

## KPTech Office365 Security Upgrade Fact Sheet 10/10/18

KPTech are fully aware that just using email puts your computer and business at risk. It is the single largest threat to any business, but is critical for communication. It is also the most common product that hackers target. With this in mind, having Office 365 as your email platform is a great start, but there are additional features that can be introduced, enabled (and disabled) that increase your email and business security greatly.

### What does \$176 (October 2018 only, \$198 ongoing) and \$4.84 per mailbox monthly buy me?

- Scanning of email attachments BEFORE you can open it
- Scanning of web addresses (URL's) in messages and documents BEFORE taking you there
- Checking email messages for unauthorised spoofing
- Detecting when someone attempts to impersonate users and domains
- It will even work while using email on your phone, with no configuration necessary.
- Branding (your logo appears when logging into your official Office 365 account. No logo = fake, stop!)
- DKIM and DMARC (Email validation services and email domain protection – stops people pretending to be you, emailing as you etc)
- POP/IMAP features turned off (Old, less secure inbox protocols)
- Deleted items remain for 30 days instead of 14 days (We have Office365 backup if you need longer audit)
- Audit logs turned on and extended from 90 days to 180 days (helps KPTech support you)
- Removal of forwarding rules (a common method for hackers to infect your Office 365 without getting caught)
- PWNED check (to make sure any of your Office365 accounts haven't become compromised in the past)
- External, less secure Outlook apps disabled (another hacker method we can rule out)
- A self service password reset function

### What will change?

Any email flagged as potential junk/spam will appear in your junk email folder – we suggest you review this folder to correct false classifications. Known spam/junk/virus email will simply no longer bother you!

Large emails with inbuilt graphics or large attachments will appear in your inbox, but you won't be able to open attachments until the ATP scanning has finished. (We have found it can take up to 60 seconds in our testing, possibly longer if the attachments are large.)

You CAN view attachments immediately if you login to your mailbox online at <https://www.office.com>.

When using email on your phone, the same protection is now applied.

How you use Outlook and email does not need to change – everything is adjusted in the back end of Office365, and changes made will not interfere with your daily work.