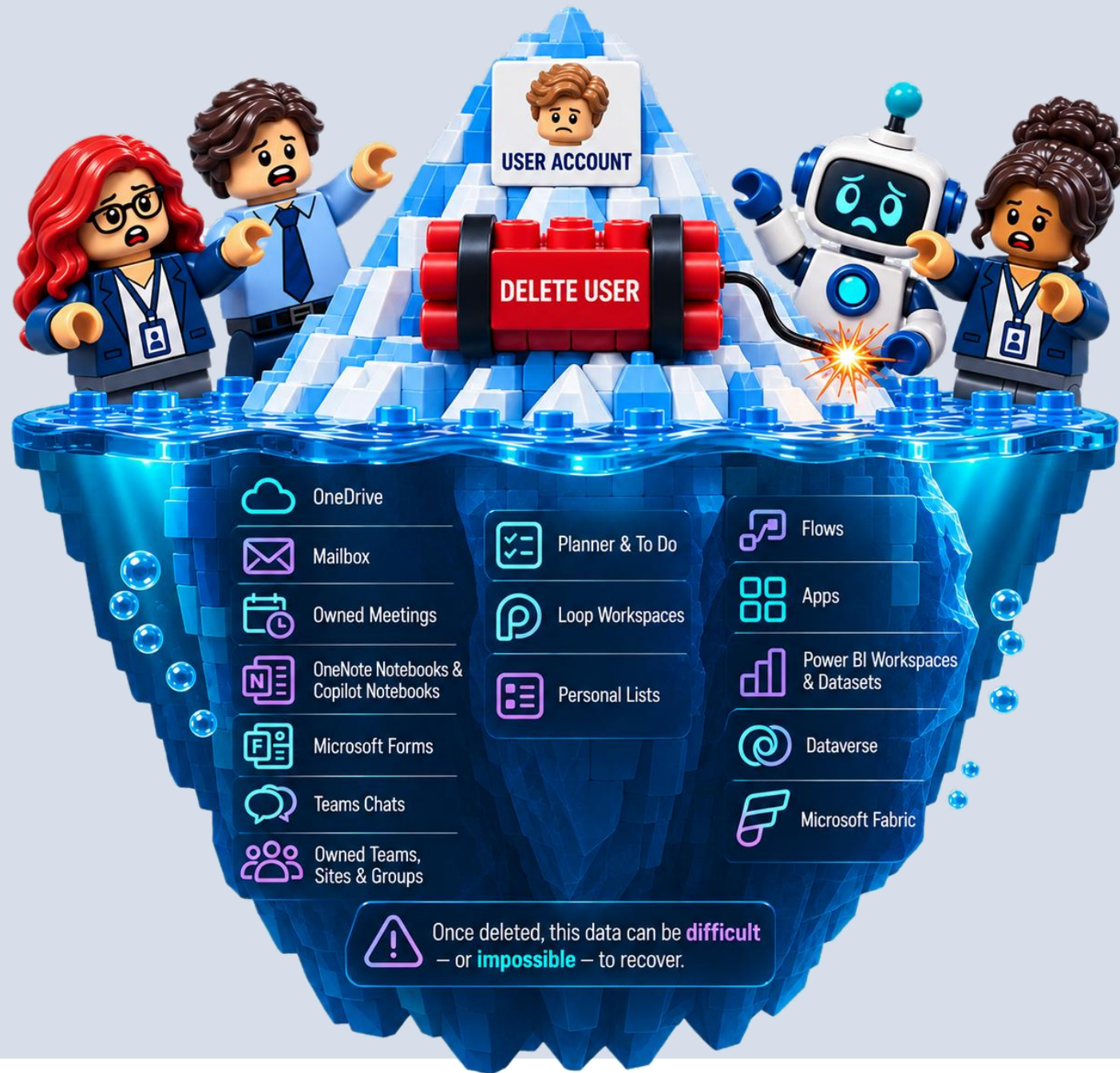
Bronze Sponsors



User Lifecycle



What's Beneath The Surface?



Considerations



Delete CoCoCo

After you delete this user's account, you'll be able to restore their account and their data for up to 30 days. Calendar items are immediately deleted and cannot be restored.

Microsoft Teams Enterprise, Microsoft 365 Business Premium (no Teams) will be unassigned and available for other users

Email and OneDrive

☐ **Make their email aliases available immediately** ⓘ
No email aliases

☐ **Remove delegate access from their mailbox** ⓘ
No one else has permission to this user's email.

☒ **Give another user access to this user's OneDrive files for 30 days after the user is deleted**

Search for a user

☒ **Give another user access to this user's email** ⓘ
[Required: Give email access to another user](#)

Give access to the email of CoCoCo

● Mailbox access

○ Display name

○ Automatic replies

○ Aliases

○ Finish

Give email access to another user

Their email will be saved as a shared mailbox and available to the user you select. You can manage shared mailboxes at Groups > Shared mailboxes.

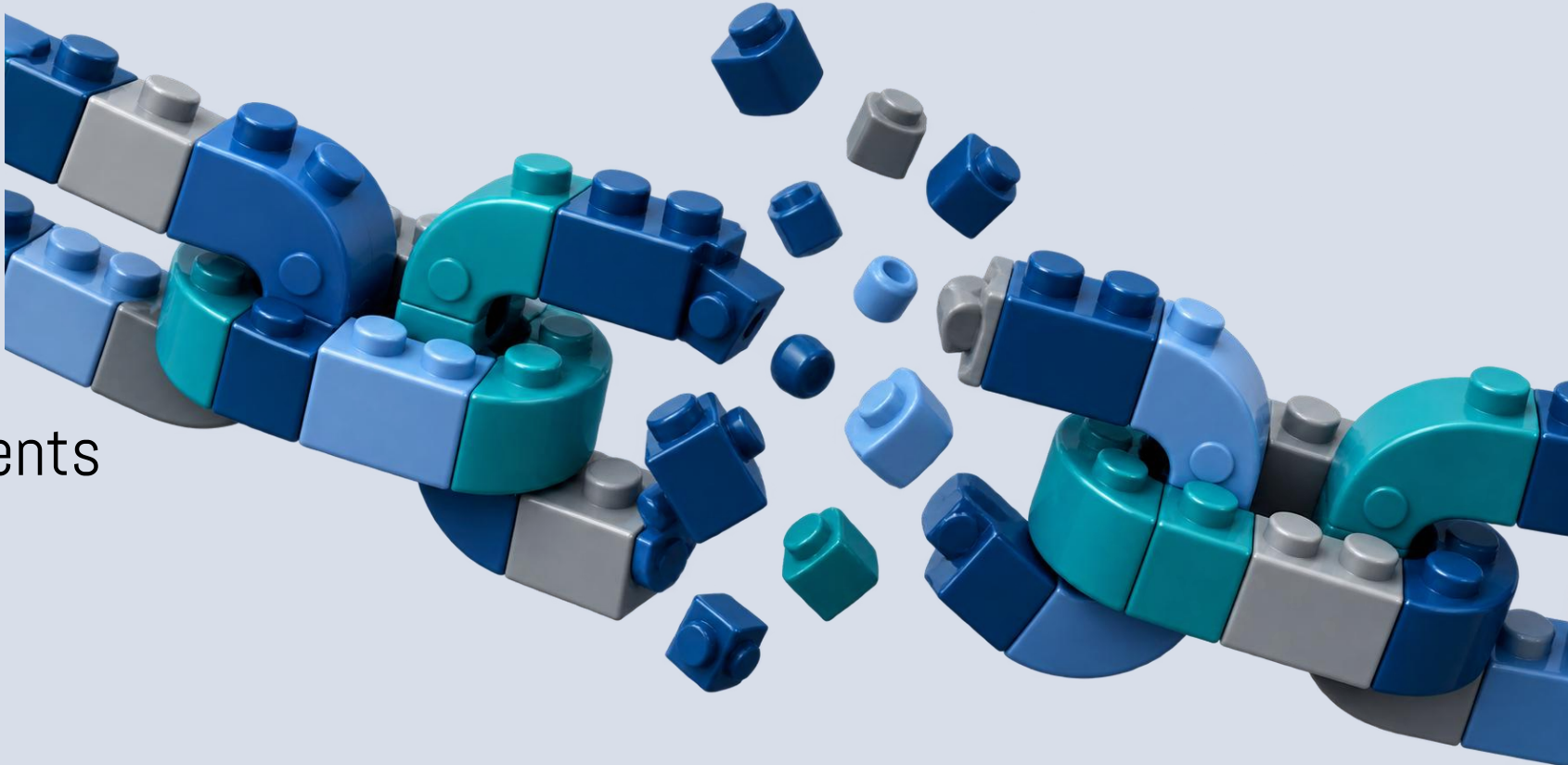
You'll select a single user to get email access, but you can add more people later. Users must have a license that includes email (Exchange). The user you select will get an email with instructions to access the shared mailbox, and then they can read and send email from it.

SD Sara Demo ×



Save the Organisational Content & Apps – Power Platform

- Flows
- Apps
- Solutions
- Environments





Flow Demo



Save your Data – Power BI & Fabric



Location

 Nordic 2026

Details

Owned by cococo  Take over

Created by cococo, 22/09/2026, 09:46

Last modified by cococo, 22/09/2026, 09:46

General **Settings**

Connection * ⓘ

627eda45-0a9e-40b6-9d28-d3165a1... ▼

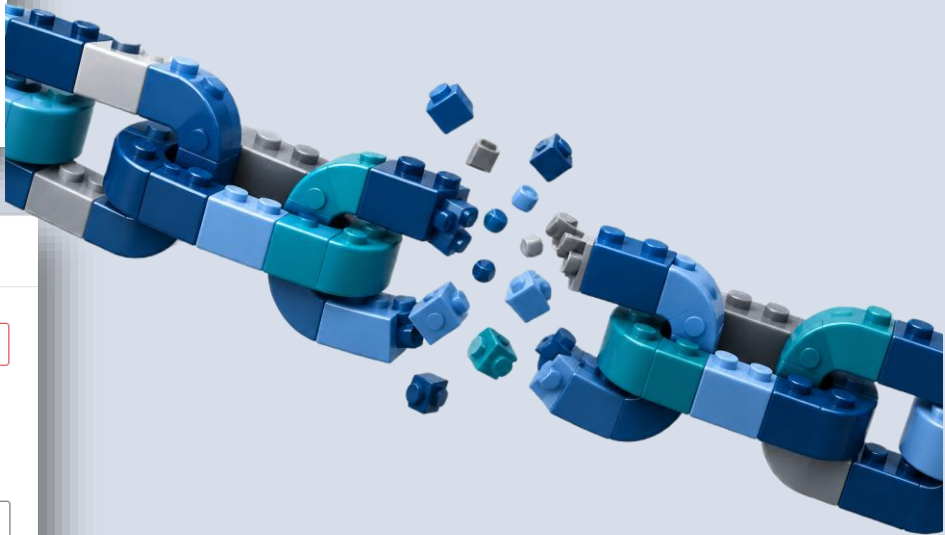
 Failed to load the connection. Please make sure it exists and you have the permissions to access it.

Workspace *

SLT Reporting ▼

Copy job *

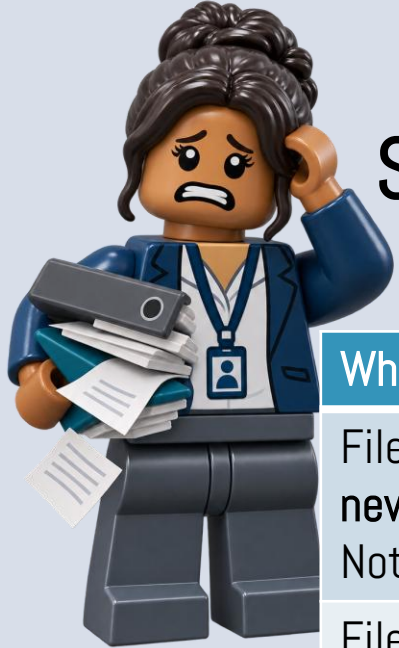
CopyJob_1 ▼





Fabric Demo





Save the Organisational Data – Microsoft 365

What	Location	How
Files incl OneNote & new Copilot Notebooks	OneDrive	Transfer access, review sharing links, copy business-critical content to SharePoint or Teams
Files	SharePoint	Ensure no sites, teams or groups are left ownerless.
Emails & Meetings	Exchange	Convert to Shared Mailbox for important content & ongoing messages. Transfer ownership of meeting using PowerShell
Tasks	Planner/To Do	Tasks in shared Planner plans can be reassigned, but personal tasks need to be exported from the mailbox
Forms	Forms	User to transfer to a Group or Admin after via dedicated URL
Loop Workspaces	Loop / SharePoint Admin	Add new owner to the workspace
Personal Lists	List	Export / Recreate
Teams Chats	eDiscovery	Export to a PST via eDiscovery



Agents

- SharePoint Agents are part of the site
- Transfer Owner in **Agent 365** for Agent Builder & Copilot Studio
- Verify Data Connections
- Knowledge Sources in OneDrive/Personal Workspace





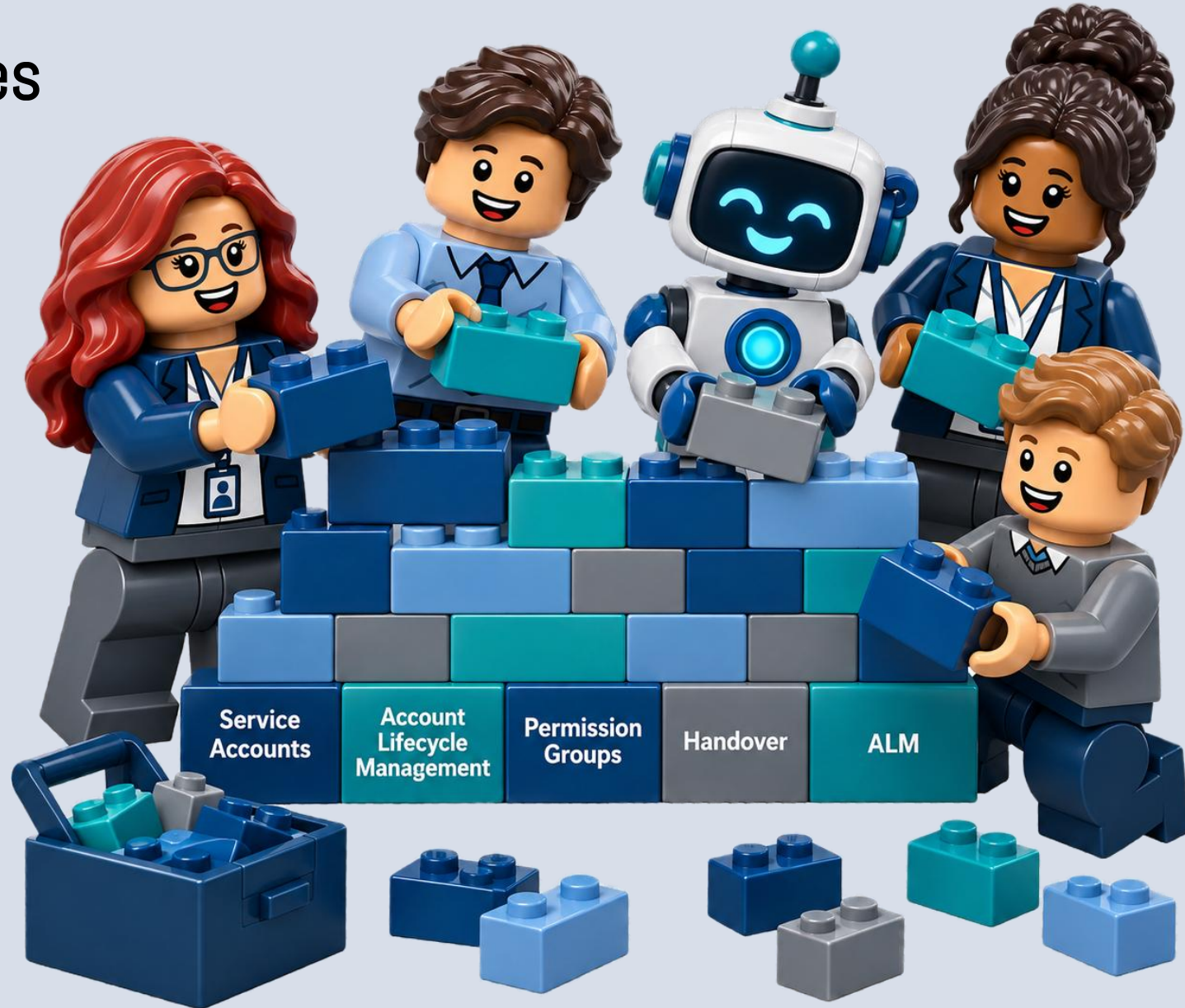
Agents Demo



The Impact of Retention



Best Practices





Q&A





Lun@Lake



Fellowwind



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oneflow



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502nm



ColorCloud



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THANK YOU