

## CYBERSECURITY CHECKLIST

# Basic Cybersecurity Checklist for Small Offices

A plain-English checklist for reducing common security risks in a small office without turning the process into a technical project.

### Practical guidance

#### Start with the basics

Most small office security problems are not caused by exotic attacks. They usually come from weak passwords, missing updates, exposed remote access, poor backup habits, or unclear responsibility. A practical checklist helps catch those risks before they become expensive.

#### Checklist

Use strong unique passwords for business accounts. Turn on multi-factor authentication wherever possible. Keep Windows, macOS, phones, browsers, and core applications updated. Confirm antivirus or endpoint protection is active. Remove users who no longer need access. Limit administrator rights. Check that backups exist and can be restored. Secure Wi-Fi with modern encryption and a strong password. Avoid sharing one login across multiple employees. Documen...

#### When to ask for help

If you are not sure whether backups are restorable, remote access is secure, or former employees still have access, it is worth having someone review the setup. Small gaps are easier to fix before they become outages.

### Quick checklist

- Turn on MFA for email and admin accounts
- Confirm endpoint protection is active
- Patch operating systems and browsers
- Review user access quarterly
- Verify backups and restore process
- Secure Wi-Fi and router access
- Document key accounts and vendors

### Need help applying this guide?

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