

# Secure A Small Business Email System — Checklist

*Print and tick off. Most small businesses finish in ~45 minutes.*

**Date completed:** \_\_\_\_\_

Re-run this quarterly. Each pass takes about 12 minutes.

## Beginner — do these in order

- 1. MFA enforced for every account**  
Admin Console / Admin Center
- 2. SPF TXT record published**  
v=spf1 include:\_spf.google.com ~all or similar
- 3. DKIM enabled and signed**  
Platform-generated TXT record
- 4. DMARC TXT at \_dmarc.yourdomain**  
v=DMARC1; p=quarantine then p=reject
- 5. Anti-phishing policy enabled**  
Spoofing + impersonation + attachments
- 6. Out-of-band payment verification policy written**  
Documented, signed, trained
- 7. Audit logging on**  
Both platforms support it
- 8. Setup tested with MXToolbox**  
All three records PASS

## Advanced — if you want to go further

- Hardware keys for admin accounts
- Conditional access policies
- Mail-routing alert on inbox forwarding
- SPF flattening service
- BIMl logo verification
- Quarterly phishing simulation