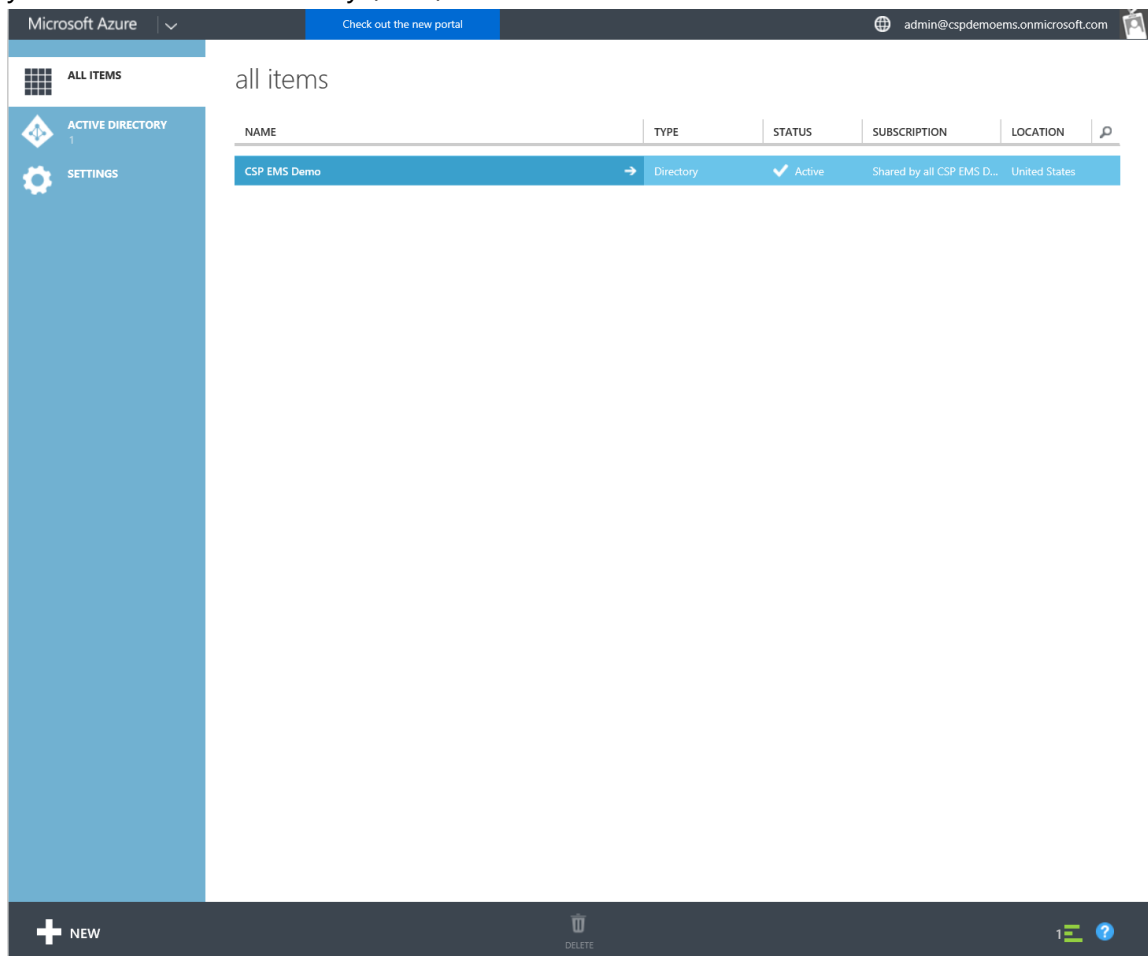


Enabling Multi-Factor Authentication for bulk users via the console

In this **example**, bulk users in your AAD tenant requiring MFA enablement will be completed via the Azure management portal.

1. Sign in to the [Azure Management Portal](#) as a co-administrator for your tenant, and select your Azure Active Directory (AAD) tenant.



2. Select the **Users** tab, then select the **Manage Multi-Factor Auth** link at the bottom.

The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes 'Microsoft Azure', a 'Check out the new portal' button, and the user's email 'admin@cspdemoems.onmicrosoft.com'. The left sidebar shows the 'CSP EMS Demo' section. The main content area displays a table of users under the 'USERS' tab. The table has columns for 'DISPLAY NAME', 'USER NAME', and 'SOURCED FROM'. The users listed are 'CSP EMS Demo', 'User Four', 'User One', 'User Three', and 'User Two', all sourced from 'Microsoft Azure Active Directory'. At the bottom of the page, there are links for 'ADD USER' and 'MANAGE MULTI-FACTOR AUTH'.

DISPLAY NAME	USER NAME	SOURCED FROM
CSP EMS Demo	admin@cspdemoems.onmicrosoft.com	Microsoft Azure Active Directory
User Four	UserFour@cspdemoems.onmicrosoft.com	Microsoft Azure Active Directory
User One	UserOne@cspdemoems.onmicrosoft.com	Microsoft Azure Active Directory
User Three	UserThree@cspdemoems.onmicrosoft.com	Microsoft Azure Active Directory
User Two	UserTwo@cspdemoems.onmicrosoft.com	Microsoft Azure Active Directory

3. Select **bulk update**.

The screenshot shows the 'multi-factor authentication' page in the Microsoft Azure portal. The 'users' tab is selected, and the 'bulk update' button is visible. The page displays a table of users with columns for 'DISPLAY NAME', 'USER NAME', and 'MULTI-FACTOR AUTH STATUS'. The users listed are 'CSP EMS Demo', 'User Four', 'User One', 'User Three', and 'User Two', all with a status of 'Disabled'. A 'Select a user' dropdown menu is visible on the right side of the table.

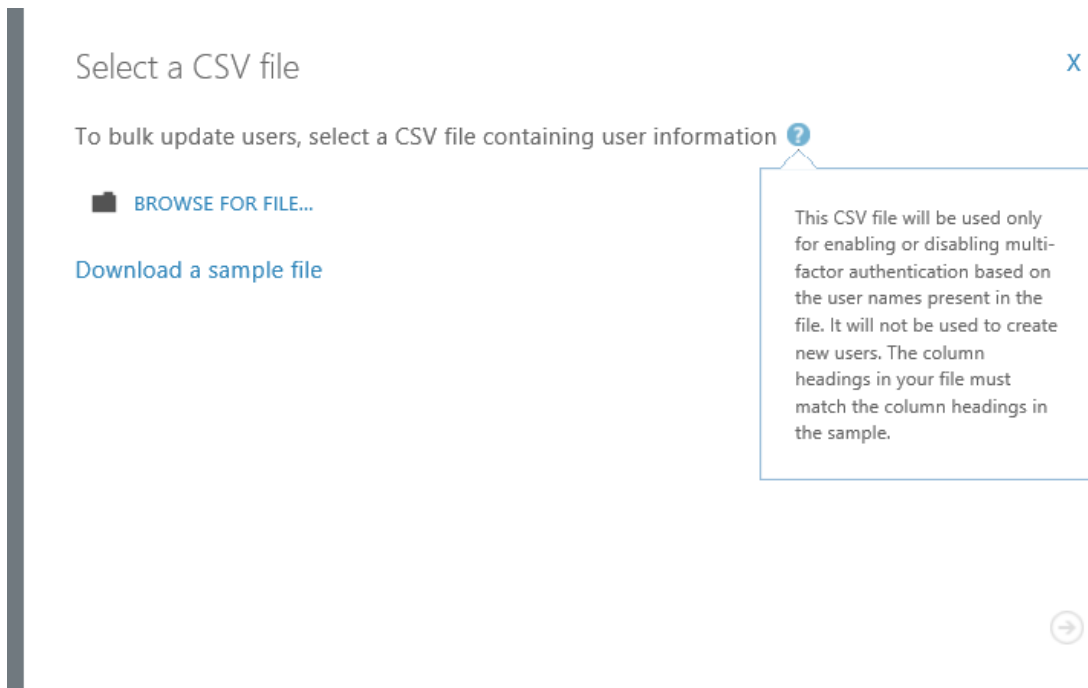
Before you begin, take a look at the [multi-factor auth deployment guide](#).

View: Multi-Factor Auth status: [bulk update](#)

<input type="checkbox"/>	DISPLAY NAME	USER NAME	MULTI-FACTOR AUTH STATUS
<input type="checkbox"/>	CSP EMS Demo	admin@cspdemoems.onmicrosoft.com	Disabled
<input type="checkbox"/>	User Four	UserFour@cspdemoems.onmicrosoft.com	Disabled
<input type="checkbox"/>	User One	UserOne@cspdemoems.onmicrosoft.com	Disabled
<input type="checkbox"/>	User Three	UserThree@cspdemoems.onmicrosoft.com	Disabled
<input type="checkbox"/>	User Two	UserTwo@cspdemoems.onmicrosoft.com	Disabled

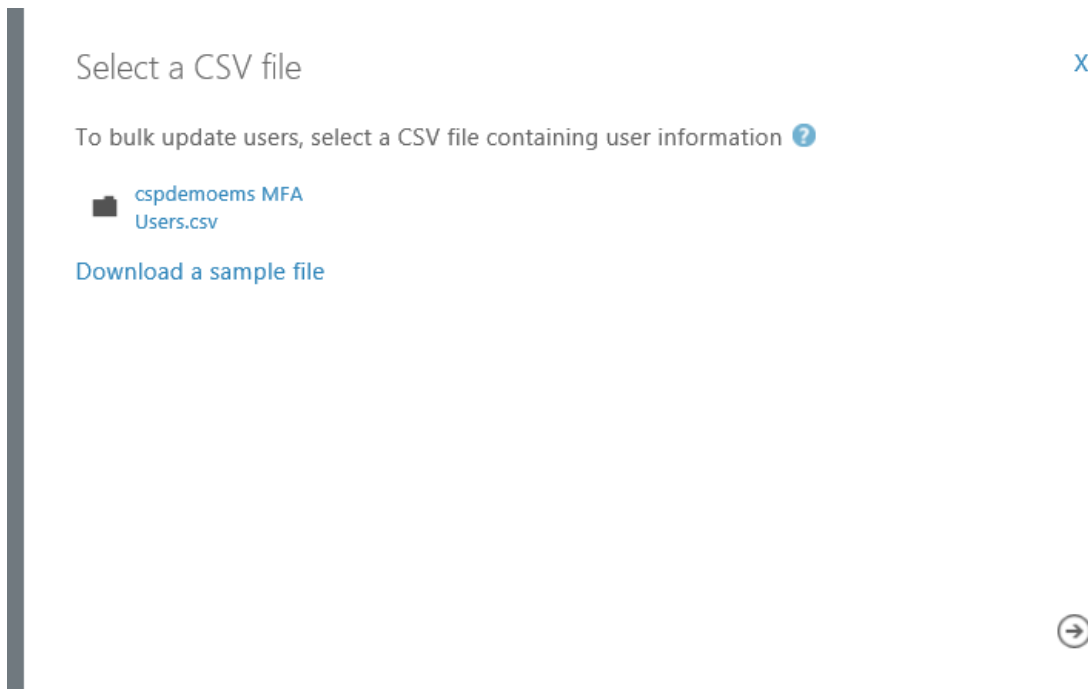
Select a user

4. Select **Browse for file...**



5. Select the formatted CSV file containing the usernames, and select **Open**.

6. Select the **right arrow** once the CSV file has uploaded.



7. The CSV file will then be verified. Once verified, select the **right arrow**.

Verifying file

Total number of user accounts detected in file: 5

✔ User accounts that were successfully verified: 5

Click next to update these user accounts.

X

➔

8. When the bulk update has been completed, select the **tick mark**.

Done

Total number of user accounts detected in file: 5

✔ Number of user accounts successfully updated: 5

X

✔


9. The MFA user portal will now update to display the users enabled via bulk upload.

multi-factor authentication

users service settings

Before you begin, take a look at the [multi-factor auth deployment guide](#).

View:   Multi-Factor Auth status:  [bulk update](#)

<input type="checkbox"/> DISPLAY NAME 	USER NAME	MULTI-FACTOR AUTH STATUS	Select a user
<input type="checkbox"/> CSP EMS Demo	admin@cspdemoems.onmicrosoft.com	Enabled	
<input type="checkbox"/> User Four	UserFour@cspdemoems.onmicrosoft.com	Disabled	
<input type="checkbox"/> User One	UserOne@cspdemoems.onmicrosoft.com	Enabled	
<input type="checkbox"/> User Three	UserThree@cspdemoems.onmicrosoft.com	Disabled	
<input type="checkbox"/> User Two	UserTwo@cspdemoems.onmicrosoft.com	Enabled	