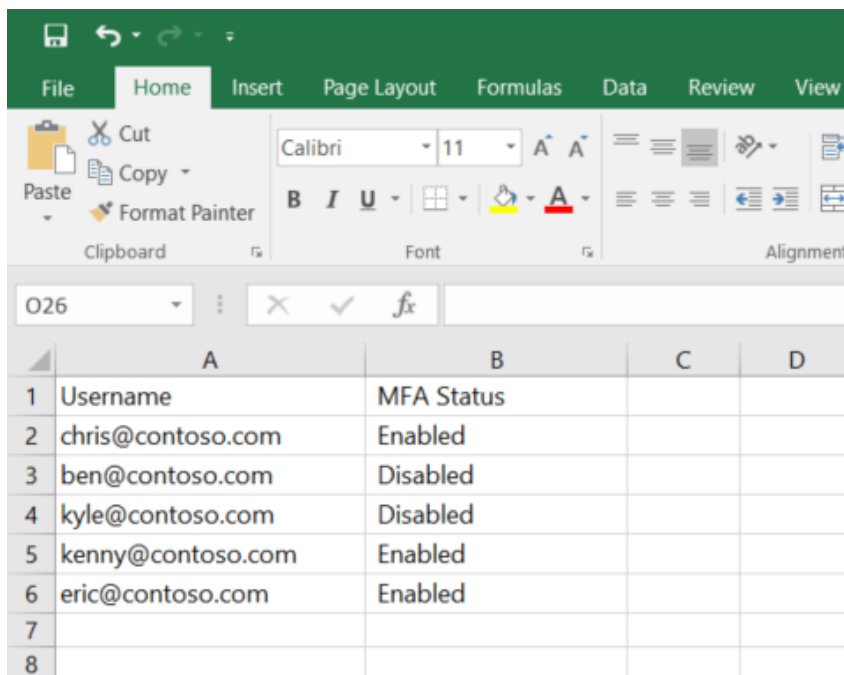# Enabling Multi-Factor Authentication for bulk users: Create a CSV

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 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.

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

3. Select **bulk update:**

4. Select **Download a sample file:**

Select a CSV file   X

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.**