

**Assignment: 02**  
**Lab: 01**  
**Name: Ameer Umar Khan**  
**ID: 2280137**  
**Section: 7B**

## Create new user

portal.azure.com/#view/Microsoft\_AAD\_UsersAndTenants/CreateUser.ReactView

Microsoft Azure

Home > Default Directory | Overview >

### Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

**Identity**

User principal name \*  @  [Domain not listed? Learn more](#)

Mail nickname \*  ☒ Derive from user principal name

Display name \*

Password \*  ☒ Auto-generate password

Account enabled ☒

[Review + create](#) < Previous Next: Properties > [Give feedback](#)

## Reviewing

portal.azure.com/#view/Microsoft\_AAD\_UsersAndTenants/CreateUser.ReactView

Microsoft Azure

Home > Default Directory | Overview >

### Create new user

Create a new internal user in your organization

Basics Properties Assignments **Review + create**

**Basics**

User principal name az104-user1@ameerumar320gmail.onmicrosoft.com

Display name az104-user1

Mail nickname az104-user1

Password \*\*\*\*\*

Account enabled Yes

**Properties**

User type Member

Job title IT Lab Department

Department IT

Usage location United States

**Assignments**

[Create](#) < Previous Next > [Give feedback](#)

Confirmation

Copilot

ameerumar320@gmail...  
DEFAULT DIRECTORY (AMEERUM...)

Notifications

More events in the activity log →

Dismiss all

✓ Successfully created user

Successfully created user az104-user1

2 minutes ago

Inviting external User

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

ameerumar320@gmail...  
DEFAULT DIRECTORY (AMEERUM...)

Home > Default Directory | Overview

Invite external user

Invite an external user to collaborate with your organization

Basics Properties Assignments **Review + invite**

Basics

Email

ameerumar320@gmail.com

Display name

ameer umar

Send invite message

Yes

Message

Welcome to Azure and our group project

Cc recipient

Invite redirect URL

https://myapplications.microsoft.com/?tenantid=89f847bc-9df2-4468-b89e-876348a4f1cf

Properties

User type

Guest

Job title

IT Lab Administrator

Department

IT

Usage location

United States

Assignments

Invite

< Previous

Next >

Microsoft

Sign out

ameerumar320@g...  
ameerumar320@gmail.com  
[My Microsoft account](#)  
[Switch directory](#)

Sign in with a different account

Give feedback

# Create new group

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

ameerumar320@gmail...  
DEFAULT DIRECTORY (AMEERUMAR...)

Home > Default Directory | Groups > Groups | Overview >

New Group ...

Got feedback?

Group type \*  
Security

Group name \*  
IT Lab Administrators

Group description  
Administrators that manage the IT lab

Membership type  
Assigned

Owners  
No owners selected

Members  
No members selected

Create

# Adding owner

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

ameerumar320@gmail...  
DEFAULT DIRECTORY (AMEERUMAR...)

Home > Default Directory | Groups > Groups | Overview >

New Group ...

Got feedback?

Group type \*  
Security

Group name \*  
IT Lab Administrators

Group description  
Administrators that manage the IT lab

Membership type  
Assigned

Owners  
No owners selected

Members  
No members selected

Add owners

Try changing or adding filters if you don't see what you're looking for.

Search  
2 results found

Users

	Name	User principal name
<input checked="" type="checkbox"/>	AU Ameer Umar	ameerumar320@gmail.com
<input type="checkbox"/>	A az104-user1	az104-user1@ameerumar320gmail.onmicrosoft.com

Select

Create

## Adding members

The screenshot shows the 'Add members' interface in the Microsoft Azure portal. On the left, the 'New Group' sidebar is visible with fields for Group type (Security), Group name (IT Lab Administrators), Group description (Administrators that manage the IT lab), Membership type (Assigned), and Owners (1 owner selected). The main area is titled 'Add members' and features a search bar with 100 results found. Below the search bar, there are tabs for All, Users, Groups, Devices, and Enterprise applications. A table lists the search results with columns for Name, Type, and Details. Two members are selected: Ameer Umar (User) and az104-user1 (User). On the right, a 'Selected (2)' panel shows the chosen members with their profile icons and email addresses. At the bottom, there are 'Create' and 'Select' buttons.

Name	Type	Details
AR	AAD Request Verification Service - Pi	Enterprise ap... c728155f-7b2a-4502-a08b-b8a9b269319
<input checked="" type="checkbox"/> AU	Ameer Umar	User ameerumar320@gmail.com
<input type="checkbox"/> A	AADReporting	Enterprise ap... 1b912ec3-a9dd-4c4d-a53e-76aa7adb28d7
<input checked="" type="checkbox"/> A	az104-user1	User az104-user1@ameerumar320gmail.onmicro
<input type="checkbox"/> A	aciapi	Enterprise ap... c5b17a4f-cc6f-4649-9480-684280a2af3a
<input type="checkbox"/> A	AIRS	Enterprise ap... c7d28c4f-0d2c-49d6-a88d-a275cc5473c7

## Checking the group after creating

The screenshot shows the 'IT Lab Administrators' group details page in the Microsoft Azure portal. The page is titled 'IT Lab Administrators' and includes a 'Delete' button and a 'Got feedback?' link. The left sidebar shows the 'Overview' tab selected, with links for 'Diagnose and solve problems', 'Manage', 'Activity', and 'Troubleshooting + Support'. The main area displays 'Basic information' for the group, including its name, description, and various attributes. A 'Feed' section at the bottom shows 'Group memberships' (0), 'Owners' (1), and 'Total members' (2). A user profile card for 'ameerumar320@gmail.com' is visible on the right side of the page.

Attribute	Value
Membership type	Assigned
Source	Cloud
Type	Security
Object ID	0c45cc6d-7121-4539-86b0-ec1e13aa42d3
Created on	1/10/2026, 10:58 PM
Total direct members	2
User(s)	2
Group(s)	0
Device(s)	0
Other(s)	0

**Feed**

- Group memberships**: 0 [View group memberships](#)
- Owners**: 1 [View group owners](#)
- Total members**: 2 [View group members](#)