

User Offboarding



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Overview



How is this useful?

The PowerShell script to do it

Other tips and tricks



How Is This Useful?



Sometimes Employees Leave the Organization



There are multiple things you need to plan for a smooth offboarding

- Sign off user from all devices
- Forward e-mails to manager
- Set company-approved OOF message
- Cancel meetings organized by this user
- Remove from distribution lists
- Re-assign Office 365 Group ownership
- Remove from Office 365 Groups
- Send OneDrive for business information to manager



Easy to do if there is only one user

Can be complicated in big enterprise when multiple users leave

- Or if there is a large layoff

Scripting will make the task easier

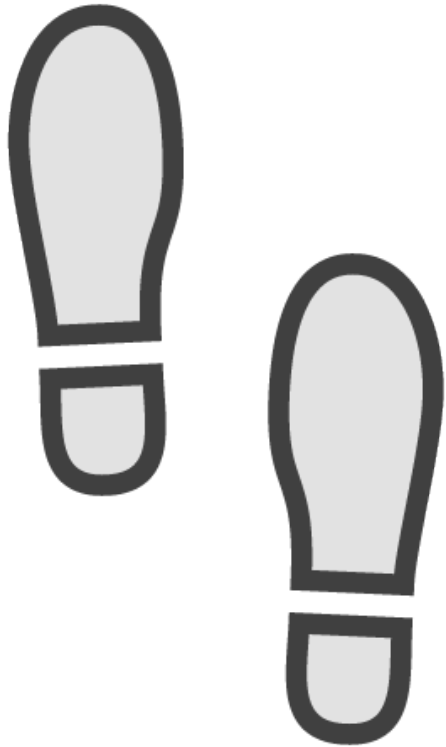
Scripting will bring consistency to your offboarding process



Offboarding an Office 365 User with PowerShell



Multi-step Process



Connect to all the required services

- SharePoint
- Exchange
- AzureAD
- OfficeDevPnP

Do the required actions

E-mail the information to the manager



Connect to All the Required Services

```
$Session = New-PSSession  
-ConfigurationName Microsoft.Exchange  
-ConnectionUri https://outlook.office365.com/powershell-liveid/  
-Credential $cred  
-Authentication Basic  
-AllowRedirection
```

```
Import-PSSession $Session
```

```
Connect-SPOService  
-Url https://globomanticsorg-admin.sharepoint.com/  
-Credential $cred
```

```
Connect-PnPOnline  
-Url https://globomanticsorg-admin.sharepoint.com/  
-Credentials $cred
```

```
Connect-AzureAD -Credential $cred
```



Initializing Variables

```
$Username = "Jeff.Collins@globomantics.org"
```

```
$User = Get-AzureADUser -ObjectId $Username
```

```
$Mailbox = Get-Mailbox | Where {$_.PrimarySmtpAddress -eq $Username}
```

```
$Manager = Get-AzureADUserManager -ObjectId $User.ObjectId
```

```
$OutOfOfficeBody = @"
```

```
Hello </br> </br>
```

```
Please Note I am not working for Globomantics anymore. </br> </br>
```

```
Please contact $($Manager.DisplayName) <a
```

```
href="mailto:$($Manager.UserPrincipalName)"> $($Manager.UserPrincipalName)</a> for any questions. </br> </br>
```

```
Thanks!
```

```
"@
```



Block Sign In & Sign Off User from All Devices

```
#Set Sign in Blocked
```

```
Set-AzureADUser
```

```
-ObjectId $user.ObjectId
```

```
-AccountEnabled $false
```

```
#Disconnect Existing Sessions
```

```
Revoke-SPOUserSession -User $Username -confirm:$False
```

```
Revoke-AzureADUserAllRefreshToken -ObjectId $user.ObjectId
```



Forward Emails to Manager

```
Set-Mailbox $Mailbox.Alias
```

```
-ForwardingAddress $Manager.UserPrincipalName
```

```
-DeliverToMailboxAndForward $False
```

```
-HiddenFromAddressListsEnabled $true
```



Set Out of Office

```
Set-MailboxAutoReplyConfiguration
```

```
-Identity $Mailbox.Alias
```

```
-ExternalMessage $OutOfOfficeBody
```

```
-InternalMessage $OutOfOfficeBody
```

```
-AutoReplyState Enabled
```



Cancel Meetings Organized by This User

Remove-CalendarEvents

- Identity \$Mailbox.Alias
- CancelOrganizedMeetings
- confirm:\$False



Remove from Distribution Groups

```
$DistributionGroups =  
    Get-DistributionGroup | where {  
        (Get-DistributionGroupMember $_.Name |  
        foreach {$_ .PrimarySmtpAddress}) -contains "$Username"  
    }  
  
foreach($dg in $DistributionGroups)  
{  
    Remove-DistributionGroupMember $dg.name  
        -Member $Username  
        -Confirm:$false  
}
```



Re-assign Office 365 Group Ownership

```
$Office365GroupsOwner = Get-UnifiedGroup | where {  
    (Get-UnifiedGroupLinks $_.Alias -LinkType Owners |  
    foreach {$_ .name}) -contains $mailbox.Alias}  
  
$NewManagerGroups = @()
```



Re-assign Office 365 Group Ownership

```
foreach($GRP in $Office365GroupsOwner){  
    $Owners = Get-UnifiedGroupLinks $GRP.Alias -LinkType Owners  
    if ($Owners.Count -eq 1){  
        Add-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Owners  
            -Links $Manager.UserPrincipalName  
        $NewManagerGroups += $GRP  
        Remove-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Owners  
            -Links $Username  
            -Confirm:$false  
    }  
    else{  
        Remove-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Owners  
            -Links $Username  
            -Confirm:$false  
    }  
}
```



Remove from Office 365 Groups

```
$Office365GroupsMember = Get-UnifiedGroup | where {  
    (Get-UnifiedGroupLinks $_.Alias -LinkType Members |  
    foreach {$_ .name}) -contains $mailbox.Alias}  
  
$NewMemberGroups = @()
```



Remove from Office 365 Groups

```
foreach($GRP in $Office365GroupsMember){  
    $Members = Get-UnifiedGroupLinks $GRP.Alias -LinkType Members  
    if ($Members.Count -le 1){  
        Add-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Members  
            -Links $Manager.UserPrincipalName  
        $NewMemberGroups += $GRP  
        Remove-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Members  
            -Links $Username  
            -Confirm:$false  
    }  
    else{  
        Remove-UnifiedGroupLinks -Identity $GRP.Alias  
            -LinkType Members  
            -Links $Username  
            -Confirm:$false  
    }  
}
```



Get OneDrive for Business Information

```
$OneDriveUrl = Get-PnPUserProfileProperty  
               -Account $username | select PersonalUrl  
  
Set-SPUser $Manager.UserPrincipalName  
  -Site $OneDriveUrl.PersonalUrl  
  -IsSiteCollectionAdmin:$true
```



Send Final Email To Manager

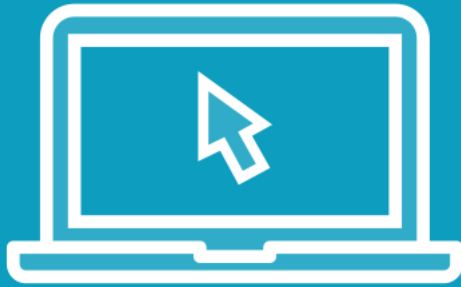
#We Will Build HTML Together in the Lab

Send-MailMessage

```
-To $Manager.UserPrincipalName  
-from it@globomantics.org  
-Subject $Subject -Body ( $ManagerEmailBody | out-string )  
-BodyAsHtml  
-Smtpserver smtp.office365.com  
-Usssl -Credential $cred  
-Port 587
```



Demo



Offboarding an Office 365 User with PowerShell



Other Tips and Tricks



Every Organization Has Different Requirements



Every organization out there will have different requirements, or demands in an offboarding process

Should we only forward e-mails, or give access to the full mailbox

Depending of your regulatory requirements, you might need to use the litigation hold

Ex: Data must be kept for 7 years





Office 365 is a per user / per month subscription

- Don't forget to remove the user's license

After removing the User License , some data will be deleted after 30 days

- E-Mail, OneDrive for Business
- Data in SharePoint is never deleted
- You can use litigation holds / Inactive Mailbox feature to keep data for longer

Conclusion



Scripting an offboarding process will bring consistency to your organization

- And it will save you time as an Office 365 Admin!

We have looked at many of the most common tasks

- Sign off user from all devices
- Forward e-mails to manager
- Set company-approved OOF message
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Remember that no organization has the same requirements!

