Cybersecurity Essentials Checklist

The basics that keep Phish out. Tick what you already have in place, and talk to Unity about any gaps.

Accounts & MFA

- [ ] MFA is on for email and Microsoft 365
- [ ] MFA is on for banking and finance systems
- [ ] Admin accounts are separate and kept to a few people
- [ ] Leavers' accounts are closed on their last day

Microsoft 365

- [ ] Email filtering and safe links are switched on
- [ ] Automatic forwarding to outside addresses is blocked
- [ ] Sign-in alerts go to someone who checks them
- [ ] Files are backed up, not just synced

Devices

- [ ] Laptops and phones update automatically
- [ ] Every device has security software running
- [ ] Devices lock with a PIN or password
- [ ] Lost devices can be wiped remotely

Passwords

- [ ] Every account has a unique password
- [ ] The team uses a password manager
- [ ] Default passwords on routers and devices are changed
- [ ] Nobody shares logins



Found a gap?
Book your Protection Pack appointment and a Unity advisor will help you close it. **[unity.world/protection]**