

# TASK 1

**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  bsse2280148szabist.onmicrosoft.com

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

**Create new user** ...

Create a new internal user in your organization

**Basics** **Properties** **Assignments** **Review + create**

User principal name

Display name

Mail nickname

Password

Account enabled Yes

**Properties**

User type Member

Job title IT Lab Administrator

Department IT

Usage location United States

**Assignments**

Administrative units

Groups

Roles

**Create** < Previous Next > Give feedback

**Invite external user** ...

Invite an external user to collaborate with your organization

**Basics** **Properties** **Assignments** **Review + invite**

Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating. [Learn more](#)

**Identity**

Email

Display name

**Invitation message**

Send invite message

Message

Cc recipient

Invite redirect URL

**Review + invite** < Previous Next: Properties > Give feedback

Microsoft Azure Upgrade

Home > Default Directory | Users > Users >

### Invite external user ...

Invite an external user to collaborate with your organization

Basics Properties Assignments Review + invite

**Basics**

Email	usmanbaig305@gmail.com
Display name	Mirza Usman Baig
Send invite message	Yes
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL	<a href="https://myapplications.microsoft.com/?tenantid=64728ef8-00ae-4791-8813-0fc602f94c3">https://myapplications.microsoft.com/?tenantid=64728ef8-00ae-4791-8813-0fc602f94c3</a>

**Properties**

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

**Assignments**

Groups Roles

Invite < Previous Next > Give feedback

**Successfully invited user**

Successfully invited user Mirza Usman Baig

# TASK 2

Microsoft Azure Upgrade

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

Microsoft Azure    Upgrade    Search resources, services, and docs (G+)

Home > Default Directory | Groups > Groups | All groups > IT Lab Administrators

IT Lab Administrators | Owners ...

Add owners Refresh Manage view Remove Got feedback?

Overview Diagnose and solve problems Manage Properties Members Owners Roles and administrators Administrative units Group memberships Applications Licenses Azure role assignments Activity Troubleshooting + Support

Search Add filter

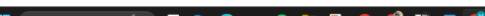
1 group owner found

	Name	Type	Email	User type	Object id
<input type="checkbox"/>	Mirza Usman Baig	User		Member	fe3526a5-32b0-4b27-a2b2-ec1ce9aa1b9d

The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes the Microsoft Azure logo, a search bar with placeholder text "Search resources, services, and docs (G+)", and a Copilot button. Below the navigation bar, the breadcrumb trail shows "Home > Default Directory > Groups > Groups > All groups > IT Lab Administrators". The main content area is titled "IT Lab Administrators | Members" and displays the "Members" tab. On the left, a sidebar menu lists "Overview", "Diagnose and solve problems", "Manage", "Properties", "Members" (which is selected and highlighted in grey), "Owners", "Roles and administrators", "Administrative units", "Group memberships", "Applications", "Licenses", "Azure role assignments", "Activity", and "Troubleshooting + Support". The main content area has tabs for "Direct members" (selected) and "All members". It features a search bar and an "Add filter" button. A table lists one group member found, with columns for Name, Type, Email, User type, Object Id, and Device Id. The member listed is "az104-user1", which is highlighted with a green circle.

Name	Type	Email	User type	Object Id	Device Id
az104-user1	User		Member	bd3c88dc-246a-44e0-8901-c6b4a125ed8	

Add or remove (entries) by pressing **Ctrl + Shift + F1**



4:36 pm  
09/12/2025

Delete Got feedback?

## 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	42f05fb2-c817-4645-b75f-88e57637609e 	Device(s)	0
Created on	12/9/2025, 4:32 PM	Other(s)	0

### Feed

 **Group memberships**  
0 [View group memberships](#)

 **Owners**  
1 [View group owners](#)

 **Total members**  
1 [View group members](#)