## Office 365 Best Practices Checklist

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