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.

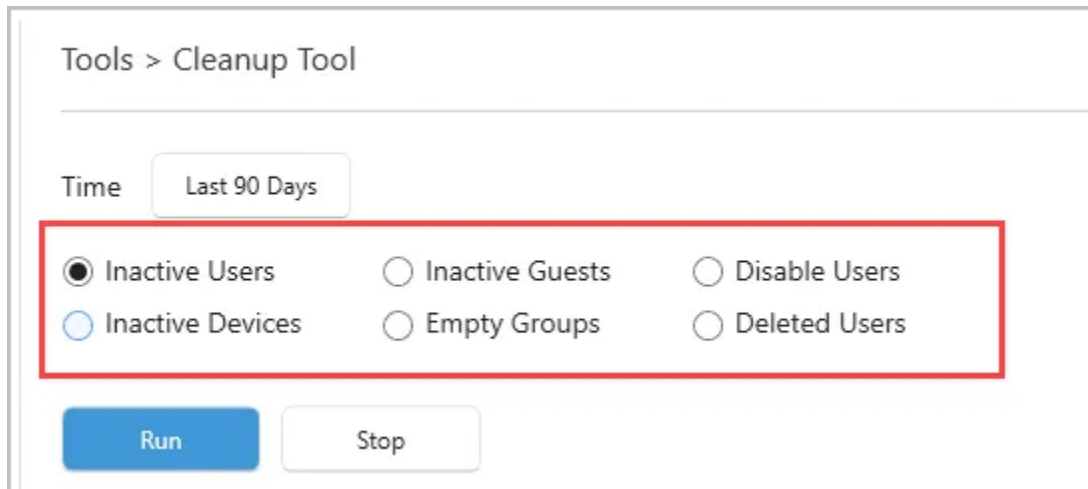## Step 1. Select Inactive Time

Click on Tools > Cleanup Tool

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

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Step 2. Select Users or Devices
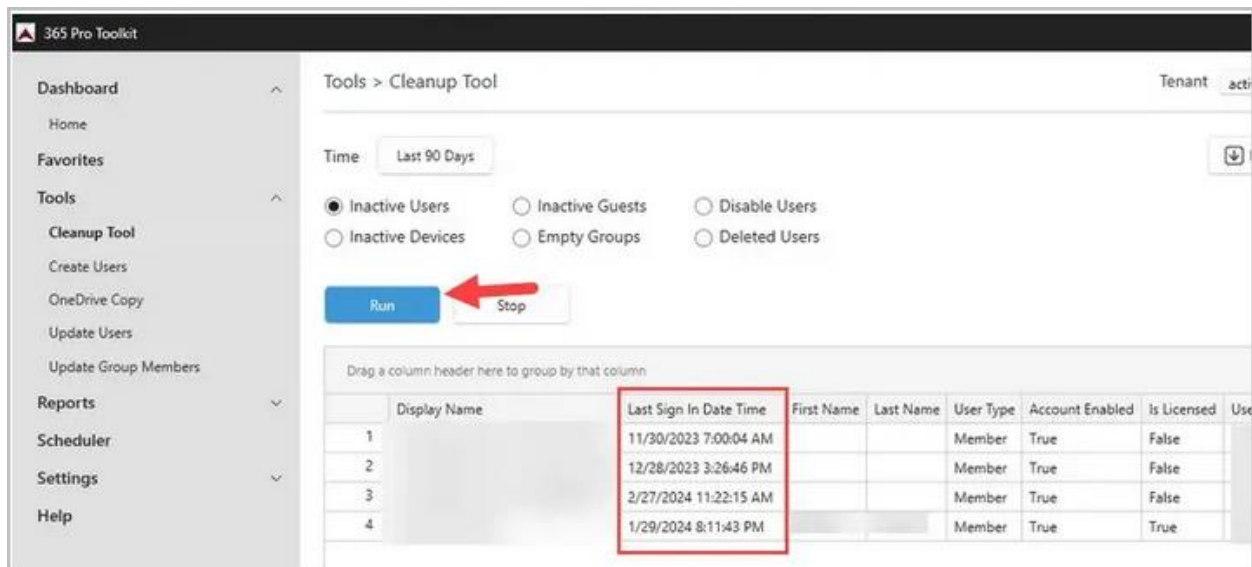
Select to find inactive users, devices, empty groups or guest accounts.

Step 3. Click Run

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

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