M365 User Properties Report and Update Readme

Overview

Update M365 user properties (Entra properties) in bulk via csv file.

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M365UserPropertiesUpdate.ps1          Computer:

Bulk actions in M365

CSV: M365UserPropertiesUpdate.csv (2 entries)
Possible column names are:
UserPrincipalName (Required),id,UserPrincipalName,DisplayName
rtment,GivenName,JobTitle,LastPasswordChangeDateTime,MobilePh
Columns found:
department, UserPrincipalName
Use ""         to leave column as is (no change)
Use "<clear>" to clear column of contents


UserPrincipalName                     department
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------------------------------------------------------
Press <Enter> to continue:
```

How it works

Use this code in 2 phases to create a CSV report of the editable properties of your users in Entra.

Phase 1: Report
Run the *M365UserPropertiesReport.ps1* (or .cmd) and enter your admin credentials.
This will output a CSV file containing your users.
Note: Only Enabled accounts are reported. Only members are reported (vs guests).

Phase 2: Edit

```
1    UserPrincipalName,department
2    user1@contoso.com,"Marketing"
3    user2@contoso.com,"Accounting"
4    user3@contoso.com,"<clear>"
```

Make a copy of the CSV file. Keep the name the same except replace the word *Report* with *Update*s the updater knows how to find it.

Put the *UserPrincipalName* as the first (required) column.
Delete any columns that you don't want to update.
Then, for any properties you would like to update, make any changes you need.
Hint: start conservatively, with one or two columns to update.

What to put in the CSV:
- If you *adjust the value*, the program will adjust the property in Entra
- If you *leave the value, or change it to blank*, the contents will not be changed.
- If you *enter the keyword '<clear>'* (without the quotes) the property will be cleared.

Run the *M365UserPropertiesUpdate.ps1* (or *.cmd*) to make your updates.
The program allows you to step through each user if you want to go slowly.

Properties

Here are the properties (so far) that are editable by this method.

id, UserPrincipalName, AccountEnabled, DisplayName, GivenName, Surname, mail, BusinessPhones, MobilePhone, FaxNumber , streetAddress, city, state, postalcode, country, CompanyName, OfficeLocation, JobTitle, department, CreatedDateTime, LastPasswordChangeDateTime, EmployeeType, UserType

Note: *BusinessPhones* is a multi-value property. However, this code only handles one value for this property.

For complete field list (look for String values)
https://learn.microsoft.com/en-us/powershell/module/microsoft.graph.users/update-mguser