

CYBER SECURITY BASICS

Small business cyber security checklist

Tick off what's already true for your company. Start with the first three.

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Multi-factor authentication

On email, Microsoft 365 and every cloud service that holds company data.

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No reused passwords

A different password for every account, kept in a password manager.

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Updates on automatically

Critical fixes within 14 days. Anything unsupported is replaced.

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Devices locked and managed

Every laptop and phone has a PIN, is encrypted and can be wiped if lost.

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Backups tested

Including Microsoft 365, with a copy ransomware can't reach.

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Admin rights kept tight

Only the people who need them, with separate admin accounts.

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Email domain protected

SPF, DKIM and DMARC set up, so nobody can send email as you.

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Staff trained

They can spot phishing, and report mistakes quickly without blame.

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A one-page incident plan

Who to call, how to reach them, and who decides what.



Cyber Essentials, the government-backed scheme, covers several of these.