

# 5 Things You Should Do NOW to Safeguard Your Office 365 Data

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# #1 – Update your Password

User

<https://support.microsoft.com/en-us/office/change-or-update-your-email-password-58b62e89-6a9b-467b-8865-d5633fcacc3f>

# HOW LONG WILL IT TAKE TO CRACK YOUR PASSWORD

number of Characters	Numbers only	Upper or lower case letters	upper or lower case letters mixed	numbers, upper and lower case letters	numbers, upper and lower case letters, symbols
3	Instantly	Instantly	Instantly	Instantly	Instantly
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	3 secs	10 secs
6	Instantly	Instantly	8 secs	3 mins	13 mins
7	Instantly	Instantly	5 mins	3 hours	17 hours
8	Instantly	13 mins	3 hours	10 days	57 days
9	4 secs	6 hours	4 days	1 year	12 years
10	40 secs	6 days	169 days	106 years	928 years
11	6 mins	169 days	16 years	6k years	71k years
12	1 hour	12 years	600 years	108k years	5m years
13	11 hours	314 years	21k years	25m years	423m years
14	4 days	8k years	778k years	1bn years	5bn years
15	46 days	212k years	28m years	97bn years	2tn years
16	1 year	512m years	1bn years	6tn years	193tn years
17	12 years	143m years	36bn years	374tn years	14qd years
18	126 years	3bn years	1tn years	23qd years	1qt years

# #2 – Use multi-factor authentication (MFA)

Administrator

<https://docs.microsoft.com/en-us/microsoft-365/admin/security-and-compliance/set-up-multi-factor-authentication?view=o365-worldwide>

User

<https://support.microsoft.com/en-us/office/set-up-your-microsoft-365-sign-in-for-multi-factor-authentication-ace1d096-61e5-449b-a875-58eb3d74de14>

# #3 – Restrict Office 365 logons to the US

Administrator

<https://docs.microsoft.com/en-us/azure/active-directory/conditional-access/howto-conditional-access-policy-location>



# #4 – Backup your data

Administrator

Google “Office 365 backup solutions” or email [info@hitechhui.com](mailto:info@hitechhui.com)

# #5 – Improve your Secure Score

Administrator

<https://security.microsoft.com/securescore>

# The Next 5?

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