Open the portal at https://portal.nhs.net/and sign in with your NHSmail account to begin the MFA enablement process



Select 'Admin' on the top menu and click on the 'User Management' drop down option



After selecting 'User Management' you will be taken to this page. In the status field select 'Active' and search the users by the 'Email' field

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Q User and Mailbox List

| | Display Name | | Q | User v | Active v | Email Q | Mailbox Location |
|----------|---|------------|--------------|--------|---|--|---------------------|
| | Display Name | | Mailbox Type | Status | Email | Mailbox Location | |
| ~ | 20THJAN, Bulkuser12 (AINTREE UNIVERSITY HOSPITAL) | | User | Active | bulkuser12.20thjan@dev2.wks.accentu renhs.co.uk | Exchange On-Premise | |
| ~ | 20THJAN, BulkUser29 (FREEMAN HOSPITAL) | | User | Active | bulkuser29.20thjan@dev2.wks.accentu renhs.co.uk | Exchange On-Premise | |
| ~ | 8TH-APR4, Testnam-32924a (LEEDS TEACHING HOSPITAL) | | User | Active | test-32924.8th-apr4@dev2.wks.accent urenhs.co.uk | Exchange On-Premise | |
| v | ABTESTY19, Bulk (Aintree University Hospital) | | User | Active | bulk.abtesty19@dev2.wks.accenturenh s.co.uk | Exchange Online | |
| v | BULKA0081, Hybrid (LEEDS TEACHING HOSPITAL) | | User | Active | hybrid.bulka0081@dev2.wks.accenture nhs.co.uk | Exchange On-Premise | |
| | BULKA0084, Hybrid (LEEDS TEACHING HOSPITAL) | | User | Active | hybrid.bulka0084@dev2.wks.accentur enhs.co.uk | Exchange On-Premise | |
| | BULKA0122, Hybrid (LEB HOSPITAL) | EDS TEACHI | ٩G | User | Active | hybrid.bulka0122@dev2.wks.accenture nhs.co.uk | Exchange On-Premise |
| | BULKA0123, Hybrid (LEEDS TEACHING HOSPITAL) | | User | Active | hybrid.bulka0123@dev2.wks.accenture nhs.co.uk | Exchange On-Premise | |
| | BULKA0124, Hybrid (LEEDS TEACHING HOSPITAL) | | User | Active | hybrid.bulka0124@dev2.wks.accenture nhs.co.uk | Exchange On-Premise | |

After selecting the users accounts, click on **'Bulk Edit'**

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| | the set of | | | | |
|---|---|--------------|----------|--|------------------------|
| | Display Name Q | User v | Active v | Email Q | Mailbox Location V |
| | Display Name | Mailbox Type | Status | Email | Mailbox Location |
| ~ | 20THJAN, Bulkuser12 (AINTREE UNIVERSITY HOSPITAL) | User | Active | bulkuser12.20thjan@dev2.wks.accent renhs.co.uk | u Exchange On-Premise |
| ~ | 20THJAN, BulkUser29 (FREEMAN HOSPITAL) | User | Active | bulkuser29.20thjan@dev2.wks.accen renhs.co.uk | tu Exchange On-Premise |
| ~ | 8TH-APR4, Testnam-32924a (LEEDS TEACHING HOSPITAL) | User | Active | test-32924.8th-apr4@dev2.wks.accer urenhs.co.uk | nt Exchange On-Premise |
| ~ | ABTESTY19, Bulk (Aintree University Hospital) | User | Active | bulk.abtesty19@dev2.wks.accenturer s.co.uk | h Exchange Online |
| ~ | BULKA0081, Hybrid (LEEDS TEACHING HOSPITAL) | User | Active | hybrid.bulka0081@dev2.wks.accentu nhs.co.uk | re Exchange On-Premise |
| | BULKA0084, Hybrid (LEEDS TEACHING HOSPITAL) | User | Active | hybrid.bulka0084@dev2.wks.accentu enhs.co.uk | r Exchange On-Premise |
| | BULKA0122, Hybrid (LEEDS TEACHING HOSPITAL) | User | Active | hybrid.bulka0122@dev2.wks.accentu nhs.co.uk | re Exchange On-Premise |
| | BULKA0123, Hybrid (LEEDS TEACHING HOSPITAL) | User | Active | hybrid.bulka0123@dev2.wks.accentu nhs.co.uk | re Exchange On-Premise |
| | BULKA0124, Hybrid (LEEDS TEACHING HOSPITAL) | User | Active | hybrid.bulka0124@dev2.wks.accentu nhs.co.uk | re Exchange On-Premise |

This screen will show all selected users. In the 'Actions' box, select 'Enable Azure MFA' or 'Disable Azure MFA'



Once the option for enablement or disablement is selected, a message to confirm bulk edit will appear on the screen, select **'Confirm'**

Congratulations, the bulk enablement / disablement is finalised!

