

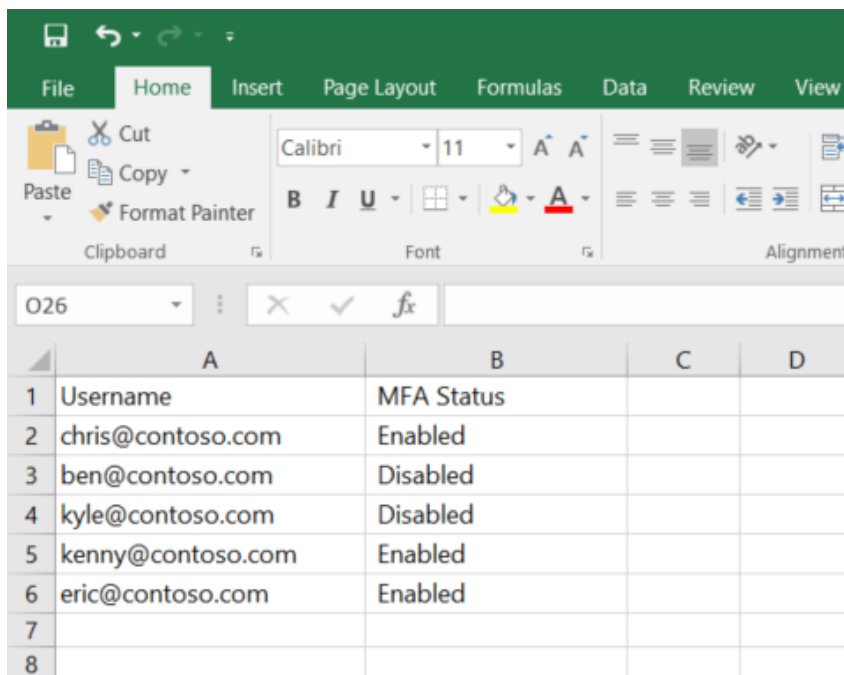
Enabling Multi-Factor Authentication for bulk users: Create a CSV

A CSV file is utilized to perform the bulk update process to enabled Multi-Factor Authentication for users.

This CSV file is only used for enabling and disabling Multi-Factor Authentication based on the usernames present in the file.

The column headings within the CSV file must match the column headings as shown in the sample file below:

- Username
- MFA Status



	A	B	C	D
1	Username	MFA Status		
2	chris@contoso.com	Enabled		
3	ben@contoso.com	Disabled		
4	kyle@contoso.com	Disabled		
5	kenny@contoso.com	Enabled		
6	eric@contoso.com	Enabled		
7				
8				

A sample CSV file can be downloaded and used for MFA bulk updates following these steps:

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

The screenshot shows the Azure Management Portal interface. The top navigation bar includes the Microsoft Azure logo, a dropdown menu, a link to "Check out the new portal", and the user's email address "admin@cspdemoems.onmicrosoft.com". The left sidebar contains navigation options: "ALL ITEMS", "ACTIVE DIRECTORY", and "SETTINGS". The main content area is titled "all items" and displays a table with the following columns: NAME, TYPE, STATUS, SUBSCRIPTION, and LOCATION. A single entry is visible in the table:

NAME	TYPE	STATUS	SUBSCRIPTION	LOCATION
CSP EMS Demo	Directory	Active	Shared by all CSP EMS D...	United States

At the bottom of the screen, there is a dark blue bar with a "+ NEW" button, a "DELETE" button with a trash icon, and a status indicator showing "1" item selected.

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 search bar, and a user profile 'admin@cspdemoems.onmicrosoft.com'. The left sidebar shows the 'csp ems demo' section with a 'NEW' button. 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 buttons 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 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 **Download a sample file**:

Select a CSV file

To bulk update users, select a CSV file containing user information ?

 [BROWSE FOR FILE...](#)

[Download a sample file](#)

5. Save the sample CSV file and edit with Microsoft Excel.

The **Username** column will need to be modified in order to add all of the usernames that require MFA. Verify that the **MFA Status** column is set to **Enabled**.