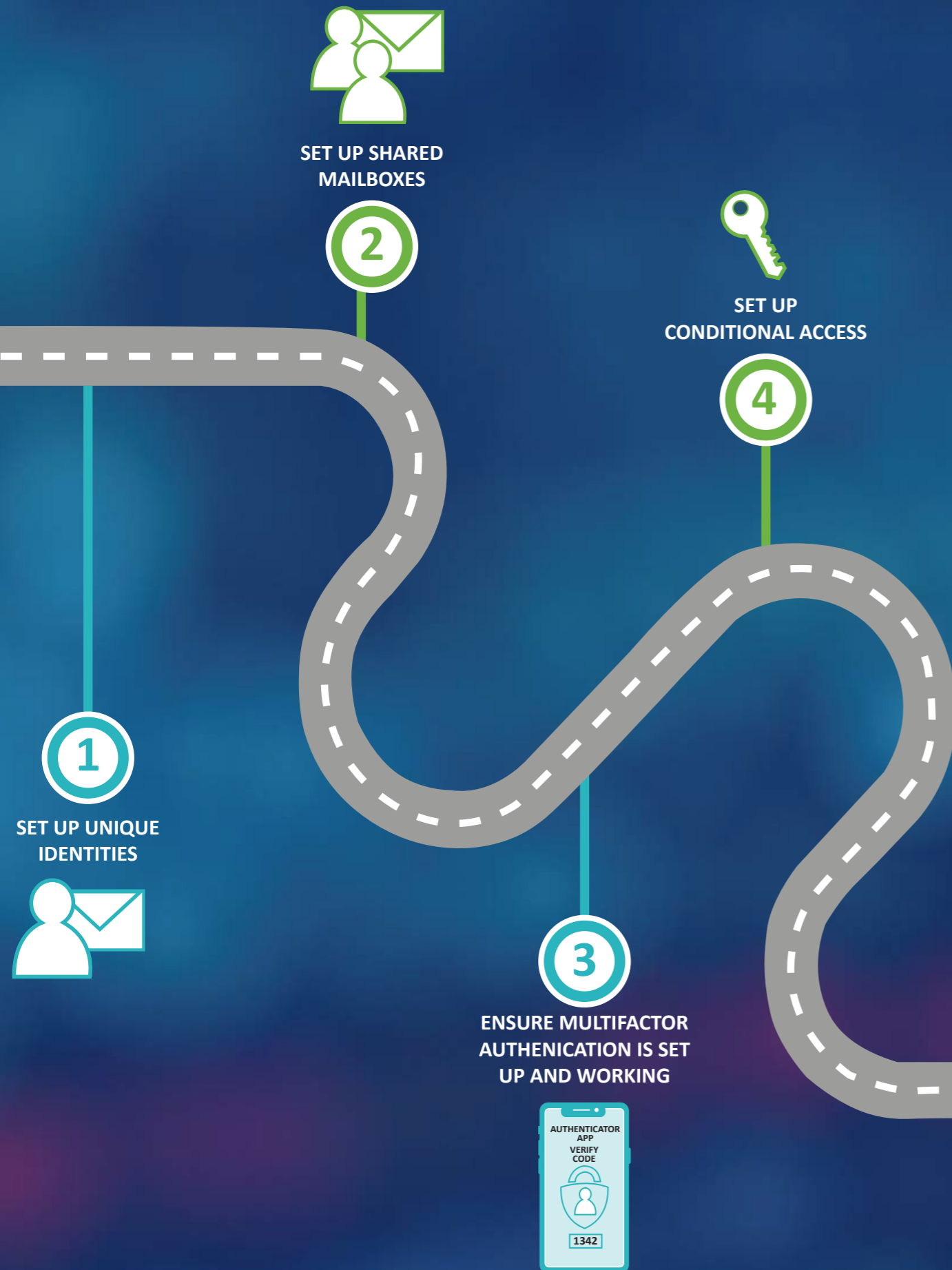


SECURING YOUR SCHOOLS DATA WITH MICROSOFT OFFICE 365



1

SET UP UNIQUE IDENTITIES IMPROVES SECURITY

Create an account for each staff member. Use these for person and sensitive log ins. E.g. Oracle and SIMS Next Gen.

2

SET UP SHARED MAILBOXES IMPROVES SECURITY

Turn generic mailboxes into shared mailboxes. Do not use generic email address to set up accounts which contain sensitive data. Generic mailboxes tend to be in the public domain and have a greater chance of being compromised, there is also the risk that other staff can gain access to this account if the email address is used by multiple people.

3

ENSURE MFA IS SET UP & WORKING IMPROVES SECURITY

Multi-factor authentication (MFA) is a multi-step account login process that requires users to enter more information than just a password. A code sent to a separate device will be required, if the users credentials are compromised when an attempt is made to access the account the code will be required which the compromised attempt will not have.

4

SET UP CONDITIONAL ACCESS IMPROVES EFFICIENCY

This additional step allows multifactor authentication checks to be passed without a code when set parameters are met. E.g. the schools IP range or an approved device. If a device away from the school tries to log in, the MFA check will be required and will stop unauthorised log ins.