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PRACTICAL CHECKLIST

Microsoft 365 basic security checklist

FOR: A SMALL BUSINESS USING MICROSOFT 365

1. Separate administrator accounts and MFA.
2. Block legacy authentication.
3. Review forwarding rules.
4. Check device encryption and updates.
5. Review sharing links.
6. Test backup restoration.

This resource supports the work but does not replace a technical review of a specific environment or legal advice.