

A BASIC CHECKLIST

EMAIL SECURITY

MICROSOFT OFFICE 365 BASIC EMAIL SECURITY CHECKLIST

The links contained here on this page go to the source, MS docs and blogs.

Enable Auditing Enable mailbox auditing and unified audit log search	This first section requires no additional licensing beyond any of the Exchange Online plans (this is a recommended baseline that EVERYONE should be adopting)
Email authentication SPF, DKIM and DMARC Office 365 creates a private and public key pair, enables DKIM signing, and then configures the Office 365 default policy for your custom domain.	M.F.A Enable multi-factor authentication (admins and users alike)
Auto-Forwarding Disable mailbox auto-forwarding to remote domains	Eliminate Legacy Protocols Eliminate legacy protocols and disable basic authentication
Shared Mailboxes Block sign-in for all shared mailboxes	Spam Policies Adjust anti-spam, anti-malware and outbound spam policies
Mobile Devices Configure mobile device policies (ActiveSync or Office 365 MDM)	Alert Policies Configure the default Alert policies
And while these additional items are highly recommended, they will require licensing beyond just a simple mailbox plan	Advanced Threat Protection Turn on Office 365 Advanced Threat Protection: Safe Links, Safe Attachments, Anti-Phish policy This may require Office 365 ATP Plan 1
Protect Mailboxes Protect mailboxes with a retention policy or litigation hold	Conditional Access Configure modern device management & conditional access
Block Downloads Block downloads from Outlook web on unmanaged devices	Message Encryption Start using Office 365 message encryption features
Configurations Configure Data Loss Prevention policy Configure Advanced alert policies in Cloud App Security	OAuth Applications OAuth notifications and review (or disable OAuth apps)

By following the checklist completely, you should be able to achieve a Secure Score between 400 and 500 points (most tenants aren't even pushing 100 yet). While the Secure Score tool can be taken with a grain of salt, more people should be using it as a starting point at least.

Our team of IT specialists are standing by to discuss your needs and to analyze what is required for your business to grow in phases, rapidly or gradually.

We want to hear from you. Contact us today to find the customized IT solutions that best fit your needs
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