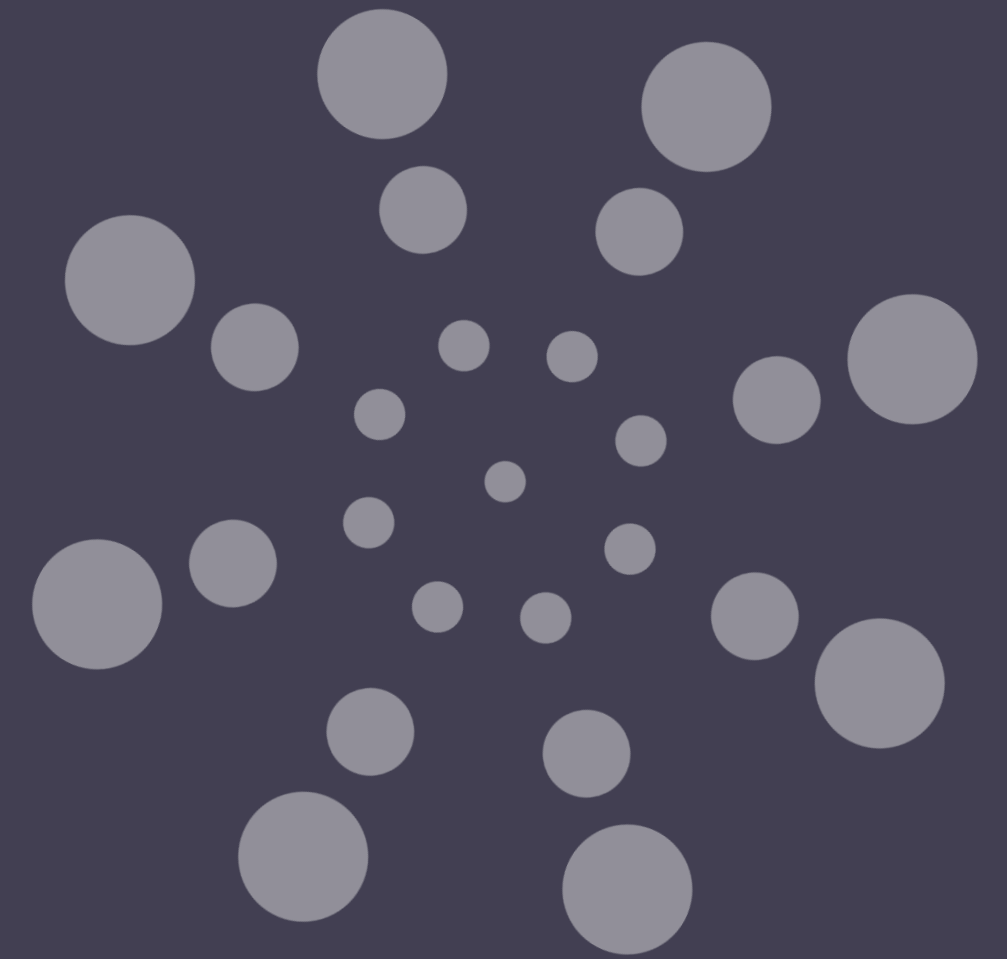


ADOPTING MFA SERIES PART 3

IMPLEMENTING MULTI-FACTOR AUTHENTICATION IN MICROSOFT 365



THE MFA SETUP

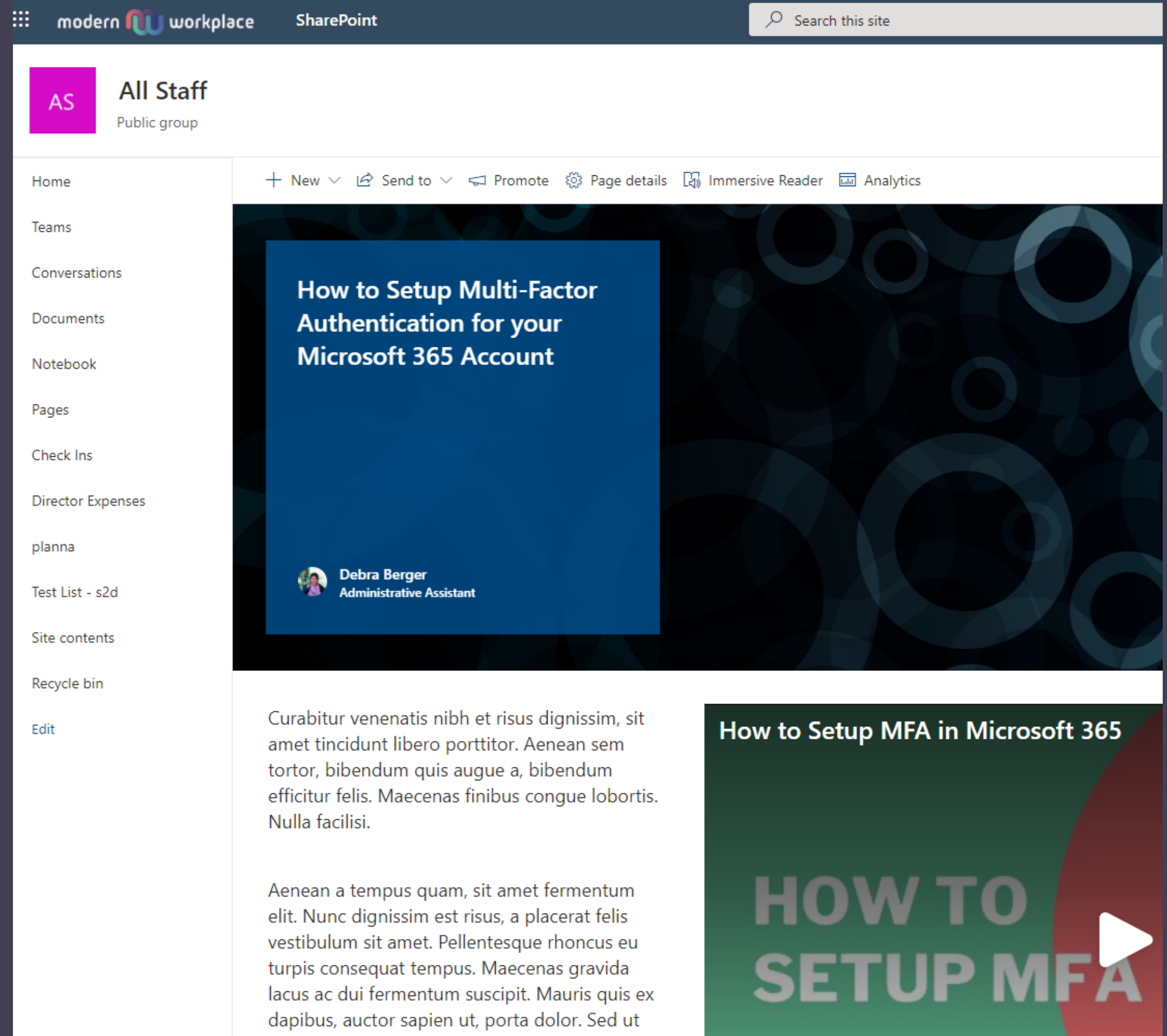
As the IT Admin for your organization, you may be tasked to enable MFA all of your users.

Review the steps outlined below and the additional documentation prior to rolling out MFA.



IMPLEMENTING MULTI-FACTOR AUTHENTICATION IN MICROSOFT 365

1. PRIOR TO ENABLING MFA, COMMUNICATE THE ROLLOUT PLAN AND INSTRUCTIONS TO YOUR USERS.



The screenshot shows a SharePoint page for the 'All Staff' public group. The page title is 'How to Setup Multi-Factor Authentication for your Microsoft 365 Account', created by Debra Berger, an Administrative Assistant. The page content includes a large blue header with the title and author information, followed by two columns of placeholder text. A video player is visible in the bottom right corner with the title 'How to Setup MFA in Microsoft 365' and the text 'HOW TO SETUP MFA' overlaid on a green and red background.

modern workplace SharePoint

AS All Staff
Public group

Home Teams Conversations Documents Notebook Pages Check Ins Director Expenses planna Test List - s2d Site contents Recycle bin Edit

+ New Send to Promote Page details Immersive Reader Analytics

How to Setup Multi-Factor Authentication for your Microsoft 365 Account

Debra Berger
Administrative Assistant

Curabitur venenatis nibh et risus dignissim, sit amet tincidunt libero porttitor. Aenean sem tortor, bibendum quis augue a, bibendum efficitur felis. Maecenas finibus congue lobortis. Nulla facilisi.

Aenean a tempus quam, sit amet fermentum elit. Nunc dignissim est risus, a placerat felis vestibulum sit amet. Pellentesque rhoncus eu turpis consequat tempus. Maecenas gravida lacus ac dui fermentum suscipit. Mauris quis ex dapibus, auctor sapien ut, porta dolor. Sed ut

How to Setup MFA in Microsoft 365

HOW TO SETUP MFA

2. FROM THE "ACTIVE USERS" PAGE, SELECT "MULTI-FACTOR AUTHENTICATION"

The screenshot shows the Microsoft 365 Admin Center interface. On the left, the navigation pane has 'Active users' highlighted, with a red arrow pointing to it and the text '1. CLICK HERE'. The main content area shows a list of active users. A context menu is open over the user 'Cameron White', with a red arrow pointing to the 'Multi-factor authentication' option and the text '2. CLICK HERE'. The context menu options are: Multi-factor authentication, Delete a user, Refresh, Reset password, Export users, Directory synchronization, Manage priority accounts, and Teams setup status. The user list table has columns for 'Display name', 'User principal name', and 'License'. The visible rows are:

Display name	User principal name	License
Cameron White	Ca...	Project Plan 5 , Office 365 E3
Cattywampus Consulting	Ca...	Unlicensed
Chinchilla Day Spa	MC...	Unlicensed
Christie Cline	Ch...	Enterprise Mobility + Security E5 , Office 365 I
Conf Room Adams	Ad...	Unlicensed
Conf Room Baker	Baker@M365x189604.onmicrosoft.com	Unlicensed
Conf Room Crystal	Crystal@M365x189604.onmicrosoft.com	Unlicensed
Conf Room Hood	Hood@M365x189604.onmicrosoft.com	Unlicensed

IMPLEMENTING MULTI-FACTOR AUTHENTICATION IN MICROSOFT 365

3. CONFIGURE YOUR GLOBAL MFA SETTINGS AS REQUIRED.



multi-factor authentication
users [service settings](#)

CLICK "SERVICE SETTINGS" TO
VIEW GLOBAL MFA SETTINGS

app passwords [\(learn more\)](#)

- Allow users to create app passwords to sign in to non-browser apps
- Do not allow users to create app passwords to sign in to non-browser apps

trusted ips [\(learn more\)](#)

- Skip multi-factor authentication for requests from federated users on my intranet

Skip multi-factor authentication for requests from following range of IP address subnets

192.168.1.0/27
192.168.1.0/27
192.168.1.0/27

verification options [\(learn more\)](#)

Methods available to users:

- Call to phone
- Text message to phone
- Notification through mobile app
- Verification code from mobile app or hardware token

remember multi-factor authentication on trusted device [\(learn more\)](#)

- Allow users to remember multi-factor authentication on devices they trust (between one to 365 days)

Number of days users can trust devices for

NOTE: For the optimal user experience, we recommend using Conditional Access sign-in frequency to extend session lifetimes on trusted devices, locations, or low-risk sessions as an alternative to 'Remember MFA on a trusted device' settings. If using 'Remember MFA on a trusted device,' be sure to extend the duration to 90 or more days. [Learn more about reauthentication prompts.](#)

save

DON'T FORGET TO SAVE

**WHEN REVIEWING
VERIFICATION OPTIONS, NOTE
THAT SOME METHODS ARE
MORE SECURE THAN OTHERS.**

verification options (learn more)

Methods available to users:

- Call to phone
- Text message to phone
- Notification through mobile app
- Verification code from mobile app or hardware

**MOST
SECURE**

remember multi-factor authentication

- Allow users to remember multi-factor authentication
- Number of days users can trust devices for

4. START ENABLING MFA FOR YOUR USERS.

multi-factor authentication
users service settings

Before you begin, take a look at the [multi-factor auth deployment guide](#).

[bulk update](#)

View:

<input type="checkbox"/>	DISPLAY NAME ▲	USER NAME	MULTI-FACTOR AUTH STATUS
<input checked="" type="checkbox"/>	Patti Fernandez	Microsoft.com	Disabled
<input checked="" type="checkbox"/>	Pradeep Gupta	PradeepG@M365x189604.OnMicrosoft.com	Disabled
<input checked="" type="checkbox"/>	Provisioning User	provisioninguser3@M365x189604.OnMicrosoft.com	Disabled
<input type="checkbox"/>	Provisioning User	provisioninguser2@M365x189604.OnMicrosoft.com	Disabled
<input type="checkbox"/>	Provisioning User	provisioninguser1@M365x189604.OnMicrosoft.com	Disabled
<input type="checkbox"/>	Provisioning User	provisioninguser4@M365x189604.OnMicrosoft.com	Disabled

2 selected

quick steps

- [Enable](#)
- [Manage user settings](#)

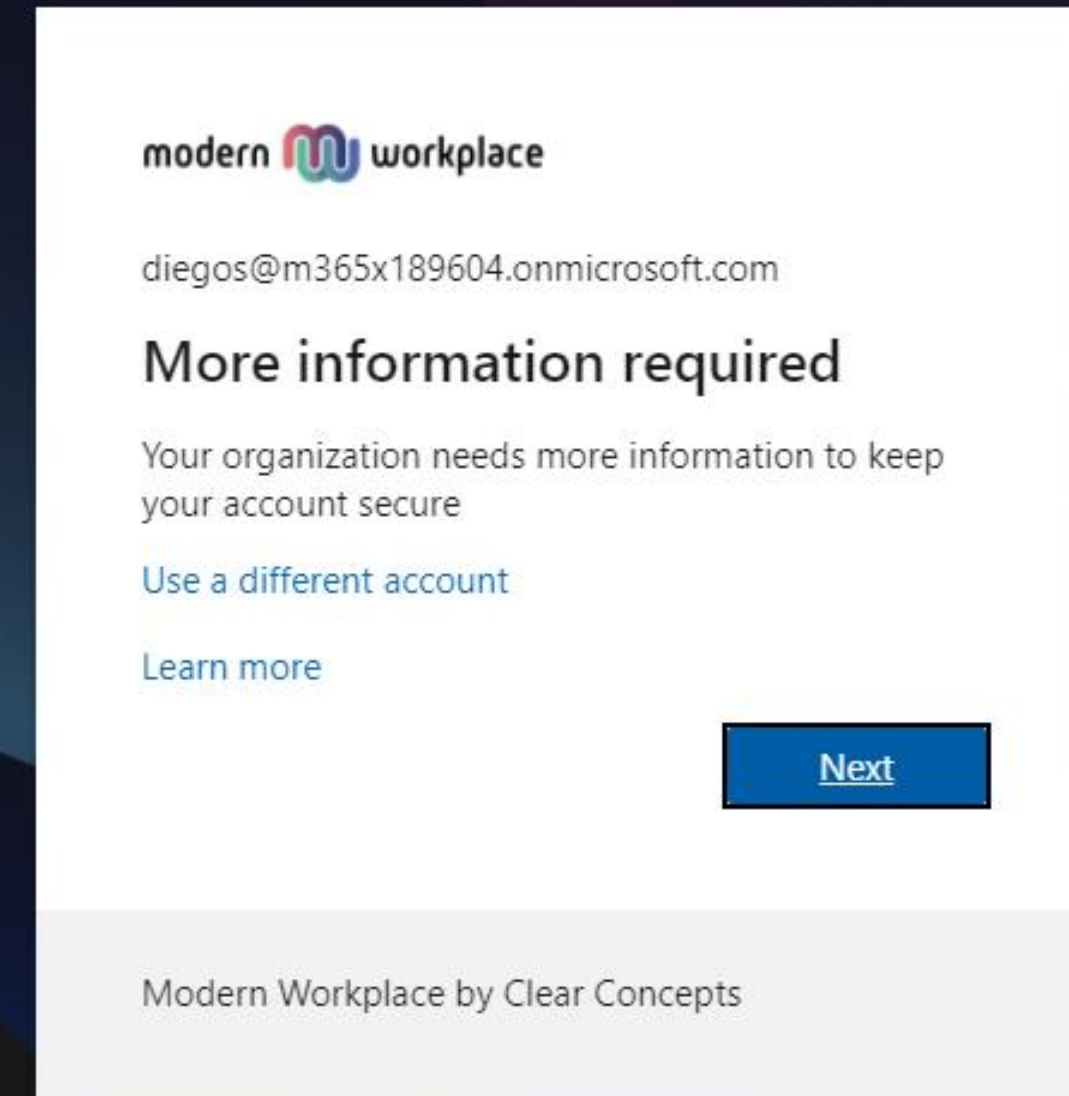
1. SELECT ONE OR MORE USERS

2. CLICK HERE TO ENABLE MFA

IMPLEMENTING MULTI-FACTOR AUTHENTICATION
IN MICROSOFT 365

REMEMBER THAT IT'S
IMPORTANT THAT YOU
REGULARLY COMMUNICATE
WITH YOUR END-USERS
THROUGHOUT THIS PROCESS.

GIVE THEM ADVANCED
NOTICE OF YOUR TIMELINE
AND SETUP INSTRUCTIONS.



The screenshot shows a white dialog box on a dark blue background. At the top left is the 'modern workplace' logo. Below it is the email address 'diegos@m365x189604.onmicrosoft.com'. The main heading is 'More information required'. Below that is the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is positioned to the right. At the bottom of the dialog box, it says 'Modern Workplace by Clear Concepts'.

modern workplace

diegos@m365x189604.onmicrosoft.com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

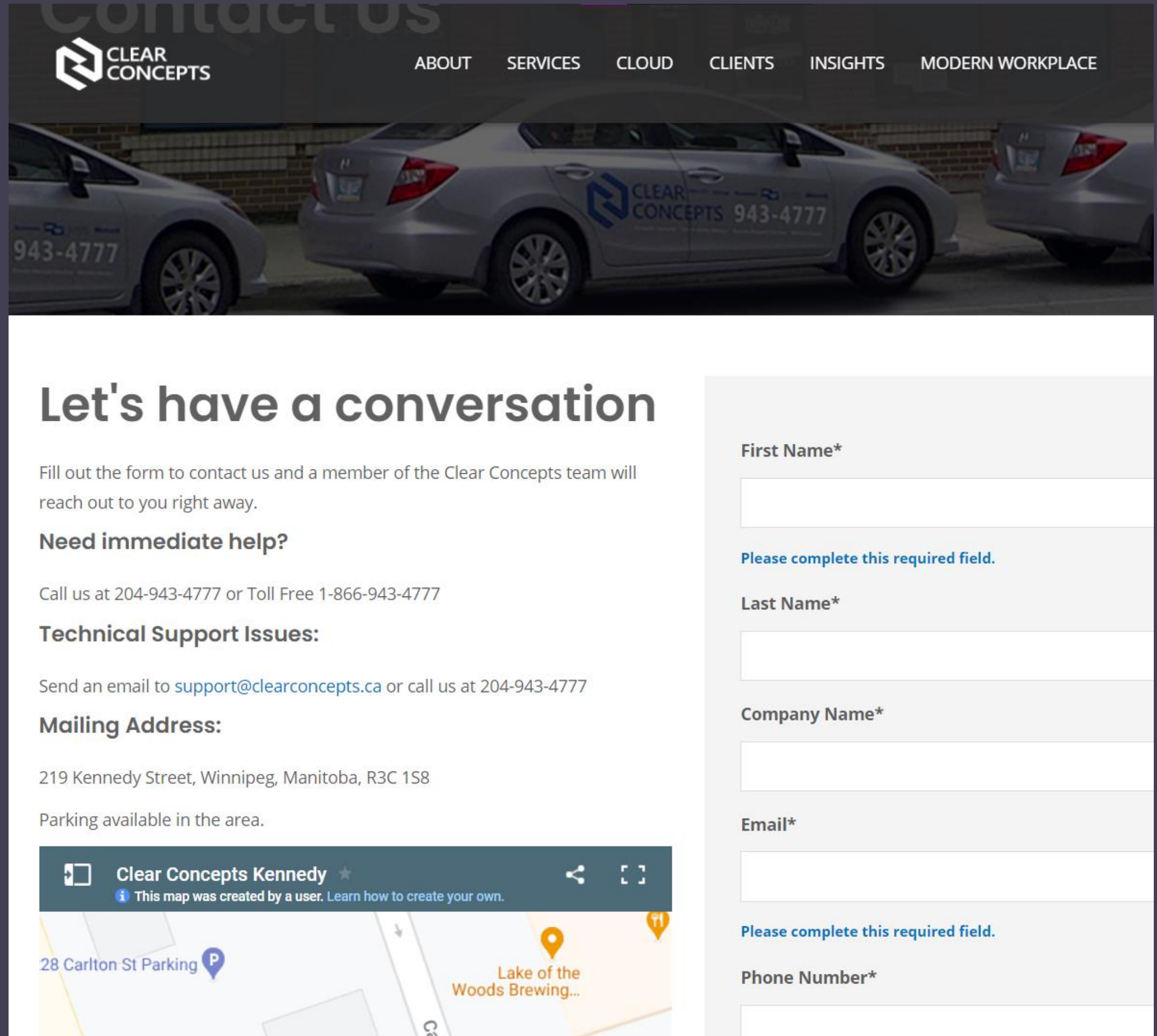
Next

Modern Workplace by Clear Concepts

IMPLEMENTING MULTI-FACTOR AUTHENTICATION
IN MICROSOFT 365


NEED SUPPORT?

Find us at
clearconcepts.ca/contact-us



The screenshot shows the 'CONTACT US' page for Clear Concepts. At the top, there is a navigation menu with links for ABOUT, SERVICES, CLOUD, CLIENTS, INSIGHTS, and MODERN WORKPLACE. Below the menu is a banner image of several silver cars with the Clear Concepts logo and phone number 943-4777. The main heading is 'Let's have a conversation'. Below this, there is a paragraph explaining that a team member will reach out. There are three sections: 'Need immediate help?' with contact numbers, 'Technical Support Issues:' with an email address, and 'Mailing Address:' with the physical address and parking information. A map snippet shows the location at 219 Kennedy Street. On the right side, there is a contact form with fields for First Name*, Last Name*, Company Name*, Email*, and Phone Number*. Each field has a red asterisk and a message below it: 'Please complete this required field.'

CONTACT US

 CLEAR CONCEPTS

ABOUT SERVICES CLOUD CLIENTS INSIGHTS MODERN WORKPLACE

943-4777

Let's have a conversation

Fill out the form to contact us and a member of the Clear Concepts team will reach out to you right away.

Need immediate help?

Call us at 204-943-4777 or Toll Free 1-866-943-4777

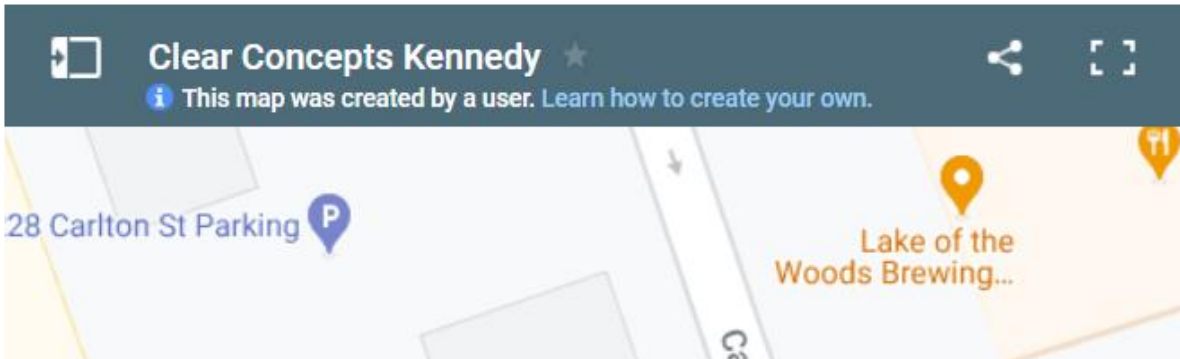
Technical Support Issues:

Send an email to support@clearconcepts.ca or call us at 204-943-4777

Mailing Address:

219 Kennedy Street, Winnipeg, Manitoba, R3C 1S8

Parking available in the area.



Clear Concepts Kennedy ★
This map was created by a user. [Learn how to create your own.](#)

28 Carlton St Parking P

Lake of the Woods Brewing...

First Name*

Please complete this required field.

Last Name*

Company Name*

Email*

Please complete this required field.

Phone Number*

IMPLEMENTING MULTI-FACTOR AUTHENTICATION
IN MICROSOFT 365

READY TO LEARN MORE?

Read up on Microsoft's MFA Documentation:

<https://docs.microsoft.com/en-us/azure/active-directory/authentication/concept-mfa-howitworks>

