



Boost security in SuiteFiles

Measures you can take
to protect your data.



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Introduction

When it comes to security, maintenance is key to the assurance that your files are safe. While SuiteFiles will look after the bulk of your security requirements, there are a few measures and hygiene habits you can implement to feel safer surfing your site.

To start, we'll cover the security applications we recommend using, then we'll look at internal permissions and settings you can apply to restrict access to sensitive files. Finally, we'll wrap up with some basic hygiene you can implement to seal off any vulnerabilities.



Before you get started

Should you like any assistance fortifying your files, here are some handy resources to keep in mind.

Help centre

Our help centre provides detailed walkthroughs that will help you [customise internal user permissions](#).

[Click here](#)

Contact Support

If you require in-depth support, create a ticket with our customer success team and they will be in touch to lend a hand.

[Click here](#)

Security applications

Password manager

Use a password manager to generate unique, randomly generated, complex passwords for your SuiteFiles login password and more. Having a password manager means never struggling to create and remember a new 8 character password that includes both capital letters and numbers!

At SuiteFiles we use Dashlane to centralise our passwords without having to compromise on security.

Multi factor authentication

Enable and enforce multi factor authentication (MFA) via Microsoft so your trial or paid subscription users can only log in to SuiteFiles after successfully entering their password plus a Microsoft Authenticator app verification code. If you're thinking about enabling MFA, have your Microsoft 365 Global Admin [get in touch with our team](#) first. We'll step your organisation through the process so your MFA works with SuiteFiles.

Microsoft Azure

Install Azure's advanced features. Instead of relying on security defaults you'll be able to lock down the countries you work in and block any unregistered IP addresses from accessing your data. Depending on your 365 subscription, you may even have these features at your disposal already.



Internal permissions

Whitelist SuiteFiles' service account

Having a service account at the ready means our success team can provide in-depth support. To make sure the service account sticks to its purpose, we recommend limiting the IP addresses it can be used from. To start, contact support@suitefiles for a list of our IP addresses then ask your global admin to go into 365 and apply a whitelist of those locations to the SuiteFiles service account (typically called Suite Service Account – ask us if you're unsure).

Global admins

Global admins have full privileges on your Office 365 which allows them to use most management features and access data created by your organisation. To prevent malicious access to your most sensitive account, we recommend using the global admin exclusively for administrative purposes. This means avoiding apps and features such as Outlook (exchange/mailboxes) and SuiteFiles to reduce the number of logins and protect against threats like phishing.

Revisit your internal permission controls.

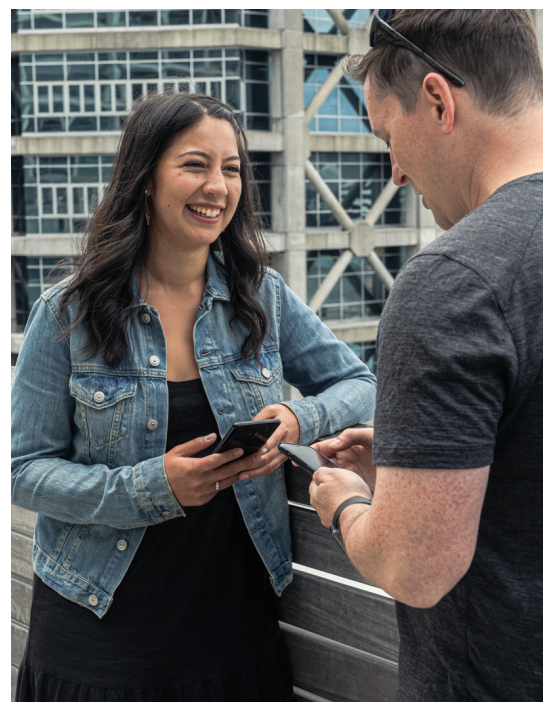
The best way to shore up your security is to start with the users on your site. Begin by limiting full administrator access to 1 to 2 users who you're comfortable with having access to your sensitive documents.

From there, you'll want to tier the permissions of staff.

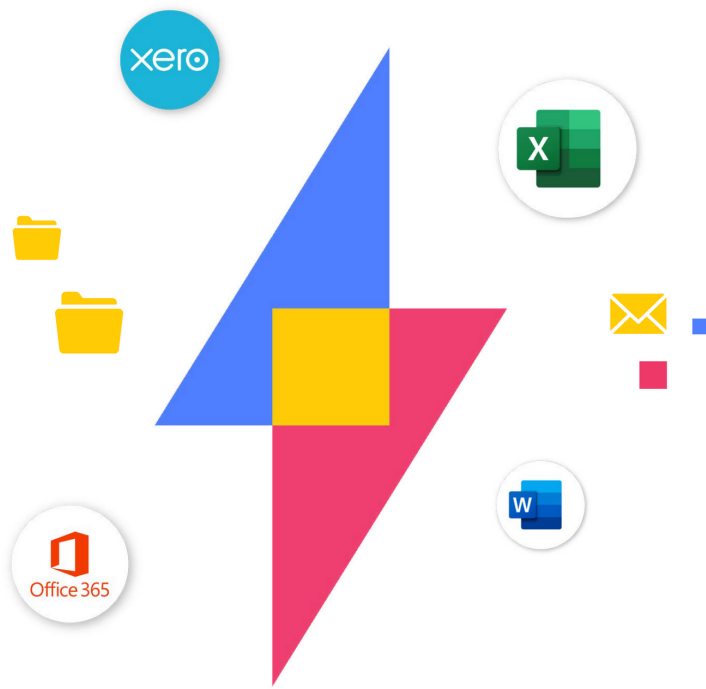
This could include having a billing admin to look over account and billing details, a template administrator to oversee templated documents or even a designated user to delete files.

Security groups

Use security groups to manage access to sensitive folders and files. Simply sort your colleagues into groups and choose whether you'd like to give them full editing permissions, restrict them to read-only or remove their visibility of certain folder and their files. N.B. security groups don't apply to users with full admin status.



Upkeep



Upkeep

Keep track of user accounts. Make sure you're across everyone who has access to your site by removing staff as they leave and scheduling a monthly review of your Microsoft 365 account holders. Doing so will prevent the threat of old accounts being commandeered or unfamiliar users popping up on your site.

When in doubt, [contact us](#) (or have your IT team contact us) before changing security settings.





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