CHECKLIST · SOFTWARE & SYSTEMS

Microsoft 365's October email change: check your connected apps

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- [ ] **Book an EWS check with your Microsoft 365 administrator before the 10 October rollout.** Ask them to confirm your cloud's timetable and review Message Center notices and the usage report, where available.
- [ ] **Record each affected business task.** Have the administrator identify the connected application, supplier, owner and mailboxes it uses.
- [ ] **Confirm any temporary access settings with your administrator.** Ask whether the EWSAllowedAppIDs list is needed and correctly configured for the affected applications; allow at least 24 hours for list changes to take effect.
- [ ] **Get a migration date from each affected supplier.** Plan the move away from EWS before Microsoft's final shutdown starts on 1 April 2027.
- [ ] **Test each affected workflow after the change.** Have its business owner check the actual email or calendar task with the supplier or administrator.

NOTES

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