

## **Manage Microsoft Entra ID Identities**

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### **Task 1: Create and configure user accounts.**


Create a new user:

# Create new user ...

Create a new internal user in your organization


Basics Properties Assignments Review + create

## Basics

User principal name az104-user1@pivinkylagmail.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

Figure 1. Creating a user.





**Users** ...  
Default Directory

 « [+ New user](#)  [Edit \(Preview\)](#)  [Delete](#)  [Download users](#)  [Bulk operations](#)  [Refresh](#)  [Manage view](#)  [Per-user MFA](#)  [Got feedback?](#)

**All users** [Azure Active Directory is now Microsoft Entra ID](#)

 [Add filter](#)

2 users found

<input type="checkbox"/>	Display name 1	User principal name 1	User type	On-premises sy...	Identities	Company name	Creation type
<input type="checkbox"/>	 az104-user1	az104-user1@pivinkylag...	 Member	No	<a href="#">pivinkylagmail.onmicrosoft.com</a>		
<input type="checkbox"/>	 Vladuslav Kulavets	pivin.kyla_gmail.com#EXT...	 Member	No	<a href="#">MicrosoftAccount</a>		








 Audit logs  
 Sign-in logs  
 Diagnose and solve problems  
 Deleted users  
 Password reset  
 User settings  
 Bulk operation results

Figure 2. Created a user.

Invite an external user:

[Home](#) > [Users](#) >

## Invite external user ...

Invite an external user to collaborate with your organization

Basics   Properties   Assignments   Review + invite

### Basics

Email	vladyslav.kuliavets.ri.2022@lpnu.ua
Display name	Vladuslv-kul
Send invite message	Yes
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL	<a href="https://myapplications.microsoft.com/?tenantid=aa0be88b-88a1-4032-800e-ef891c5d43c8">https://myapplications.microsoft.com/?tenantid=aa0be88b-88a1-4032-800e-ef891c5d43c8</a>

### Properties

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

### Assignments

Groups

Roles

*Figure 3. Invite external user.*

Home > **Users** ...  
Default Directory

[New user](#)
[Edit \(Preview\)](#)
[Delete](#)
[Download users](#)
[Bulk operations](#)
[Refresh](#)
[Manage view](#)
[Per-user MFA](#)
[Got feedback?](#)

[All users](#)
[Audit logs](#)
[Sign-in logs](#)
[Diagnose and solve problems](#)
[Deleted users](#)
[Password reset](#)
[User settings](#)
[Bulk operation results](#)
[New cannot request](#)

[Azure Active Directory is now Microsoft Entra ID](#)

[Add filter](#)

3 users found








<input type="checkbox"/>	Display name ↑	User principal name ↑	User type	On-premises sy...	Identities	Company name	Creation type
<input type="checkbox"/>	 az104-user1	az104-user1@pivinkylag...	 Member	No	<a href="#">pivinkylagmail.onmicrosoft.com</a>		
<input type="checkbox"/>	 Vladusahv-kul	vladyslav.kuliavets.fi.2022...	 Guest	No	<a href="#">MicrosoftAccount</a>		Invitation
<input type="checkbox"/>	 Vladuslav Kuliavets	pivinkyla_gmail.com#EXT...	 Member	No	<a href="#">MicrosoftAccount</a>		

Figure 4. Invited external users.

## Task 2: Create groups and add members.

New group:

### 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

Figure 5. Create a new group.

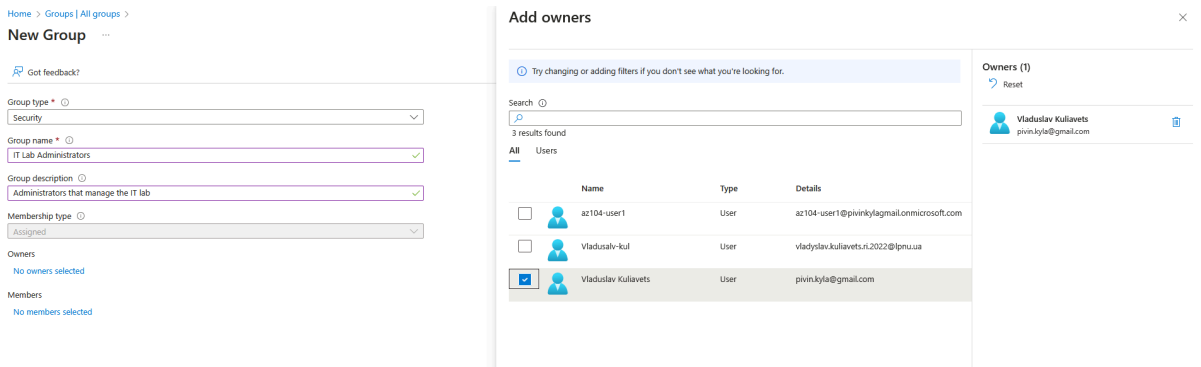


Figure 6. Add Owner.

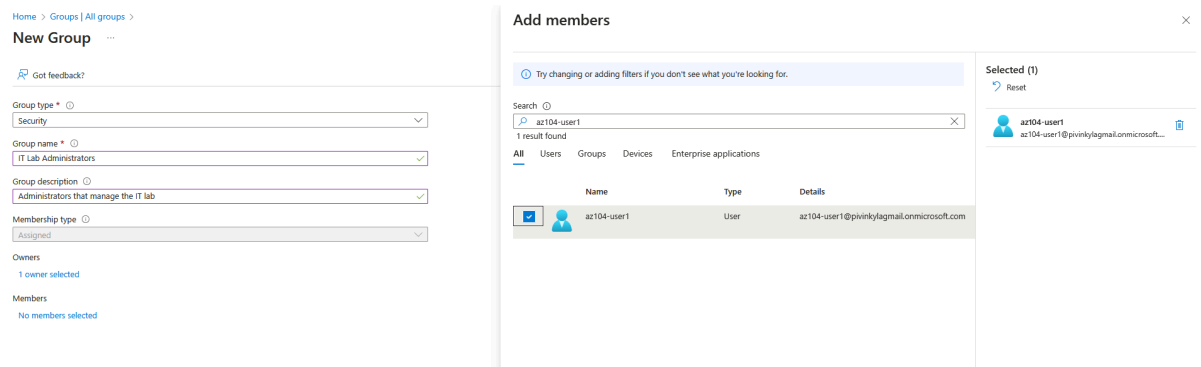


Figure 7. Add members.

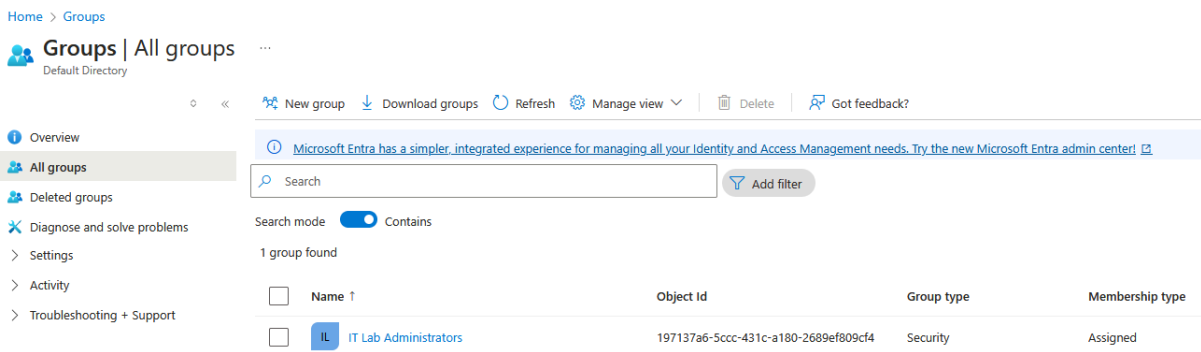


Figure 8. Created group.

