

A BASIC CHECKLIST

EMAIL SECURITY

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](#))

MICROSOFT OFFICE 365 BASIC EMAIL

SECURITY CHECKLIST

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

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

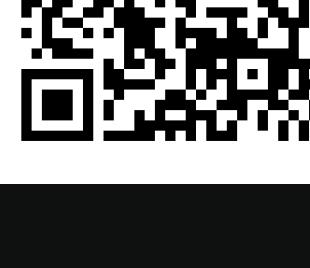
OAuth Applications

[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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Help Desk: support@jectech.co.za
Billing: accounts@jectech.co.za
[+27 010 88000-70](tel:+270108800070)



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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