

Cleanup Inactive Entra ID User Accounts

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In this guide, you will learn how to find inactive 365 users and devices with the 365 Pro Toolkit.

This tool gets 365 users last sign in date from the **lastSignInDateTime** property.

Requirements

- A P1 or P2 license is required to read the lastSignInDateTime property.

Step 1. Select Inactive Time

Click on Tools > Cleanup Tool

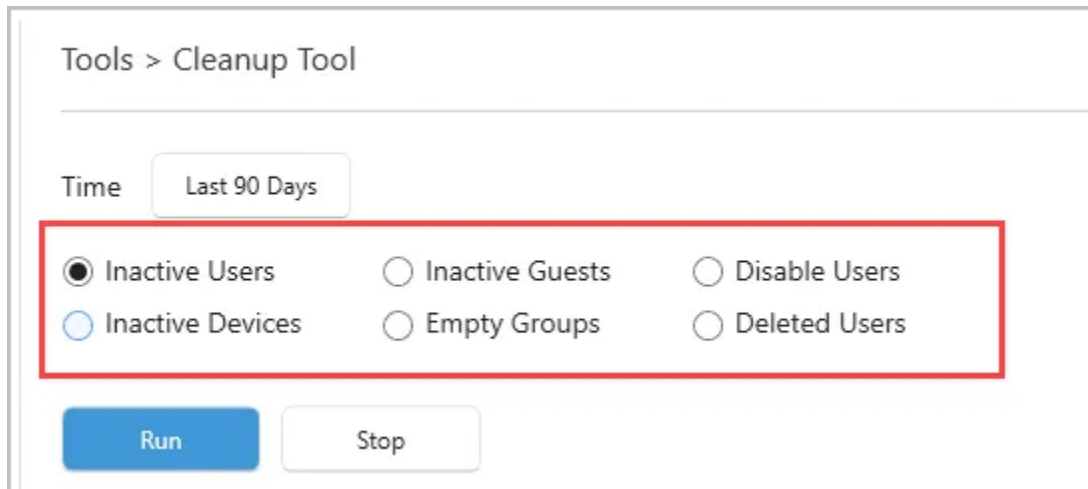
Click the Time and select the time period for the inactive devices (default is last 90 days)

	Display Name	Last Sign In Date Time	First Name	Last Name	User Type	Acci
1		11/30/2023 7:00:04 AM			Member	Trux
2		12/28/2023 3:26:46 PM			Member	Trux
3		2/27/2024 11:22:15 AM			Member	Trux
4		1/29/2024 8:11:43 PM			Member	Trux

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Step 2. Select Users or Devices

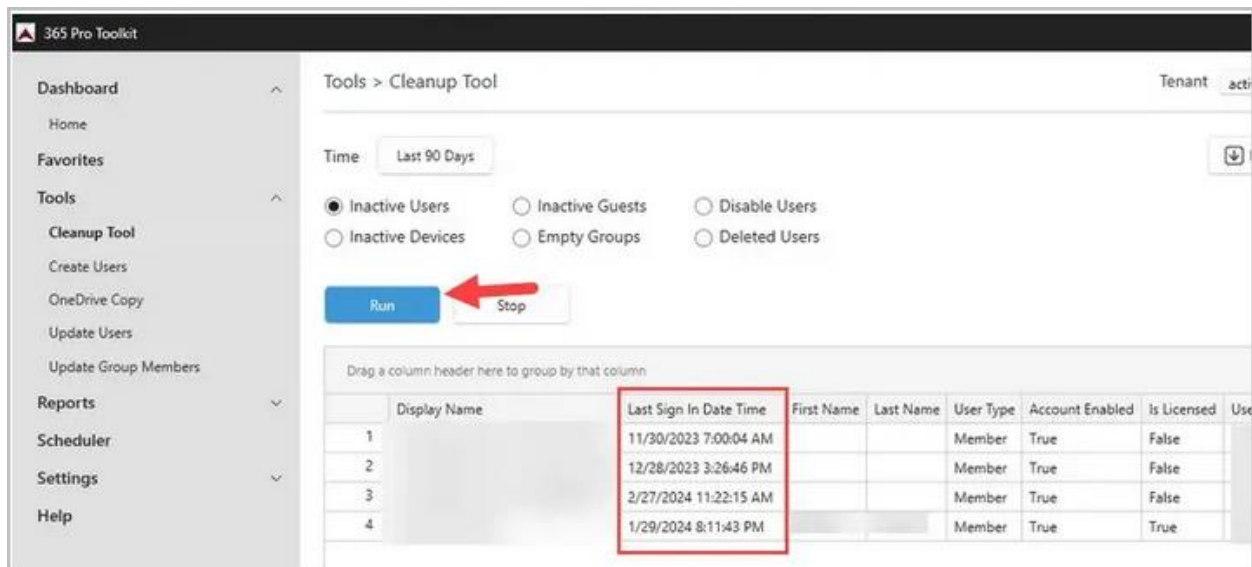
Select to find inactive users, devices, empty groups or guest accounts.



The screenshot shows the 'Tools > Cleanup Tool' interface. At the top, there is a breadcrumb 'Tools > Cleanup Tool'. Below it, a 'Time' dropdown is set to 'Last 90 Days'. A red box highlights the selection options: Inactive Users, Inactive Guests, Disable Users, Inactive Devices, Empty Groups, and Deleted Users. At the bottom, there are 'Run' and 'Stop' buttons.

Step 3. Click Run

Click the run button to list the inactive accounts. Review the Last Sign in Date Time column.



The screenshot shows the '365 Pro Toolkit' interface with the 'Cleanup Tool' selected. The 'Run' button is highlighted with a red arrow. Below the buttons, a table displays the results of the cleanup tool. The table has columns for 'Display Name', 'Last Sign In Date Time', 'First Name', 'Last Name', 'User Type', 'Account Enabled', 'Is Licensed', and 'Use'. The 'Last Sign In Date Time' column is highlighted with a red box.

	Display Name	Last Sign In Date Time	First Name	Last Name	User Type	Account Enabled	Is Licensed	Use
1		11/30/2023 7:00:04 AM			Member	True	False	
2		12/28/2023 3:26:46 PM			Member	True	False	
3		2/27/2024 11:22:15 AM			Member	True	False	
4		1/29/2024 8:11:43 PM			Member	True	True	

To export the report, click the **Export** button.