

Microsoft 365 Security Checklist

A practical checklist covering identity, email, device, and data protection configuration for Microsoft 365 tenants.

Updated September 2026 · 10+ yrs Microsoft partner experience
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Identity & Access

- ☐ Enable multi-factor authentication (MFA) for all users, no exceptions
- ☐ Configure Conditional Access policies based on device compliance and location
- ☐ Disable legacy authentication protocols
- ☐ Review and remove unused or stale user accounts
- ☐ Set up privileged access review for admin accounts

Email Security

- ☐ Configure anti-phishing and anti-malware policies (Defender for Office 365, if licensed)
- ☐ Set up SPF, DKIM, and DMARC records for your domain
- ☐ Enable Safe Links and Safe Attachments for higher-risk plans
- ☐ Configure external sender warnings on inbound email
- ☐ Run phishing simulation training periodically

Device Management

- ☐ Enroll company devices in Intune (or equivalent MDM)
- ☐ Set compliance policies: encryption, PIN/passcode, OS version minimums
- ☐ Configure app protection policies for BYOD devices
- ☐ Enable remote wipe capability for lost or stolen devices

Data Protection

- ☐ Configure Data Loss Prevention (DLP) policies for sensitive data types
- ☐ Set retention policies matched to your compliance requirements
- ☐ Review SharePoint/OneDrive external sharing defaults
- ☐ Enable audit logging for access to sensitive content

Ongoing Hygiene

- ☐ Review security alerts and sign-in logs on a regular cadence
- ☐ Reassess Conditional Access and DLP policies as the org changes
- ☐ Run a license and permission audit at least annually
- ☐ Keep an incident response plan documented and known to the team

Reality check: Most security gaps we find aren't missing tools — they're tools that were switched on but never properly configured or reviewed since.

Want help with this, not just the guide?

Rua Technologies is an authorized Microsoft partner delivering licensing, migration, security, and support to businesses across India.

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