

Connected Application Access Review

Know which applications can access your business account

1 Identify

- | | |
|---|--|
| ☐ Application name | ☐ Purpose or use case |
| ☐ Publisher or developer | ☐ Approval date (where available) |
| ☐ Account and user | ☐ Last used (where available) |
| ☐ Business owner | ☐ Current status |

2 Review Permissions

- | | |
|---|---|
| ☐ Profile (name, email, picture) | ☐ Read email |
| ☐ Contacts | ☐ Send email |
| ☐ Read calendar | ☐ Read files |
| ☐ Edit calendar | ☐ Edit or delete files |

- ☐ ☐ Continuing or offline access (maintains access when not actively signed in)

Mark each permission: Required | Excessive | Unclear | Prohibited

3 Assess

Lower risk

Known publisher · Basic profile only · Current purpose · Clear owner

Medium risk

Broad permission · Business use · Old approval · Business data access

Higher risk

Mailbox access · Send-as · Full files · Continuing access · No owner · Unsupported · Tenant-wide

4 Decide

- | | |
|--|---|
| ☐ Retain | ☐ Revoke user consent |
| ☐ Retain with reduced permissions | ☐ Revoke administrator consent |
| ☐ Seek more information | ☐ Disable application |
| ☐ Replace with approved alternative | ☐ Escalate for investigation |

Record: decision · approver · date · action owner · next review date

5 Follow Up

- | | |
|---|--|
| ☐ Third-party account reviewed | ☐ Security checks completed (sign-ins, sessions, rules) |
| ☐ Subscription cancelled if required | ☐ Action recorded |
| ☐ Data deletion requested if needed | ☐ Next review scheduled |

Important: Revoking access closes the connection — it does not delete information already received by the third party, cancel a subscription, or undo actions already performed.

Plain-English takeaway

Know who has access, what they can reach and whether they still need it.



Scan for
online guide

