

CHECKLIST · SCAMS & SECURITY

The Essential Eight for small businesses, in plain English

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- ☐ Decide your target: Maturity Level One, unless a contract or client requires more
 - ☐ Turn on MFA for email, banking, accounting and cloud storage
 - ☐ Turn on automatic updates on every computer; list and replace unsupported devices
 - ☐ Remove admin rights from everyday staff accounts
 - ☐ Block internet macros in Microsoft Office
 - ☐ Remove Internet Explorer 11 and lock browser settings
 - ☐ Write a backup plan and test a restore
 - ☐ Ask your IT provider for a quote on application control
 - ☐ Check client contracts for any Essential Eight wording
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