## Superhighways Office 365 Admin Training Series

## Checking / Adding Multi Factor Authentication to user accounts

 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.

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					Lifelong Learner 02	: "	12@communityconnected.org.uk	Office 365 E2 , Microsoft P	ower Automate Free , Enterprise
					Lifelong Learner 03	: "	13@communityconnected.org.uk	Power BI (free) , Office 365	E2 , Microsoft Power Automate
					Lifelong Learner 04	: "	l4@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

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	Lifelong Learner 03	III3@communityconnected.org.uk	Disabled	
	Lifelong Learner 04	III4@communityconnected.org.uk	Disabled	
	Lifelong Learner 05	III5@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 <u>follow these steps</u>) 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.

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M USC Start Befo	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.								
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	Lifelong Learner 03	III3@communityconnected.org.uk	Disabled						
	Lifelong Learner 04	III4@communityconnected.org.uk	Disabled						
	Lifelong Learner 05	III5@communityconnected.org.uk	Disabled						
	Lifelong Learner 06	III6@communityconnected.org.uk	Disabled						

#### 4) Then select enable muti-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)

	m	Microsoft 365 admir	n center	✓ Search
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¢,	SharePoint			videos, and tips.

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

() Microsoft Office Home	X Active users - Microsoft 365 adm X	👗 Users - Azure Active Directory ad 🗙 🕂	
$\leftrightarrow$ $\rightarrow$ C $$ https://aad.p	oortal.azure.com/#blade/Microsoft_AAD_IAM	/UsersManagementMenuBlade/MsGraphUsers	
Azure Active Directory admin	center		
Azure Active Directory admin « Compashboard  All services  Azure Active Directory  Azure Active Directory  Enterprise applications	Center	e Directory + New user + New guest user	set password 🗗 Per-user multifactor authentication 🗎 Del Directory synced Account enabled No Yes No Yes
	<ul> <li>Sign-in logs</li> <li>Audit logs</li> <li>Bulk operation results</li> </ul> Troubleshooting + Support New support request	It Lifelong Learner 04       Ill4@communityconnecte       Member         It Lifelong Learner 05       Ill5@communityconnecte       Member         It Lifelong Learner 06       Ill6@communityconnecte       Member         It Lifelong Learner 07       Ill7@communityconnecte       Member         It Lifelong Learner 08       Ill8@communityconnecte       Member         It Lifelong Learner 08       Ill8@communityconnecte       Member         It Lifelong Learner 78t       Iltest@communityconnect       Member	No         Yes           No         Yes

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.

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FAVORITES     Azure Active Directory	🚽 🧹 «	+ New user + New guest user D Bulk operations $\checkmark$ O Refresh					
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	<ul> <li>User settings</li> <li>Diagnose and solve problems</li> <li>Activity</li> </ul>	Lifelong Learner 01 III1@communityconnecte Member	No Yes				
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	Audit logs	Lifelong Learner 05 III5@communityconnecte Member	No Yes				
	👶 Bulk operation results	Lifelong Learner 06 Ill6@communityconnecte Member	No Yes				
	Troubleshooting + Support	Lifelong Learner 07 III7@communityconnecte Member	No Yes				
	New support request	Lifelong Learner 08 Ill8@communityconnecte Member	No Yes				
		🗌 🛄 Lifelong Learner Test Iltest@communityconnect Member	No Yes				

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.

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Azure Active Directory admin	Azure Active Directory admin center							
«	Dashboard > Users > Lifelong Lear	ner 02						
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★ FAVORITES		« 🗟 Save 🔀 Discard   🖉 Reset password 🟮 Require re-register multifactor authentication 🚫 Revoke multifactor authentication sessions   🧖 Got feedback?						
🔶 Azure Active Directory	X Diagnose and solve problems	🔇 Switch to the new user authentication methods experience! Click here to use it now. $ ightarrow$						
🚨 Users	Manage							
Enterprise applications	🚨 Profile	Authentication methods are the ways your users sign into Azure AD. Here, you can set the phone numbers and email addresses that users use to perform multifactor authentication and self-service password reset, and reset a user's password.						
	<ul> <li>Custom security attributes (preview)</li> </ul>	Authentication contact info						
	Assigned roles							
	Administrative units	Phone						
	A Groups	Alternate phone						
	Applications	Email						
	🔓 Licenses	Alternation and a state Deally and						
	Devices	Alternate email is now managed on the Prome page						
	🕈 Azure role assignments							
	Authentication methods							
	Activity							
	∋ Sign-in logs							

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:

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Azure Active Directory admin	center						
≪	Dashboard > Users >         Authentication methods            «         Base × Discard         Preset password         Require re-register multifactor authentication         *         Diagnose and solve problems         Switch to the new user authentication methods experience! Click here to use it now. →						
Enterprise applications	Profile Custom security attributes	Authentication methods are the ways your users sign into Azure AD. Here, you can set the phone numbers and email address multifactor authentication and self-service password reset, and reset a user's password.					

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.

	Authentication methods						
	*	+ Add authentication method   🖉 Reset password 🔞 Require re-register multifactor authentication 🛇	Revoke multifactor authentication sessions				
×	Diagnose and solve problems	f 0 Want to switch back to the old user authentication methods experience? Click here to go back. $ o$					
	Profile	Authentication methods are the ways your users sign into Azure AD and perform SSPR.					
	Custom security attributes (preview)	Usable authentication methods					
2,	Assigned roles	Authentication method	Detail				
3	Administrative units	Phone number	+44 7941566755				
24	Groups	Email	katewhite71@googlemail.com				
	Applications	Windows Hello for Business	DESKTOP-OC2910U				
	Licenses	Windows Hello for Business					
	Devices	Microsoft Authenticator	FP3				
•	Azure role assignments						
٢	Authentication methods						

Activity