

One hour checklist

- ☐ 2-Step Verification is enforced (Enforcement: On) for the whole organization.
- ☐ New user enrollment period is short, not six months.
- ☐ Admins sign in with a security key or passkey, SMS codes are off.
- ☐ There is more than one super admin, all named and known, each with a separate daily account.
- ☐ Accessed apps list reviewed, unknown apps Blocked.
- ☐ Unconfigured third-party apps does not allow access to any app.
- ☐ New Drive files default to Restricted, external sharing set on purpose.
- ☐ Automatic forwarding is off, exceptions set for named people.
- ☐ DKIM is on, SPF and DMARC are set up.
- ☐ Someone reviews User log events and Alert center weekly.

Want to go through this checklist together? Write to us and we will review your scope.
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