**How to Decommission an O365 SharePoint Site**

**Accenture Federal Services**

**Operations Center**

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# Introduction

This procedure explains decommissioning an O365 SharePoint site. The steps are similar for Defense SharePoint site decommissioning, except you login to the Defense SharePoint Admin Center.

# Prerequisites

## Customer Requests SharePoint Site Deletion

The requestor for the SharePoint site decommissioning will go to <https://portal.accenturefederal.com> and fill out incident to Decommission SharePoint Site.

## Activate SharePoint Service Admin Role

The AFS IT Operation Center team member who will be decommissioning the SharePoint site will need to activate his or her Azure role associated with SharePoint Administration

* SharePoint Service Administrator

# Standard Operation Procedure (SOP)

## Decommission SharePoint Site

1. In one browser window, open the ServiceNow Incident for O365 SharePoint site decommission.
2. In another window, login to <https://afs365-admin.sharepoint.com> with your a- login and wait for the complete list to load.
3. In the SharePoint Admin Portal, search for the URL noted in the incident.
4. Click on the checkbox next to the row for the site.
5. Click the “Delete Site” button in the ribbon.
6. Confirm the Deletion.
7. In Service Now, Open the SharePoint Sites table. Find and open the record for the site being decommissioned.
8. Change the Certification Status to Site Archived.
9. In the “Site Owner Review” tab, enter comments “Site Decommissioned on XX/XX/XXXX”.
10. Click Update.
11. Close this window.
12. Resolve the Incident requesting site decommissioning.

# Post Implementation Verification/Testing

Validate the site says 404 File Not Found when trying to open the site the Browser. The site is available in SharePoint Admin Console Recycle for 30 days post-decommission in case of recovery need.

# Document Revision History

| **Version** | **Date** | **Prepared By** | **Comment** |
| --- | --- | --- | --- |
| 0.1 | 03/27/2018 | Matthew Kostak | Initial Draft |
| 1.0 | 04/02/2018 | Matthew Kostak | Approved for Operation |