

Contoso Legal LLP



PREPARED BY
Harbour IT

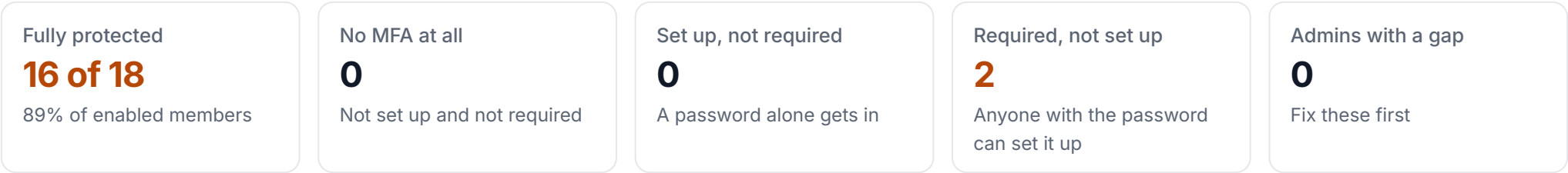
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12 Oct 2026

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Who has set up MFA, who is required to use it, and where the two don't match.

Filtered view. Protected accounts: 13 of 16 rows, Methods is Authenticator app. The headline figures cover every row.



How MFA is required 5 1 to review

Setting up MFA and being required to use it are separate. Both are needed.

Flag	Setting	Value
	Security Defaults	Off
	Conditional Access policies requiring MFA	Require MFA for all users
Low	Report-only MFA policies (not enforced)	MFA for admins (report only)
High	Legacy sign-in blocked by	Nothing
	Per-user MFA	Not read: Conditional Access is the way to require MFA on this tenant

Accounts with a gap 2 2 to review

Enabled members who either haven't set up MFA or aren't required to use it. Admins first.

By gap

Required, not set up 2

Flag	Account	Admin roles	Gap	MFA set up	Required by	Excluded from	What it means
● Medium	joseph.morris@contoso.example	–	Required, not set up	No	Require MFA for all users	–	Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.
● Medium	lily.harrison@contoso.example	–	Required, not set up	No	Require MFA for all users	–	Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.

Protected accounts 13

By method

Authenticator app 13

Authenticator code 8

Windows Hello 3

Passkey 1

Account	Admin roles	Methods	Required by
annabel.fraser@contoso.example	Global Administrator, Groups Administrator (limited scope)	Authenticator app	Require MFA for all users
ella.thomas@contoso.example	–	Windows Hello, Authenticator app	Require MFA for all users
evie.davis@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
jack.white@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
jacob.johnson@contoso.example	–	Passkey, Authenticator app	Require MFA for all users
megan.smith@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users

Account	Admin roles	Methods	Required by
noah.clark@contoso.example	–	Windows Hello, Authenticator app	Require MFA for all users
oliver.hill@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
olivia.ward@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
olivia.wilson@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
owen.taylor@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users
priya.hughes@contoso.example	–	Windows Hello, Authenticator app	Require MFA for all users
william.clark@contoso.example	–	Authenticator app, Authenticator code	Require MFA for all users

Guests 1

Guests set up MFA in their own organisation, so only whether this tenant requires it is shown.

Guest	Required by	Excluded from
g#EXT#@contoso.example	Require MFA for all users	–

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