CHECKLIST · SCAMS & SECURITY

ASD co-signs a ten-agency warning on hackers who break into work email

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- [ ] **Require multi-factor authentication on webmail and VPNs.** Ask your Microsoft 365 administrator to require it for every user, and for any account that can reach critical systems.
- [ ] **Review connected apps.** Ask your Microsoft 365 administrator to list the applications that can read mail or files, and remove any that nobody can account for.
- [ ] **Cut back administrator accounts.** Remove administrator rights from anyone who doesn't need them, and replace any default passwords with strong ones.
- [ ] **Ask your IT provider about end-of-life products.** Get a list of anything that no longer receives security updates, with a date to replace each one.
- [ ] **Check your backups.** Confirm you have regular copies of critical data that can't be changed from the live system, and that offline copies are password-protected.
- [ ] **Ask who watches sign-ins.** Find out whether anyone reviews logons outside working hours, or from two distant places at the same time.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.