

Lab 01: Manage Microsoft Entra ID Identities

Task 1: Create and configure user accounts

Home > Default Directory | Overview > Users >

Create new user ...
Create a new internal user in your organization

Basics Properties Assignments Review + create

Basics

User principal name

az104-user1@hotsfirstgmail.onmicrosoft.com

Display name

az104-user1

Mail nickname

az104-user1

Password

.....

Account enabled

Yes

Properties

User type

Member

Job title

IT Lab Administrator

Department

IT

Usage location

United States

Assignments

Administrative units

Groups

Roles

ⓘ Azure Active Directory is now Microsoft Entra ID.

Search

Add filter

2 users found

<input type="checkbox"/>	Display name ↑	User principal name ↕	User type	On-premises sy...	Identities
<input type="checkbox"/>	<div><div>A</div>az104-user1</div>	az104-user1@hotsfirstgm...	<div><div></div>Member</div>	No	hotsfirstgmail.onmicrosoft.com
<input type="checkbox"/>	<div><div>OK</div>Олександр Козак</div>	hotsfirst_gmail.com#EXT#...	<div><div></div>Member</div>	No	MicrosoftAccount

Invite an external user

[Home](#) > [Default Directory | Overview](#) > [Users](#) >

Invite external user ...

Invite an external user to collaborate with your organization

Basics Properties Assignments **Review + invite**

Basics

Email	hotsfirst@gmail.com
Display name	Oleksandr
Send invite message	Yes
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL	https://myapplications.microsoft.com/?tenantid=32e02d9a-a82e-4b20-b310-a9d16d6ab88d

Properties

User type	Guest
Job title	IT Lab Administrator
Department	IT
Usage location	United States

Invite

< Previous

Next >

 **Successfully invited user**

Successfully invited user Oleksandr



i Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Default Directory
Domain: hotsfirstgmail.onmicrosoft.com



If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=32e02d9a-a82e-4b20-b310-a9d16d6ab88d>.

[Accept invitation](#)

Task 2: Create groups and add members

New Group

Got feedback?

Group type *

Security

Group name *

IT Lab Administrators

Group description

Administrators that manage the IT lab

Membership type

Assigned

Owners

1 owner selected

Members

1 member selected

Overview

Basic information




IT Lab Administrators


Administrators that manage the IT lab

Membership type	Assigned	Total direct members	1
Source	Cloud	User(s)	1
Type	Security	Group(s)	0
Object ID	099f6ff8-a0c7-4e55-8651-cba8ad926611	Device(s)	0
Created on	3/23/2025, 5:32 PM	Other(s)	0

Feed

 **Group memberships**
0

 **Owners**
1


 **IT Lab Administrators** | Owners ...×
Group


+ Add owners


↻ Refresh

⚙ Manage view ▾

✕ Remove

 Got feedback?

 Search

 Add filter

1 group owner found

<input type="checkbox"/>	Name ↑	Type	Ema
<input type="checkbox"/>	<div><div>OK</div>Олександр Козак</div>	User	



IT Lab Administrators | Members

Group



[+ Add members](#) [Bulk operations](#) [Refresh](#) [Manage view](#) [...](#)

Direct members [All members](#)

Search

[Add filter](#)

1 group member found

<input type="checkbox"/>	Name ↑	Type	Ema
<input type="checkbox"/>	<div><div>A</div>az104-user1</div>	User	