

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.
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