HOW DO I CREATE A GROUP WITH DYNAMIC MEMBERSHIP ON AZURE PORTAL?

OVERVIEW

This guidebook is part of a project that is an automated Identity and Access Management (IAM) solution for the employee onboarding process designed to streamline user identity management and access control using Microsoft 365 and Azure. It leverages Microsoft Forms for data collection, Power Automate for workflow automation, and Azure AD for identity and access management.
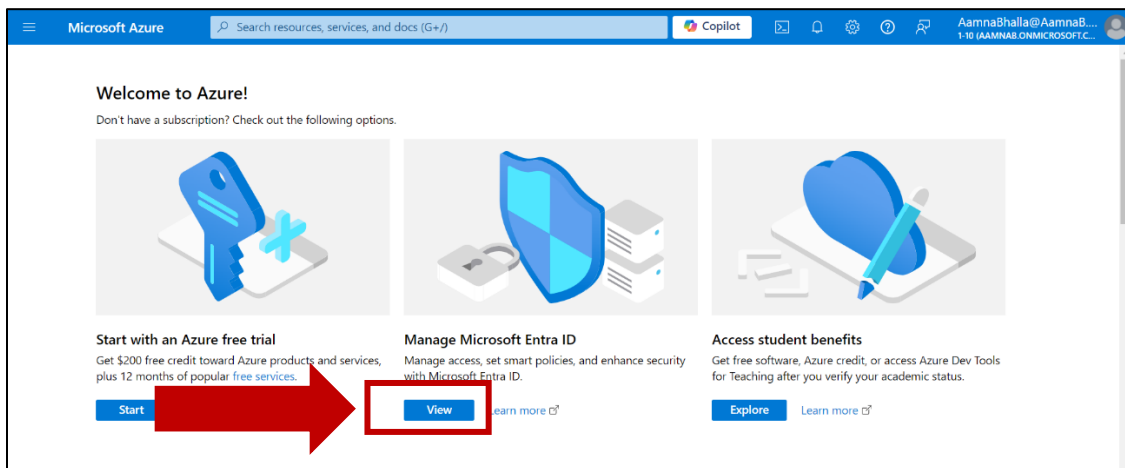
The steps below guide how to Azure Active Directory and create new groups.
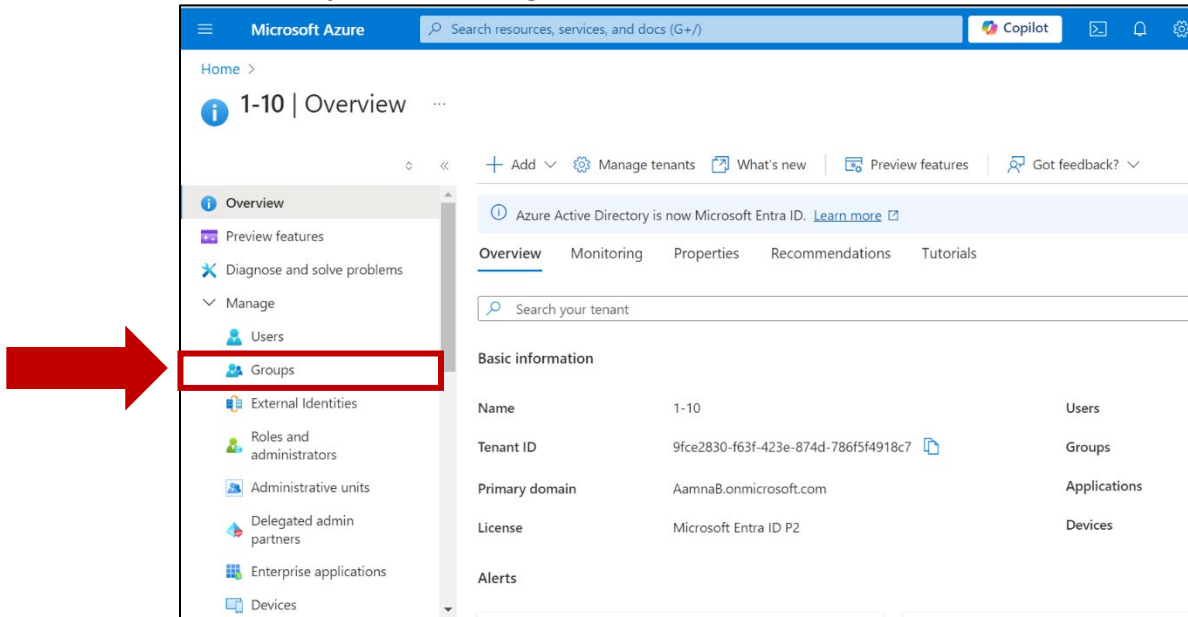
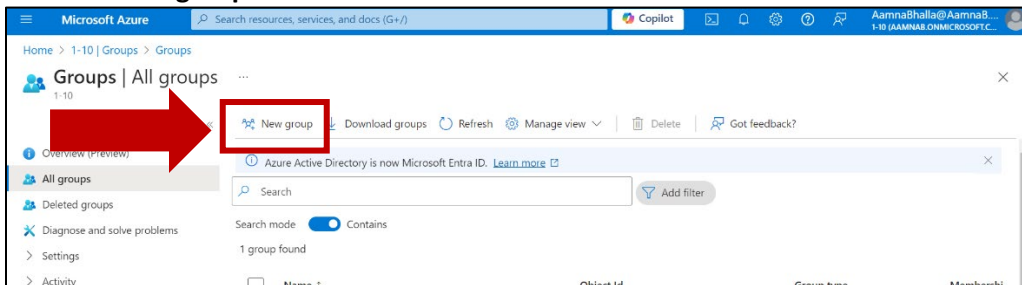## STEP-BY-STEP

CREATE A NEW GROUP

a. **Navigate to https://portal.azure.com/**

b. **Click** View **under Microsoft Entra ID.**

c. Select 'Groups' under 'Manage' menu.

d. Click on 'New group'.

e. Enter the group details.
f. Select 'Dynamic User' as the 'Membership Type'.

g. Click on the 'Add dynamic query' hyperlink.

h. Enter the query.

i. **Click on 'Save'.**

The Dynamic query is saved.

j. **Click** Create **.**

The new group is created.