

Who Has Access to Your Microsoft 365 Email?

Print it and hand it to the team. Keep it in sight for 30 days and tick each day you followed it. Once it is a habit, the sheet can come down.

Review new apps, contractor changes and unused connections. One sheet per app:

- ☐ I compare connected apps with company services.
- ☐ I find out who uses the app and why.
- ☐ I check what data the app can read or change.
- ☐ I check whether apps can manage Microsoft 365.
- ☐ I review sign-ins and record the period checked.
- ☐ I know how to stop access and what to check.

30 DAYS TO A HABIT: TICK THE DAY

	Mon	Tue	Wed	Thu	Fri
WEEK 1	☐	☐	☐	☐	☐
WEEK 2	☐	☐	☐	☐	☐
WEEK 3	☐	☐	☐	☐	☐
WEEK 4	☐	☐	☐	☐	☐

Name, team:Start:

Security questions? Write to us



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Fill in

Print it and fill it in by hand. One form per app or case.

Which app?

Who uses it and why?

What data can it access?

Can it manage Microsoft 365?

What did sign-ins show?

Owner's approved decision?

Who acts and by when?

What verifies the result?
