

# Superhighways Office 365 Admin Training Series

## Checking / Adding Multi Factor Authentication to user accounts

- 1) You can find out if a user account has MFA enabled or enforced by going to the O365 Admin portal and selecting Users / Active users. Next click on the Multi Factor Authentication option at the top.

The screenshot shows the Microsoft 365 Admin Center interface. On the left sidebar, the 'Users' menu item is highlighted with a red box. In the main content area, the 'Active users' page is displayed. At the top of this page, the 'Multi-factor authentication' link is highlighted with a red box. Below this link is a table of active users with columns for 'Display name', 'Username', and 'Licenses'.

Display name ↑	Username	Licenses	Choose cc
<input type="checkbox"/> Community Connected Helpdesk	helpdesk@communityconnected.org.uk	Office 365 E2	
<input type="checkbox"/> Community Connected Info	info@communityconnected.org.uk	Office 365 E2	
<input type="checkbox"/> Community Connected Members	members@communityconnected.org.uk	Office 365 E2	
<input type="checkbox"/> Community Connected Moodle	moodle@communityconnected.org.uk	Office 365 E2	
<input type="checkbox"/> Community Connected Support	support@communityconnected.org.uk	Office 365 E2	
<input type="checkbox"/> Lifelong Learner 01	lll1@communityconnected.org.uk	Office 365 E2, Enterprise Mobility + Security E3, Power BI	
<input type="checkbox"/> Lifelong Learner 02	lll2@communityconnected.org.uk	Office 365 E2, Microsoft Power Automate Free, Enterprise	
<input type="checkbox"/> Lifelong Learner 03	lll3@communityconnected.org.uk	Power BI (free), Office 365 E2, Microsoft Power Automate	
<input type="checkbox"/> Lifelong Learner 04	lll4@communityconnected.org.uk	Power BI (free), Office 365 E2, Microsoft Power Automate	

- 2) Here you will see a list of all users in your O365 tenancy.

## multi-factor authentication users service settings

Starting Sept. 30th, 2022 Combined registration experiences for MFA and SSPR will be enabled for all tenants. Enable it now. Before you begin, take a look at the multi-factor authentication deployment guide.

The screenshot shows the 'Multi-factor authentication' settings page. The 'Multi-Factor Auth status' dropdown menu is highlighted with a red box. A callout bubble points to this dropdown with the text: 'You can filter here to just see Disabled, Enabled and Enforced'. Below the dropdown is a table of users with columns for 'Display Name', 'Username', and 'Multi-Factor Authentication Status'. The status for all users shown is 'Disabled'.

Display Name	Username	Multi-Factor Authentication Status
<input type="checkbox"/>	[Redacted]	Disabled
<input type="checkbox"/> Lifelong Learner 01	lll1@communityconnected.org.uk	Disabled
<input type="checkbox"/> Lifelong Learner 02	lll2@communityconnected.org.uk	Disabled
<input type="checkbox"/> Lifelong Learner 03	lll3@communityconnected.org.uk	Disabled
<input type="checkbox"/> Lifelong Learner 04	lll4@communityconnected.org.uk	Disabled
<input type="checkbox"/> Lifelong Learner 05	lll5@communityconnected.org.uk	Disabled

- 3) When either the User has entered their authentication methods themselves (direct them to Go to their Office 365 account settings by clicking on their profile picture or initials at the top right of the screen and [follow these steps](#)) or you have added the authentication methods on their behalf as an Administrator (see step 5 below) come back to the Multi Factor Authentication screen, select the user and click on MFA.

multi-factor authentication

users service settings

Starting Sept. 30th, 2022 Combined registration experiences for MFA and SSPR will be enabled for all tenants. Enable it now. Before you begin, take a look at the multi-factor authentication deployment guide.

update in bulk

View: Sign-in allowed users Multi-Factor Auth status: Any

<input type="checkbox"/>	DISPLAY NAME	USERNAME	MULTI-FACTOR AUTHENTICATION STATUS
<input type="checkbox"/>	[Redacted]	[Redacted]	Disabled
<input type="checkbox"/>	[Redacted]	[Redacted]	Disabled
<input type="checkbox"/>	[Redacted]	[Redacted]	Disabled
<input type="checkbox"/>	[Redacted]	[Redacted]	Disabled
<input type="checkbox"/>	Lifelong Learner 01	l1l1@communityconnected.org.uk	Disabled
<input checked="" type="checkbox"/>	Lifelong Learner 02	l1l2@communityconnected.org.uk	Disabled
<input type="checkbox"/>	Lifelong Learner 03	l1l3@communityconnected.org.uk	Disabled
<input type="checkbox"/>	Lifelong Learner 04	l1l4@communityconnected.org.uk	Disabled
<input type="checkbox"/>	Lifelong Learner 05	l1l5@communityconnected.org.uk	Disabled
<input type="checkbox"/>	Lifelong Learner 06	l1l6@communityconnected.org.uk	Disabled

Lifelong Learner 02  
l1l2@communityconnected.org.uk

quick steps

Enable

Manage user settings

- 4) Then select enable multi-factor authentication

!

### About enabling multi-factor auth

Please read the [deployment guide](#) if you haven't already.

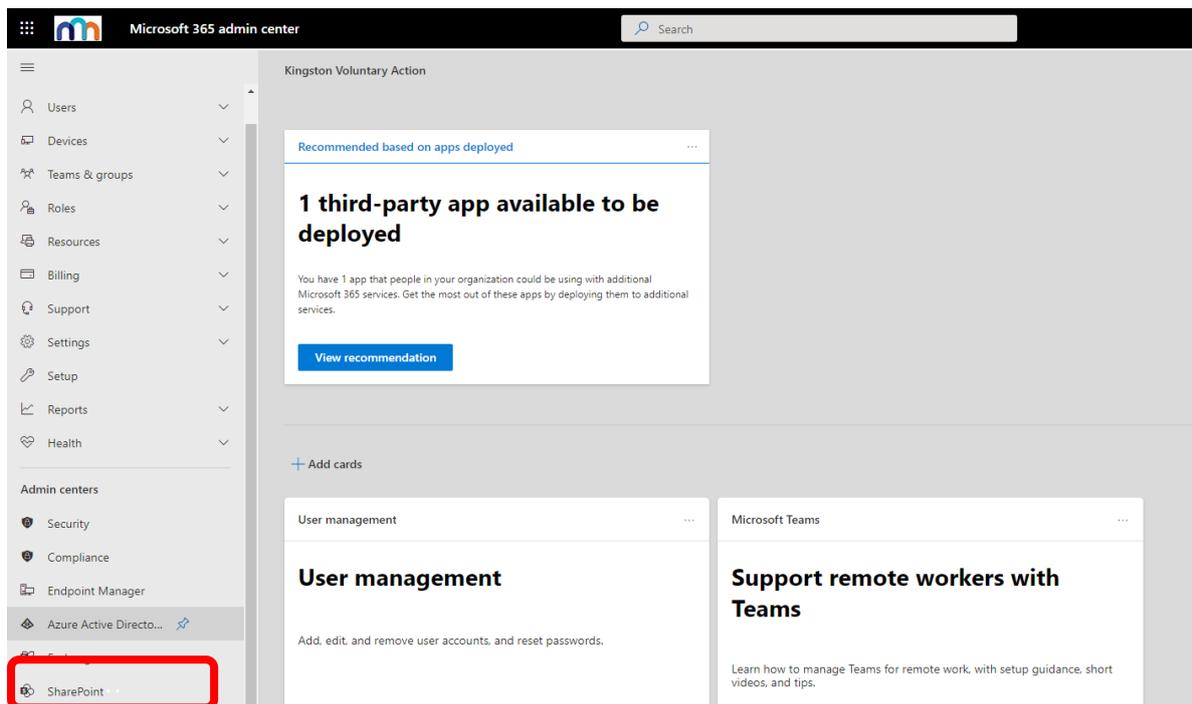
If your users do not regularly sign in through the browser, you can direct them to this link to register for multi-factor authentication: <https://aka.ms/MFASetup>

enable multi-factor authentication cancel

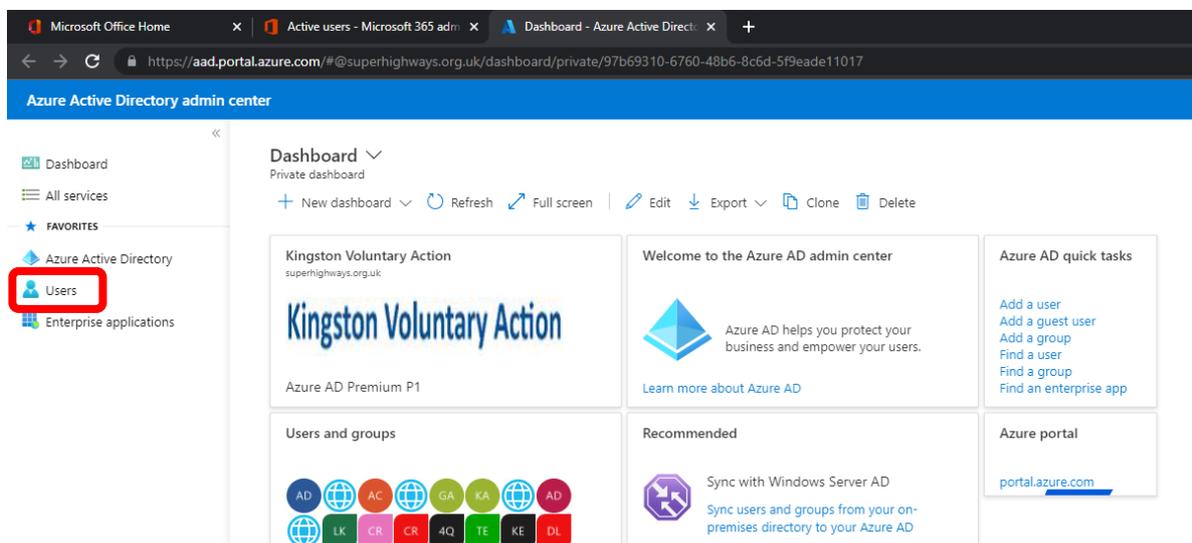
Now this account should show Enabled in the status column and once they have been asked to authenticate their user account (they will get a prompt to log in and authenticate) the status should change to show Enforced.

- 5) If you want to check whether user accounts have authentication methods set up, or to add in a mobile or landline number to a user account, you will have to go to Azure Active Directory, listed towards the bottom of options in the left-hand menu of the Admin portal (you may need to click See more for this to display)

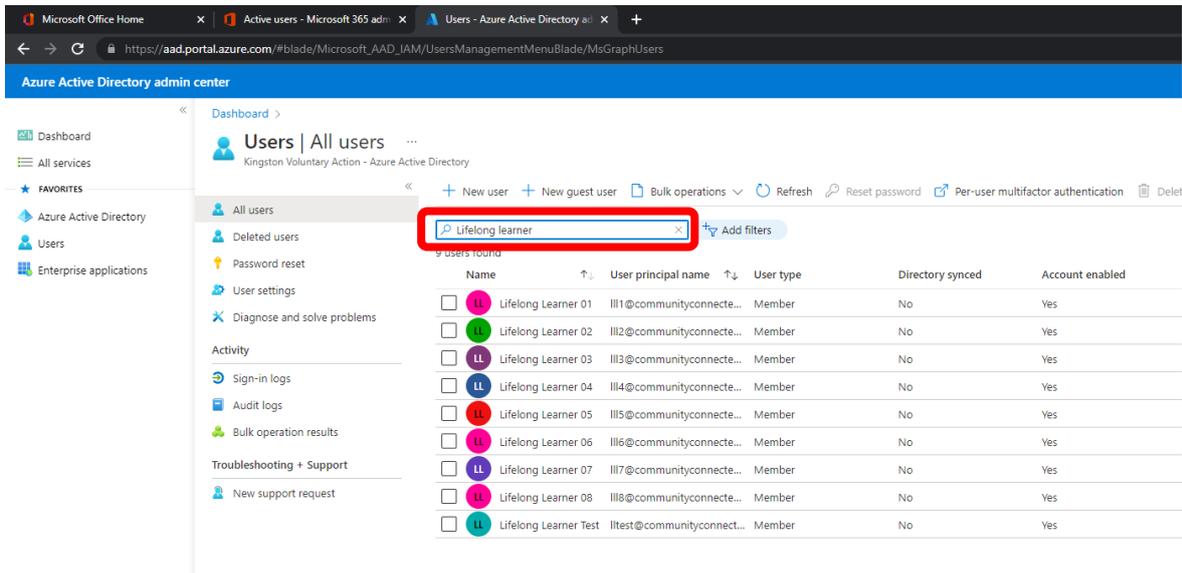
Click on Azure Active Directory and this will open up in a new tab.



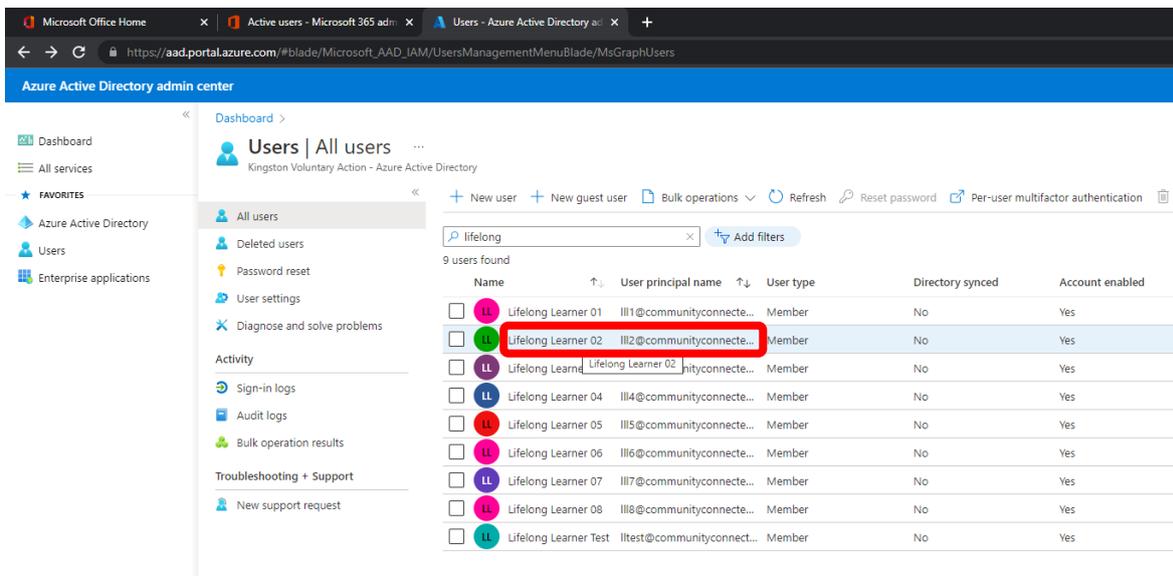
- 6) Now click on Users in the left-hand menu.



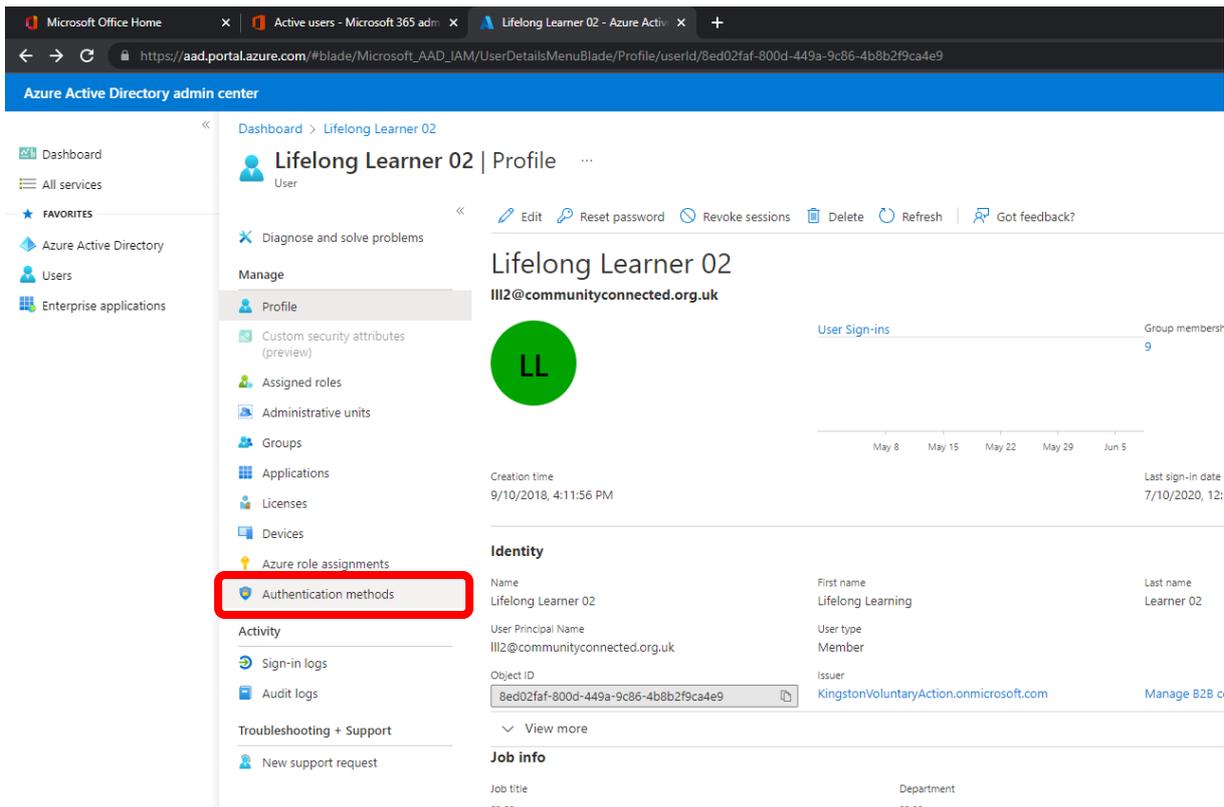
7) Use the Search bar to search for a specific user



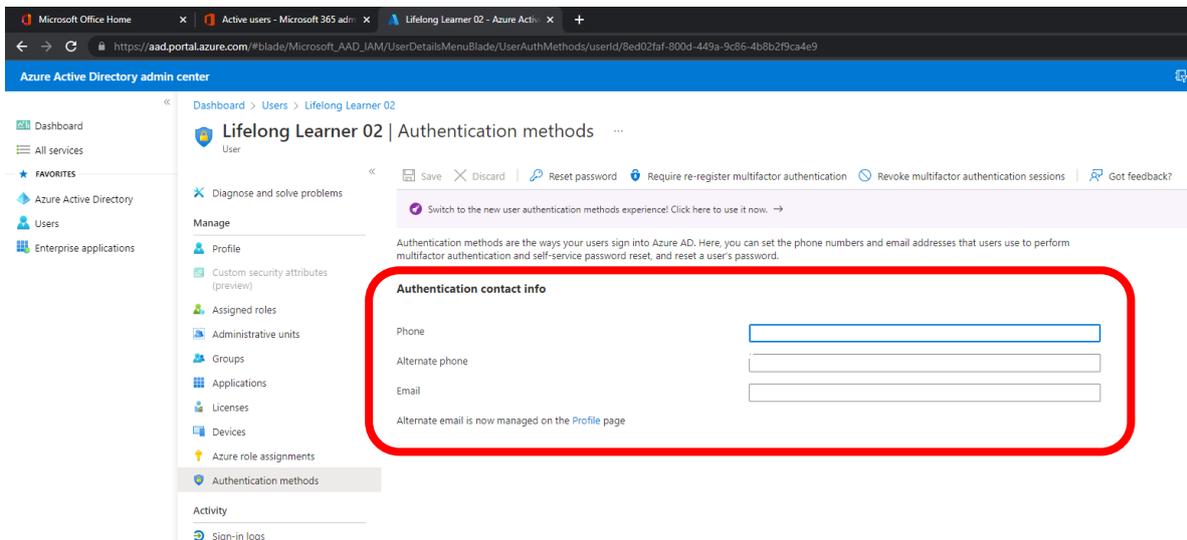
8) Now double click on the user account – click on the name or email address.  
*Don't highlight and tick the box to the left of the user account.*



9) The Profile page for that user should now open in the same window as below. Now click on the Authentication methods in the left-hand list.



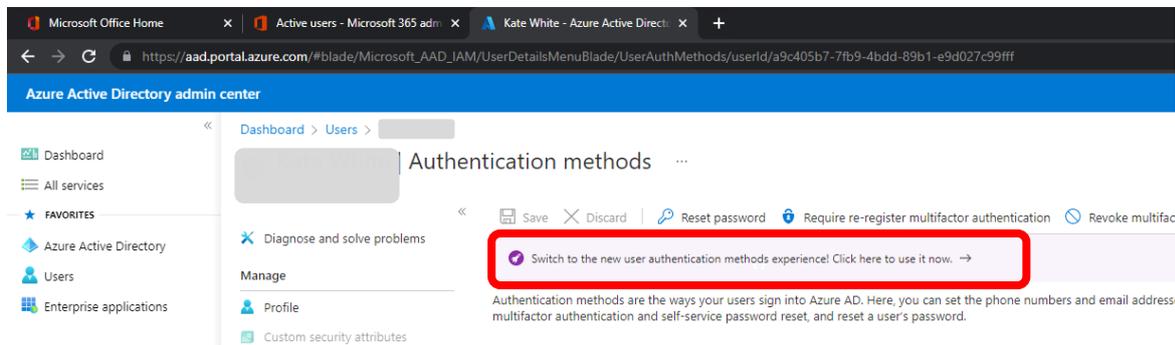
10) Here you will be able to see if a mobile phone or landline has been entered as an authentication method already or add it in.



You will need to use the format as shown below...



11) You may also see an option to switch to the new authentication methods experience as below:



12) In this newer view – you'll also be able to check if someone has added the Microsoft Authenticator App as an authentication method for their account. This is recommended and can only be done by the User themselves, not you as an Administrator.

