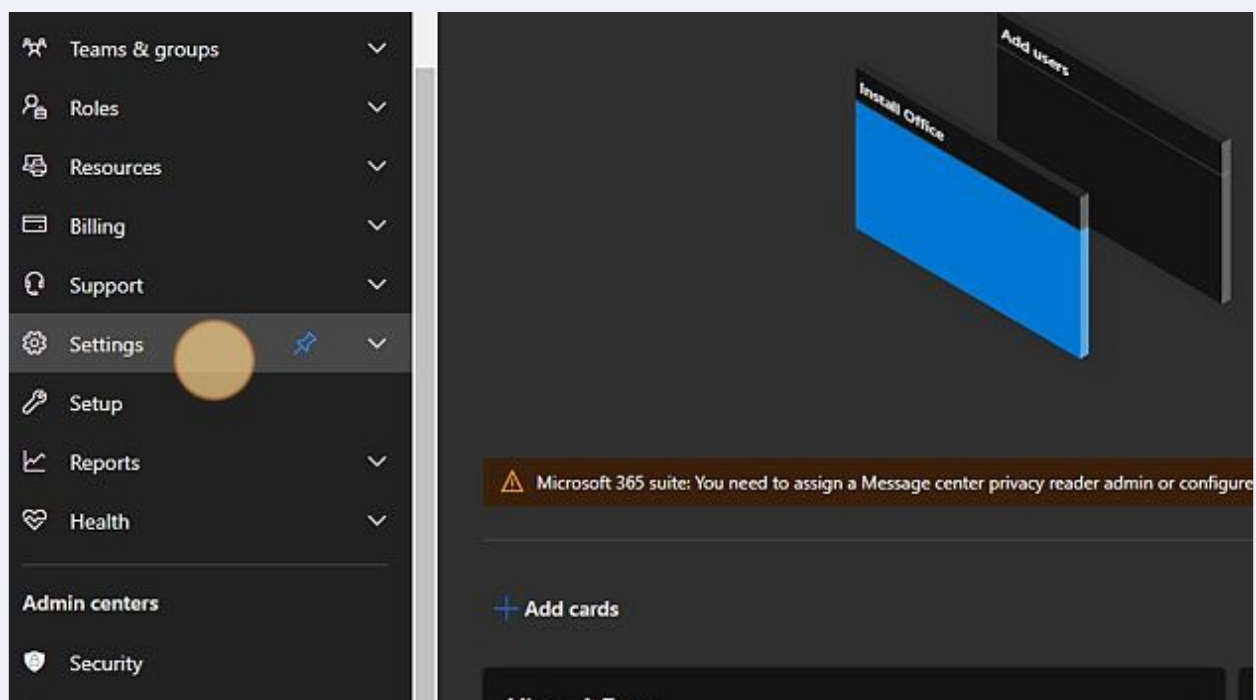# Set Idle Timeout for 365 Web Access
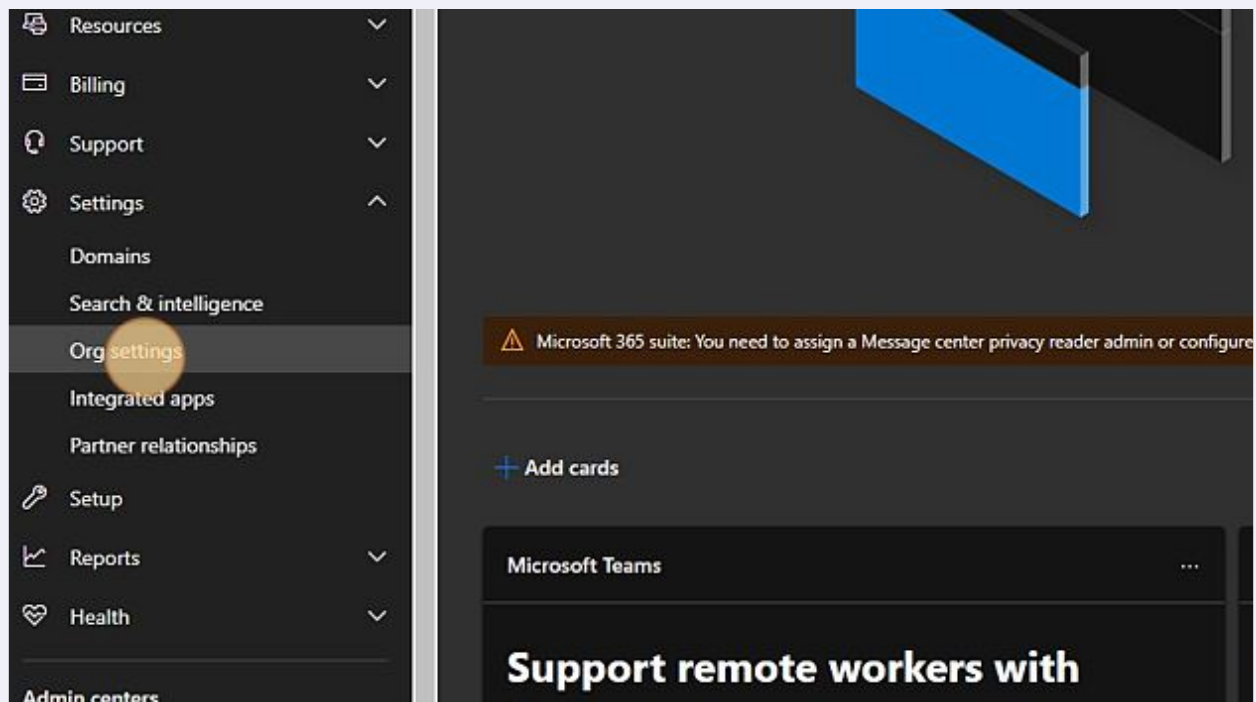
This walkthrough explains how to configure an idle timeout of 24 hours for 365 web access before re-authentication is required.

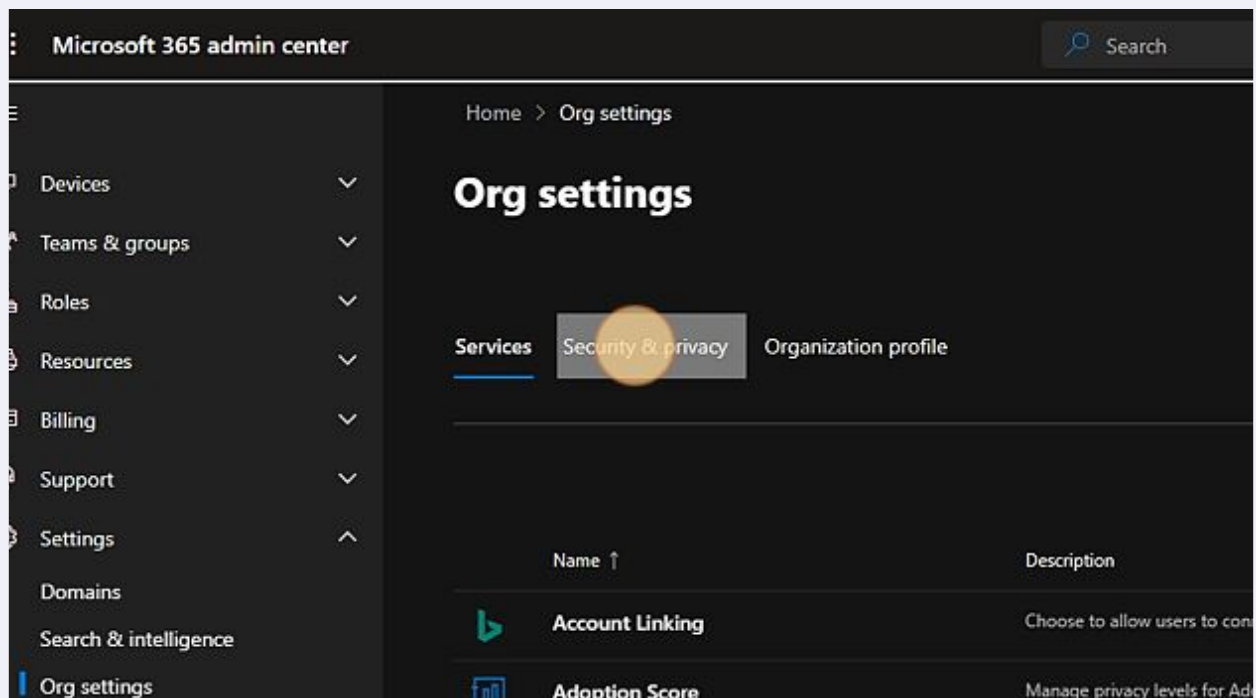**1**   Navigate to admin.microsoft.com
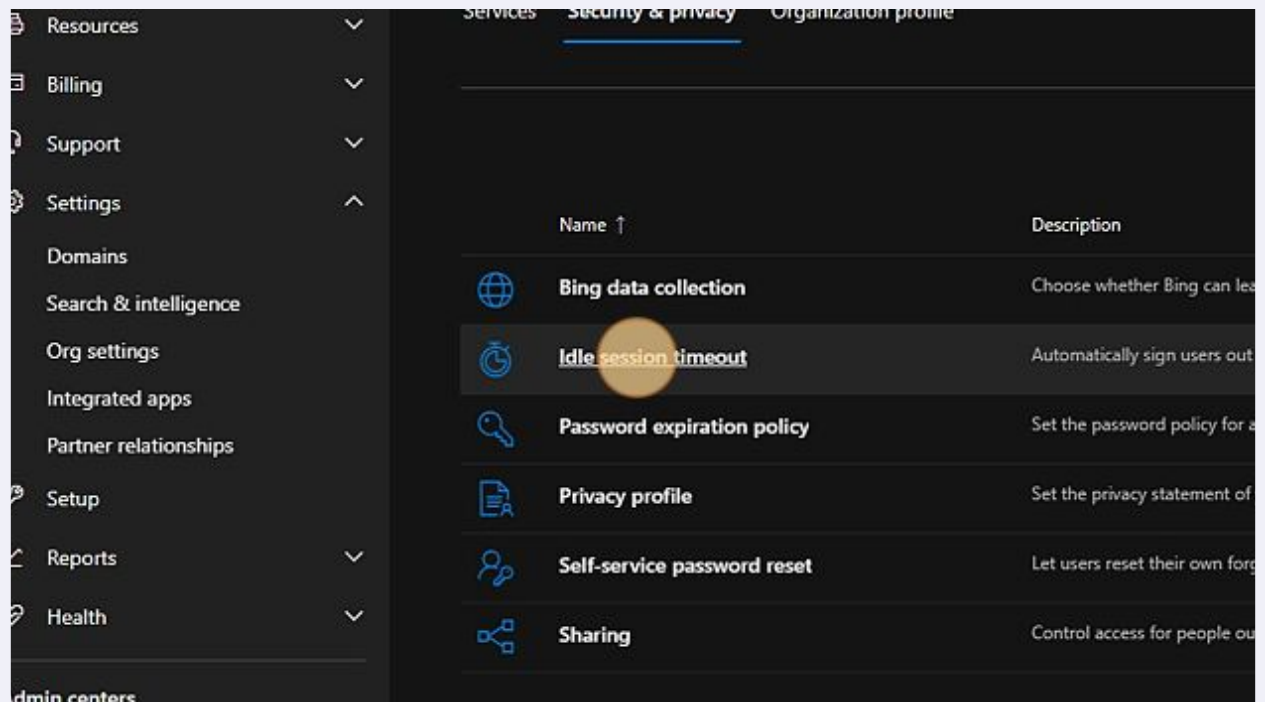
2   Click "Settings"
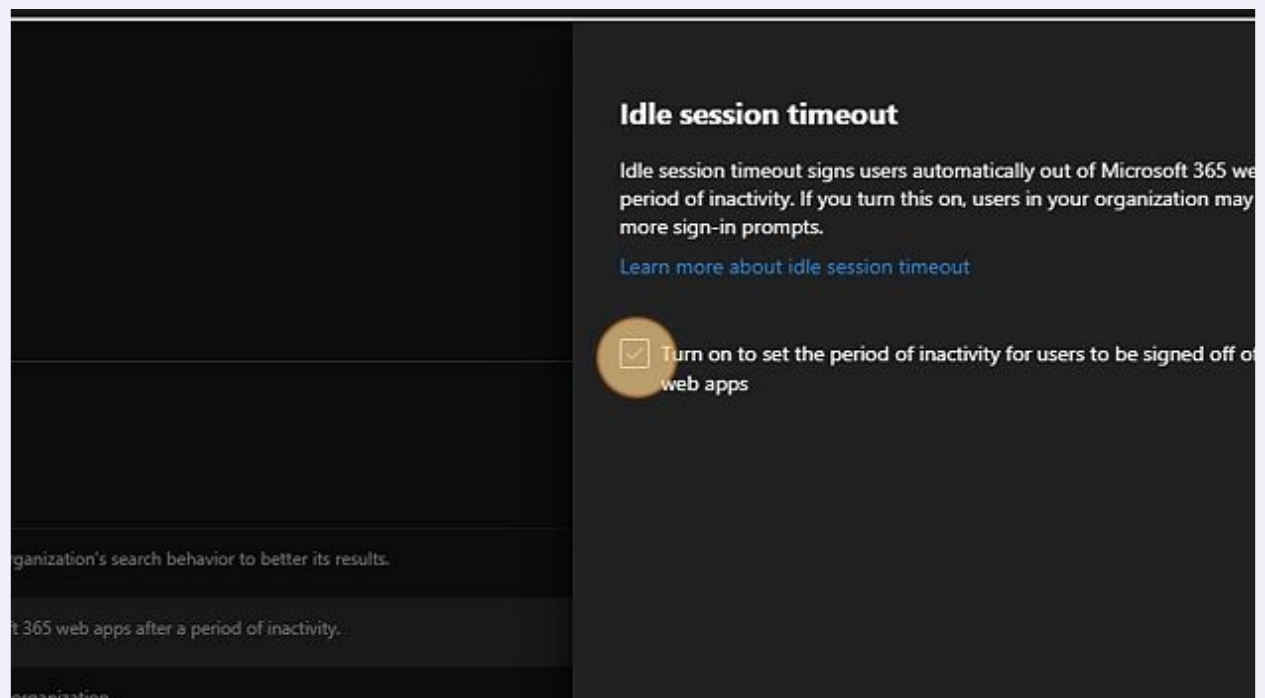
3 Click "Org settings"

4 Click "Security & privacy"

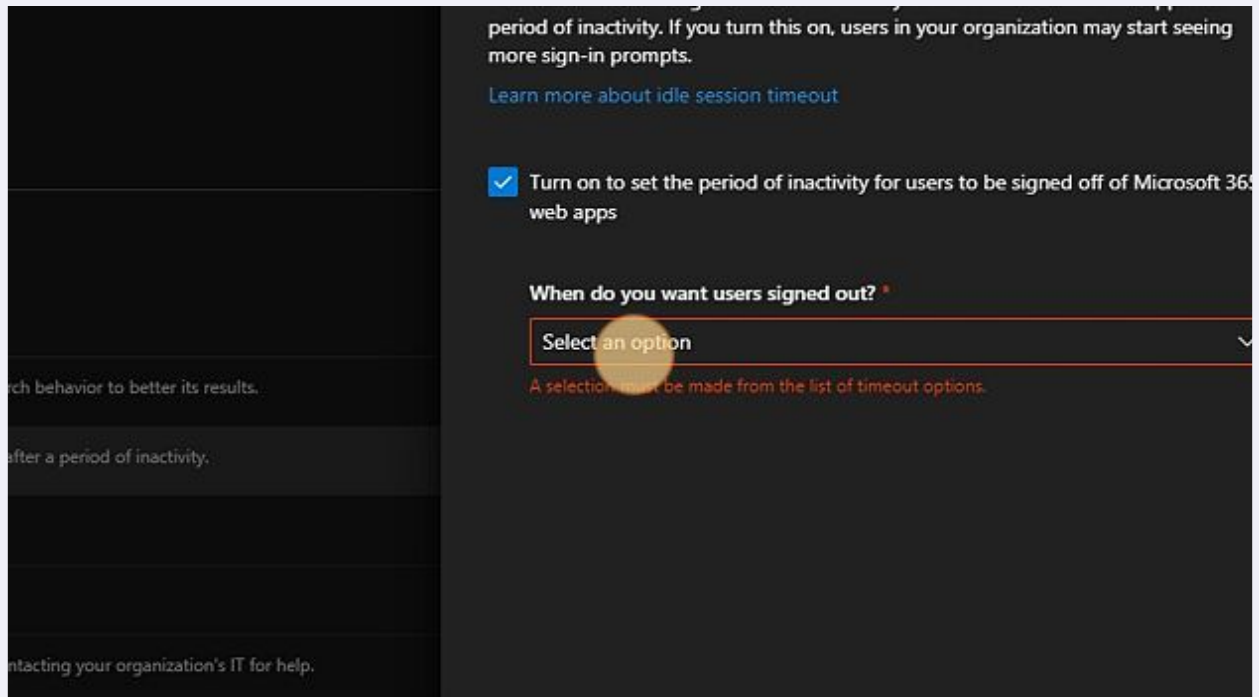**5** Click "Idle session timeout"

6 Check the box, to enable the setting.

7   Click the drop down

period of inactivity. If you turn this on, users in your organization may start seeing more sign-in prompts.

Learn more about idle session timeout

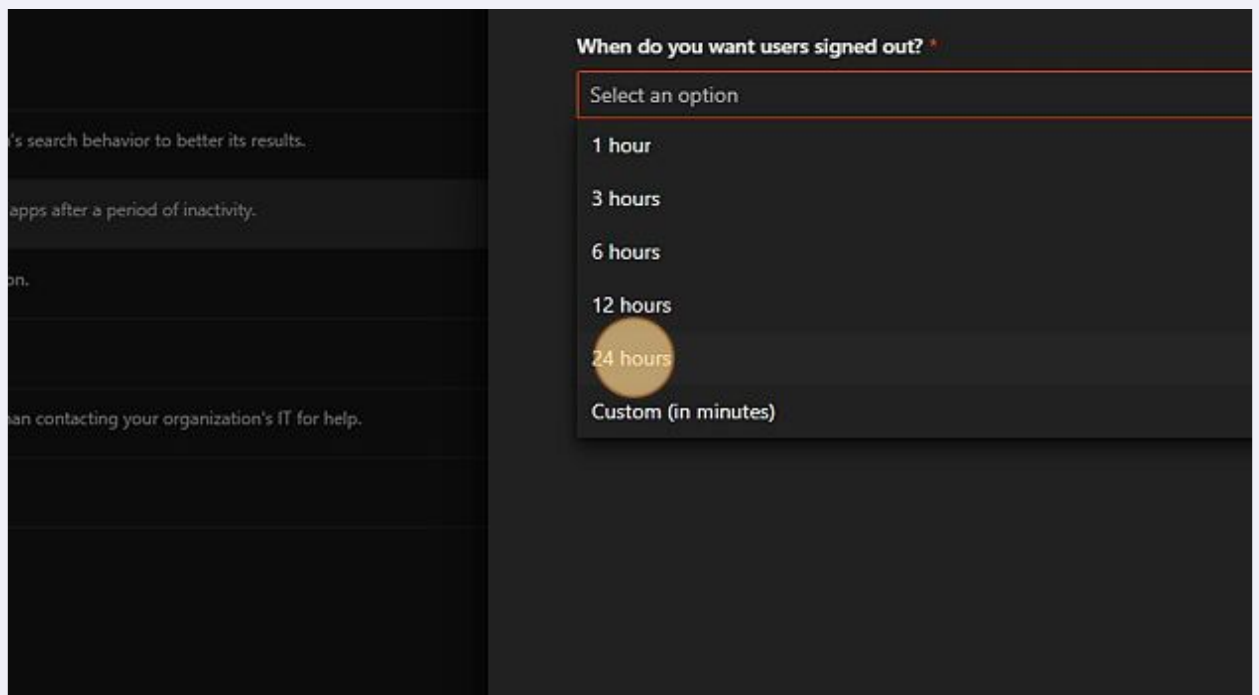☑ Turn on to set the period of inactivity for users to be signed off of Microsoft 365 web apps

When do you want users signed out? *

Select an option

A selection must be made from the list of timeout options.

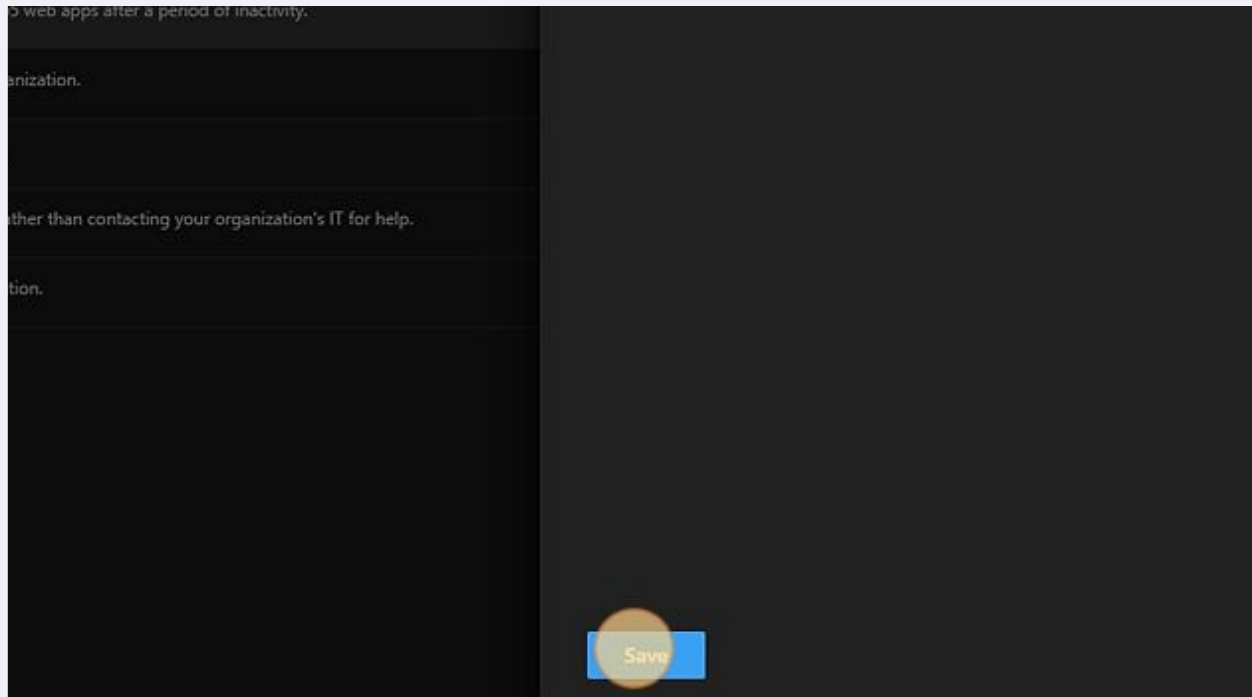rch behavior to better its results.

after a period of inactivity.

ntacting your organization's IT for help.

8   Select "24 hours"

's search behavior to better its results.

apps after a period of inactivity.

on.

an contacting your organization's IT for help.

When do you want users signed out? *

Select an option

1 hour

3 hours

6 hours

12 hours

24 hours

Custom (in minutes)

9 Click "Save"

10