

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: LP-2025 User: User
Bulk actions in M365

CSV: M365UserPropertiesUpdate.csv (2 entries)
Possible column names are:
UserPrincipalName (Required),id,UserPrincipalName,DisplayName,
department,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
-----
user1@contoso.com      Marketing
user2@contoso.com      Accounting
user3@contoso.com      <clear>

-----
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 *Updates* 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.

Start conservatively, with one or two columns to update.

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 seem to be editable by this method.

DisplayName, mail, BusinessPhones, city, country, department, GivenName, JobTitle, MobilePhone, OfficeLocation, postalcode, state, streetAddress,

Note: BusinessPhones is a multi-valued property. This code only handles one value for this property.