## Office 365 Best Practices Checklist

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| * Find an experienced Technology partner to assist with navigating Office 365
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| * Review your Microsoft Secure Score at <https://security.microsoft.com/securescore>
 | * Do not allow anonymous calendar sharing
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| * Require MFA for all users
 | * Do not allow calendar details sharing
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| * Disable POP/IMAP/SMTP Auth
 | * Use limited administrative roles
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| * Block sign-in for terminated employees, forwarding mailboxes, shared mailboxes
 | * Do not allow mailbox delegation
 |
| * Unique passwords for all users
 | * Turn on sign-in risk policy
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| * Supplement Microsoft's backups
 | * Turn on user risk policy
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| * Turn on audit data recording
 | * Enable policy to block legacy authentication
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| * Block client forwarding rules
 | * Activate mobile device management services
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| * Set outbound spam notifications
 | * Require mobile devices to use a password
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| * Turn on mailbox auditing for all users
 | * Require mobile devices to block access and report policy violations
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| * Consume audit data weekly
 | * Require mobile devices to manage email profile
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| * No transport rule to external domains
 | * Do not allow simple passwords on mobile devices
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| * Do not use mail flow rules that bypass anti-spam protection
 | * Require mobile devices to use alphanumeric password
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| * Review mailbox forwarding rules weekly
 | * Require mobile devices to use encryption
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| * Review mailbox access by non-owners bi-weekly
 | * Require mobile devices to lock if inactive
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| * Review malware detections report weekly
 | * Require mobile devices to have minimum password length
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| * Designate more than one global admin
 | * Require mobile devices to wipe on multiple sign-in failures
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| * Do not use mail forwarding rules to external domains
 | * Block jail broken or rooted mobile devices from connecting
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| * Designate fewer than 5 global admins
 | * Remove mobile device policies that expire passwords
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| * Do not expire passwords
 | * Reduce mobile device password re-use
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