

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.

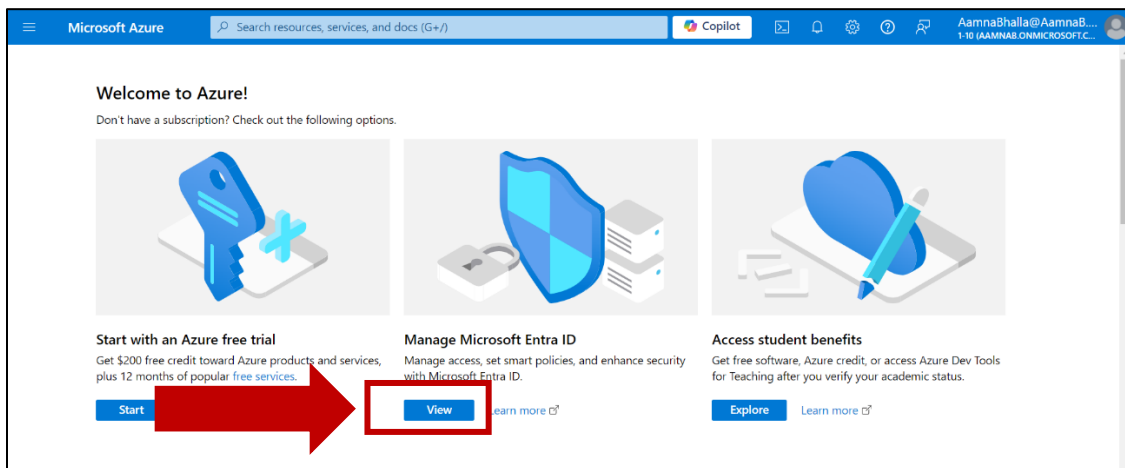
The steps below guide how to Azure Active Directory and create new groups.

STEP-BY-STEP

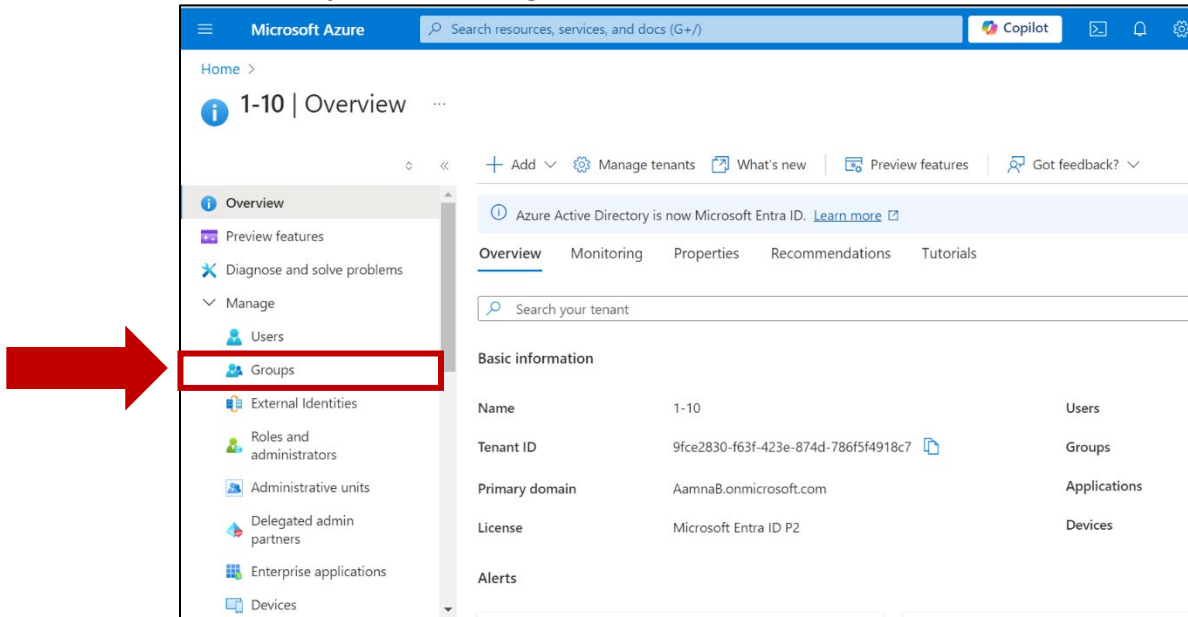
CREATE A NEW GROUP

a. Navigate to <https://portal.azure.com/>

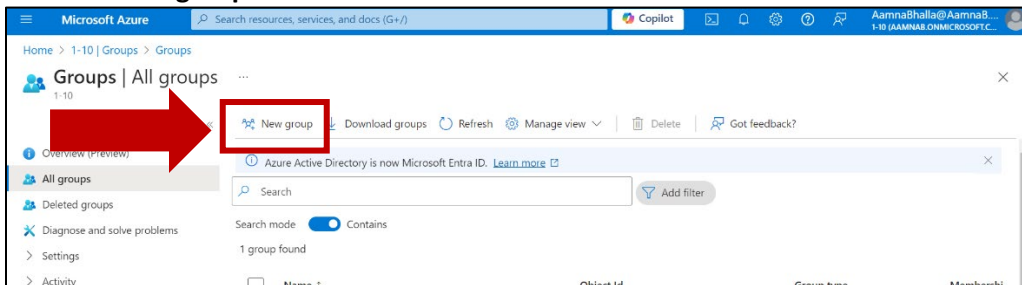
b. Click **View** under Microsoft Entra ID.



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



d. Click on 'New group'.



e. Enter the group details.

f. Select 'Dynamic User' as the 'Membership Type'.

The screenshot shows the 'New Group' form in the Microsoft Azure portal. The form includes fields for 'Group type', 'Group name', 'Group description', and 'Membership type'. The 'Membership type' dropdown menu is highlighted with a red rectangular box, and 'Dynamic User' is selected. The form also includes a 'Got feedback?' link and a 'Microsoft Entra roles can be assigned to the group' section with 'Yes' and 'No' radio buttons.

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

Home > Groups | All groups >

New Group ...

Got feedback?

Group description ⓘ

Microsoft Entra roles can be assigned to the group ⓘ
☐ Yes ☒ No

Membership type * ⓘ

Owners
[No owners selected](#)

Dynamic user members * ⓘ
[Add dynamic query](#)

h. Enter the query.

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Home > Groups | All groups > New Group >

Dynamic membership rules ...

Save Discard Got feedback?

Configure Rules Validate Rules

You can use the rule builder or rule syntax text box to create or edit a dynamic membership rule. ⓘ [Learn more](#)

And/Or	Property	Operator	Value
	<Choose a Property>	<Choose an Operator>	Add a value
<input type="text" value="And"/>	<input type="text" value="department"/>	<input type="text" value="Equals"/>	<input type="text" value="Help Desk 1"/>

[+ Add expression](#) [+ Get custom extension properties](#) ⓘ

Rule syntax [Edit](#)

(user.department -eq "Help Desk 1")

i. Click on 'Save'.

The screenshot shows the Microsoft Azure portal interface for configuring dynamic membership rules. At the top, there's a navigation bar with the Microsoft Azure logo and a search bar. Below the navigation bar, the breadcrumb trail reads 'Home > Groups | All groups > New Group >'. The main heading is 'Dynamic membership rules'. Below the heading, there are two tabs: 'Configure Rules' (active) and 'Validate Rules'. A 'Save' button is highlighted with a red box. Below the tabs, there's a section for configuring rules with columns for 'And/Or', 'Property', 'Operator', and 'Value'. The 'And/Or' column has a dropdown menu set to 'And'. The 'Property' column has a dropdown menu set to 'department'. The 'Operator' column has a dropdown menu set to 'Equals'. The 'Value' column has a text input field set to 'Help Desk 1'. Below this section, there's a 'Rule syntax' section with a text area containing the rule expression '(user.department -eq "Help Desk 1")'. The 'Save' button is located at the top left of the configuration area.

The Dynamic query is saved.

j. Click **Create**.

The screenshot shows the Microsoft Azure portal interface for creating a new group. At the top, there's a navigation bar with the Microsoft Azure logo and a search bar. Below the navigation bar, the breadcrumb trail reads 'Home > Groups | All groups >'. The main heading is 'New Group'. Below the heading, there's a 'Got feedback?' link. The 'Group description' section has a text input field with the placeholder text 'Enter a description for the group'. The 'Microsoft Entra roles can be assigned to the group' section has two radio buttons: 'Yes' and 'No', with 'No' selected. The 'Membership type' section has a dropdown menu set to 'Dynamic User'. The 'Owners' section shows 'No owners selected'. The 'Dynamic user members' section has a link 'Edit dynamic query'. At the bottom, there's a 'Create' button highlighted with a red box.

The new group is created.