

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

#### 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.

#### Auto-Forwarding

Disable [mailbox auto-forwarding](#) to remote domains

#### Shared Mailboxes

Block sign-in for all [shared mailboxes](#)

#### Mobile Devices

Configure mobile device policies ([ActiveSync](#) or [Office 365 MDM](#))

This first section requires no additional licensing beyond any of the Exchange Online plans (**this is a recommended baseline that EVERYONE should be adopting**)

#### M.F.A

Enable [multi-factor authentication](#) (admins and users alike)

#### Eliminate Legacy Protocols

Eliminate [legacy protocols](#) and disable [basic authentication](#)

#### Spam Policies

Adjust [anti-spam](#), [anti-malware](#) and [outbound spam](#) policies

#### Alert Policies

Configure the [default Alert policies](#)

### ADVANCED THREAT PROTECTION

And while these additional items are [highly recommended](#), they will require licensing beyond just a simple mailbox plan

#### Protect Mailboxes

Protect mailboxes with a [retention policy](#) or [litigation hold](#)

#### Block Downloads

[Block downloads](#) from Outlook web on unmanaged devices

#### Configurations

Configure [Data Loss Prevention](#) policy  
Configure [Advanced alert policies](#) in Cloud App Security

Turn on [Office 365 Advanced Threat Protection: Safe Links, Safe Attachments, Anti-Phish policy](#). This may require Office 365 ATP Plan 1

#### Conditional Access

Configure modern [device management](#) & [conditional access](#)

#### Message Encryption

Start using [Office 365 message encryption](#) features

#### 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.

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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.

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