

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.
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