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Microsoft 365 Security Basic Checklist

Twelve practical checks for a stronger Microsoft 365 foundation.

Microsoft 365 baseline review

Use this list as a conversation starter. For each topic, note: in place, needs attention, or unknown.

01	**MFA for all active users** Check registration and strong verification methods.	
02	**Separate admin accounts** Don't use everyday accounts for administration.	
03	**Conditional Access** Block legacy authentication and restrict risky access.	
04	**SPF, DKIM and DMARC** Protect domains against abuse and spoofing.	
05	**External forwarding rules** Check mailbox rules that forward to external addresses.	
06	**Unused accounts** Block or remove accounts that are no longer needed.	
07	**Guest users** Reassess external access and stale invitations.	
08	**OAuth apps and consent** Restrict broad or unused app permissions.	
09	**Device management** Check compliance, encryption and updates.	
10	**Licence usage** Find unused and misassigned licences.	
11	**Audit logging** Make sure relevant events stay demonstrable.	
12	**Periodic review** Record the owner, cadence and follow-up for findings.	

Next step

Choose up to three open items with the biggest impact. Record an owner and target date for each.

This checklist is informational and does not replace a technical security audit.