



Restrict Access

- ❑ **Turn on two-factor authentication (2FA)** [How-To Link](#)
- ❑ Securely store + use app passwords to connect accounts after using 2FA [How-To Link](#)
- ❑ **Use a strong, unique password - store securely** [How-To Link](#)
- ❑ **Change password if used on other accounts or if you think you've been hacked** [How-To Link](#)
- ❑ Restrict access to only those who need it
- ❑ Set email attachment sharing preferences to your level of comfort [How-To Link](#)

Recover Lost/Stolen Data

- ❑ **Ensure linked email for recovery is valid + protect with 2FA + strong, unique password in order to recover data if locked out of account** [How-To Link](#)
- ❑ Add recovery phone number to regain access if locked out of account [How-To Link](#)
- ❑ Recover deleted emails [How-To Link](#)

Reduce Vulnerabilities

- ❑ **Keep Outlook Updated** [How-To Link](#)
- ❑ Disable Link Preview [How-To Link](#)
- ❑ Disable Attachment Preview [How-To Link](#)
- ❑ Unlink unnecessary:
 - ❑ Social media accounts [How-To Link](#)
 - ❑ Data storage accounts [How-To Link](#)
 - ❑ Synced email accounts [How-To Link](#)
- ❑ Block annoying or malicious email addresses [How-To Link](#)
- ❑ Disable Quick Suggestions that searches the keywords of your emails and offers suggestions [How-To Link](#)
- ❑ Disable Browser Location (searches your emails + uses your device's location to give you local suggestions) [How-To Link](#)

Detect Threats & Breaches

- ❑ Identify + remove suspicious devices, browsers + apps logged in to your account [How-To Link](#)

Backup Data

- ❑ Backup important data stored solely in Outlook to a secure device or cloud account protected with strong, unique password + 2FA if available [How-To Link](#)

