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| Connecting devices to Microsoft 365 |

## Background and benefit

Computers used for work should be set up so people can sign in with their work credentials. Each person should have a unique account (ie, no shared logins).

For organisations that use Windows 10/11 devices and Microsoft 365, connect these devices to Entra ID.

This simplifies login processes to Microsoft 365 services such as Teams, Outlook, Office applications and Edge as they will automatically sign in on your work account.

It provides additional security controls such as being able to reset the person’s password remotely and ensuring your staff are using strong passwords. It also prevents staff from having admin access to your environment.

**Note:** You must have Windows Professional, Education (A3 or A5) or Enterprise (E3 or E5) to follow these instructions.

## What you will need to do as an organisation

### Configure your Microsoft 365 environment

As an admin make sure you’ve configured your Microsoft 365 environment so that people can join Entra ID with their work account. Follow the instructions below.

Go to the [Microsoft Entra admin centre](https://entra.microsoft.com). Go to **Identity** > **Devices** > **All devices** > **Device settings**. Under **Users may join devices to Microsoft Entra** select **Selected**, then add your admin/support people.

Ensure **Require Multifactor Authentication to register or join devices with Microsoft Entra** is set to **Yes**.

Under **Local administrator settings** set **Global administrator role is added as local administrator on the device during Microsoft Entra join** to **No**. Set **Registering user is added as local administrator on the device during Microsoft Entra join** to **None**.

Click on **Manage Additional local administrators on all Microsoft Entra joined devices** and add your desktop support people to the list of local device administrators. Do not use standard accounts. You should always have separate administrator accounts.

[What is a device identity? – Microsoft Entra ID | Microsoft Learn](https://learn.microsoft.com/en-us/entra/identity/devices/overview)

[Plan your Microsoft Entra join deployment – Microsoft Entra ID | Microsoft Learn](https://learn.microsoft.com/en-us/entra/identity/devices/device-join-plan)

### Join devices to Entra ID

You will need to join the device to your organisation's network. Follow the instructions below.

With your admin account join the device to Entra ID. For information on how to do this see [Join your work device to your work or school network – Microsoft Support](https://support.microsoft.com/en-us/account-billing/join-your-work-device-to-your-work-or-school-network-ef4d6adb-5095-4e51-829e-5457430f3973).

Sign out and distribute the device to the user.

[Microsoft Entra joined devices – Microsoft Entra ID | Microsoft Learn](https://learn.microsoft.com/en-us/entra/identity/devices/concept-directory-join)