



Azure 103 Module 6

Hands on - 3

Azure Certification Training

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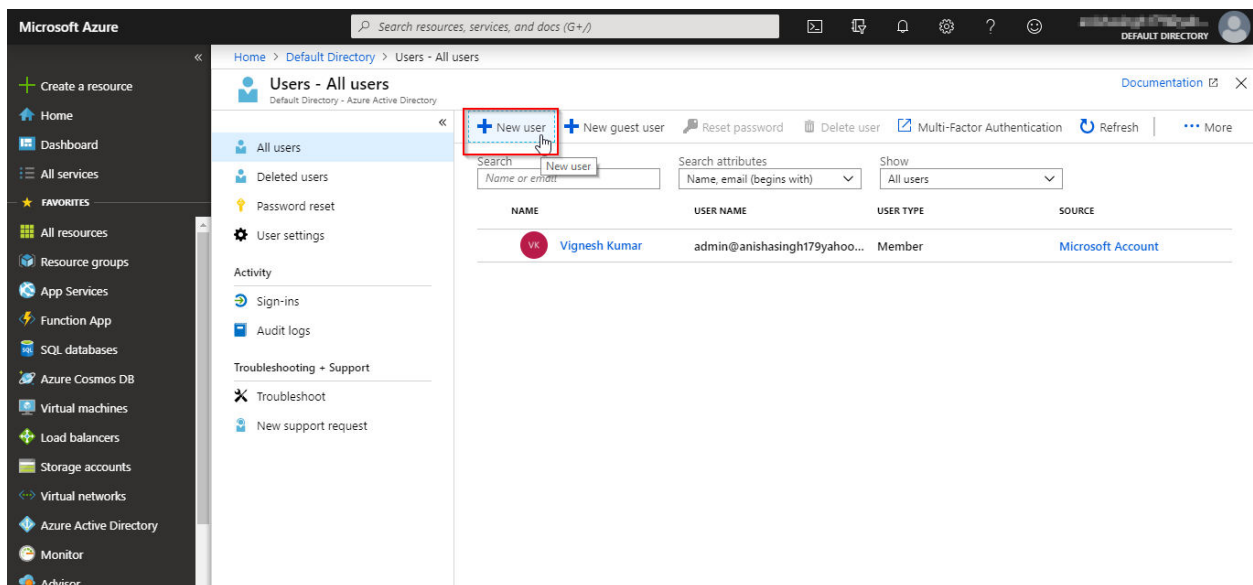
## Azure 103, Module 6, Hands On - 3

**Problem Statement:** Add or delete users using Azure Active Directory.




**Solution:**



**To add a new user:**

**Step 1:** Sign into the [Azure portal](#) and search for Azure active directory in search bar the click on “New user” option.



**Step 2:** You will get two options, one for creating a user and second for adding a user as a guest. Select the first option that is to create a user. Fill in the information about the user and copy the password and keep it somewhere safe.


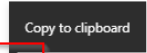
User name    @ .onmicrosoft.com   
The domain name I need isn't shown here

\* Name   

First name

Last name

**Password**

Initial password   

☒ Show Password

**Groups and roles**

Groups 0 groups selected

[Create](#)

You can fill in information for the fields that are not mandatory as per your convenience, and then click on create.


**Step 3:** You will see that the user has been created and listed in the **users** page.

Microsoft Azure

Search resources, services, and docs (G+)



Home > Default Directory > Users - All users

**Users - All users**  
Default Directory - Azure Active Directory

[Documentation](#) 

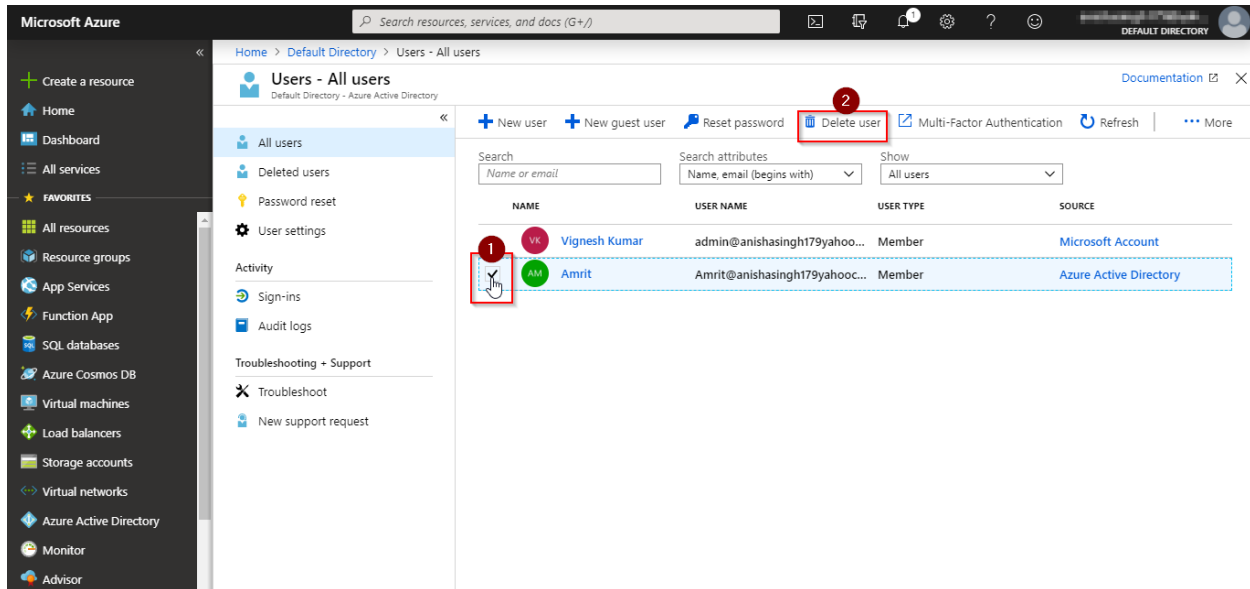
[+ New user](#) [+ New guest user](#) [Reset password](#) [Delete user](#) [Multi-Factor Authentication](#) [Refresh](#) [More](#)

Search  Search attributes  Show

NAME	USER NAME	USER TYPE	SOURCE
 Vignesh Kumar	<a href="#">vignesh.kumar@company.onmicrosoft.com</a>	Member	<a href="#">Microsoft Account</a>
 Amrit	<a href="#">amrit@company.onmicrosoft.com</a>	Member	<a href="#">Azure Active Directory</a>

To delete a User:

**Step 1:** Select the user that you want to delete and then click on delete user option.



The screenshot shows the Microsoft Azure portal interface. On the left is a navigation pane with various options like 'Create a resource', 'Home', 'Dashboard', and 'All services'. The main area is titled 'Users - All users' and contains a table of users. The table has columns for 'NAME', 'USER NAME', 'USER TYPE', and 'SOURCE'. Two users are listed: 'Vignesh Kumar' (Microsoft Account) and 'Amrit' (Azure Active Directory). A red box labeled '1' is drawn around the 'Amrit' user row. In the top right of the user list area, there are several action buttons: '+ New user', '+ New guest user', 'Reset password', 'Delete user', 'Multi-Factor Authentication', 'Refresh', and 'More'. A red box labeled '2' is drawn around the 'Delete user' button.

NAME	USER NAME	USER TYPE	SOURCE
Vignesh Kumar	admin@anishasingh179yahoo...	Member	Microsoft Account
Amrit	Amrit@anishasingh179yahoo...	Member	Azure Active Directory