

Step 1

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



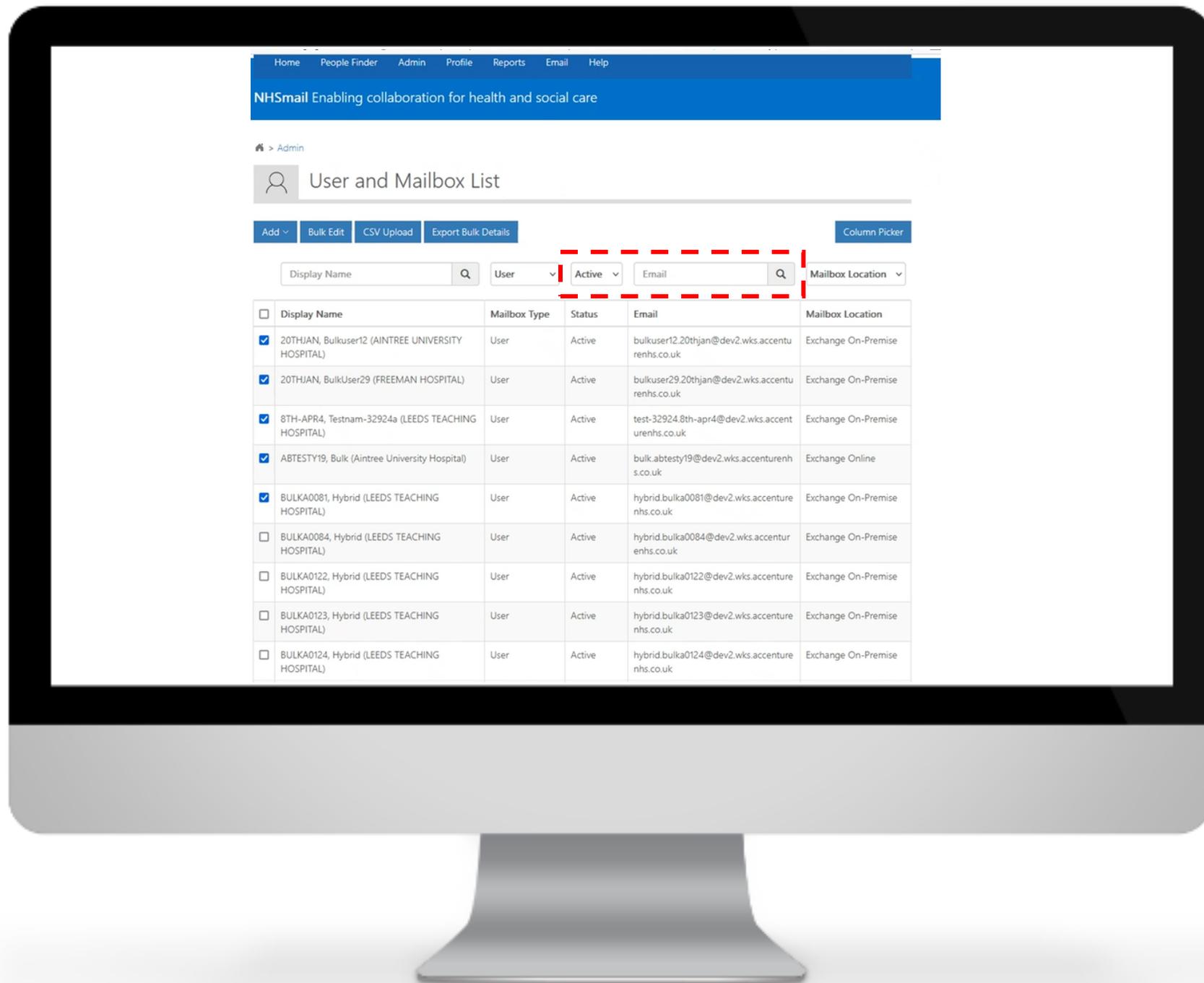
Step 2

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



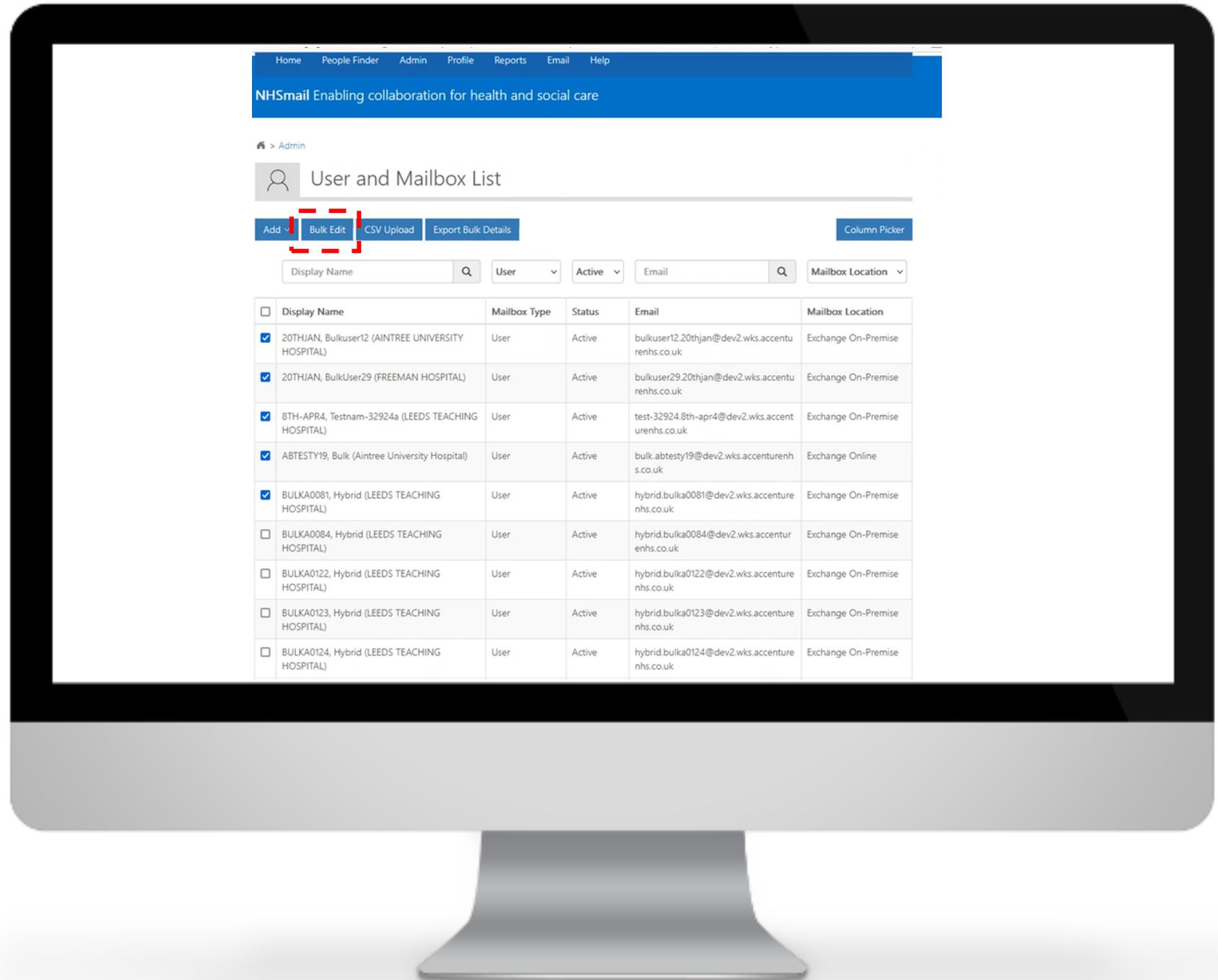
Step 3

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



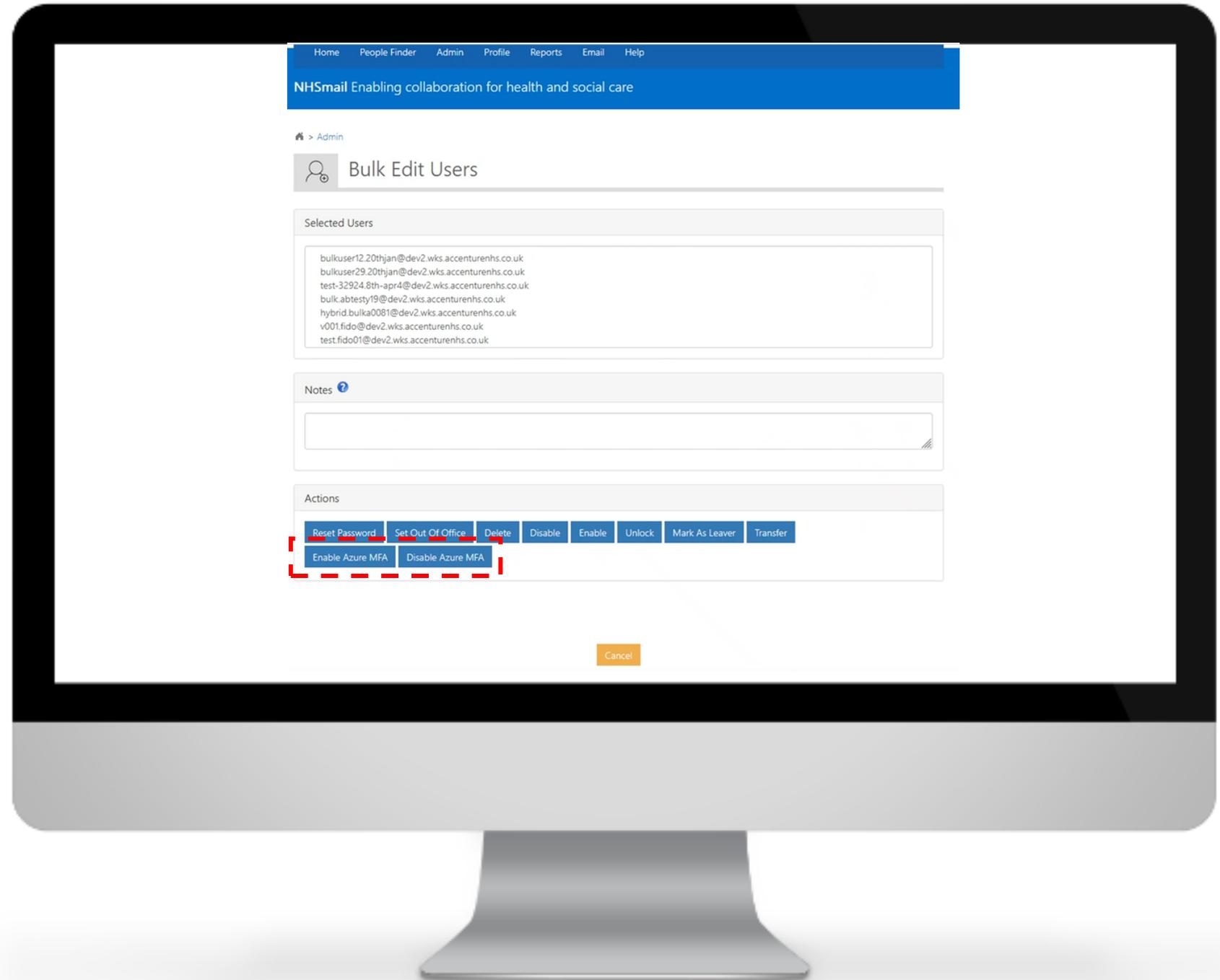
Step 4

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



Step 5

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



Step 6

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!

