

# ONLINE LAB: Setting up Your First Azure AD

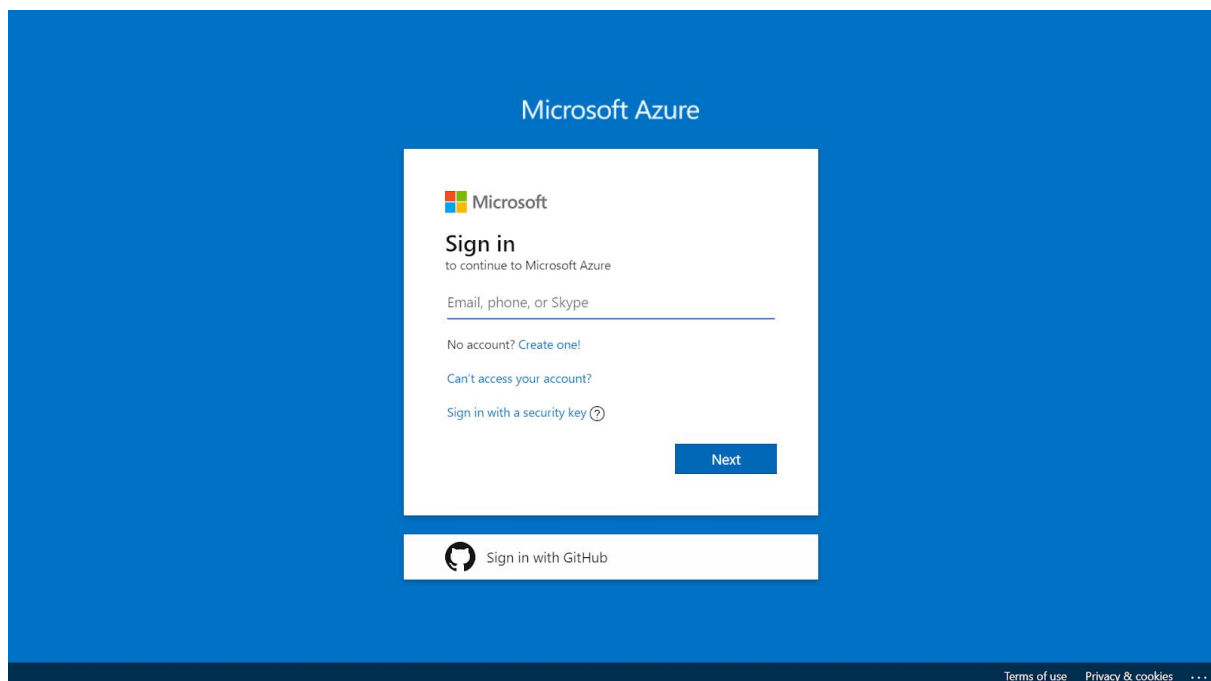
## Your Challenge

- Create a new Azure Active Directory account at the free level
- Create a few test Users
- Invite an outsider to join using the Guest User
- Organize users into groups
- Clean up all of your resources created after you're done

## Solution

### Step 1 Sign Into Azure

Sign into Azure at <https://portal.azure.com/>



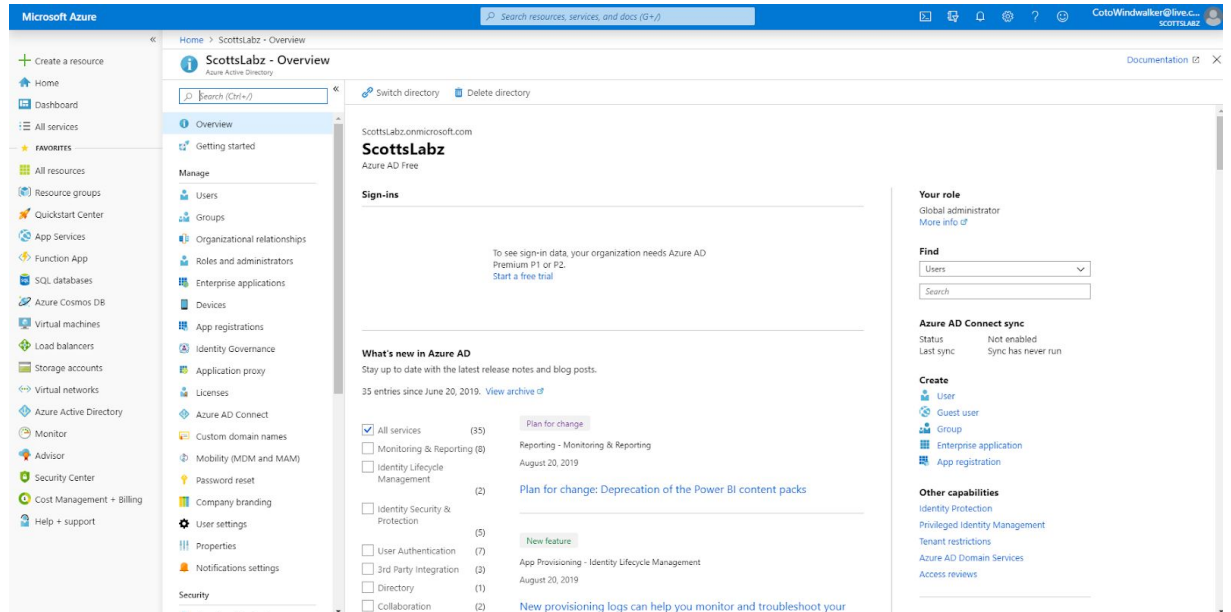
## Step 2 Create an Active Directory

1. Click **Create a Resource** type **Azure Active Directory** in the search field and select it from the drop down menu. Now click **Create**.
2. In the **Create Directory** blade you will be asked for an **Organization name** which can be anything and an **Initial Domain Name** which must be unique to onmicrosoft.com.
3. For **Country or Region** select the one closest to you from the drop down menu and click **Create** at the bottom of the blade. This may take a few minutes but will show in your notifications when complete.

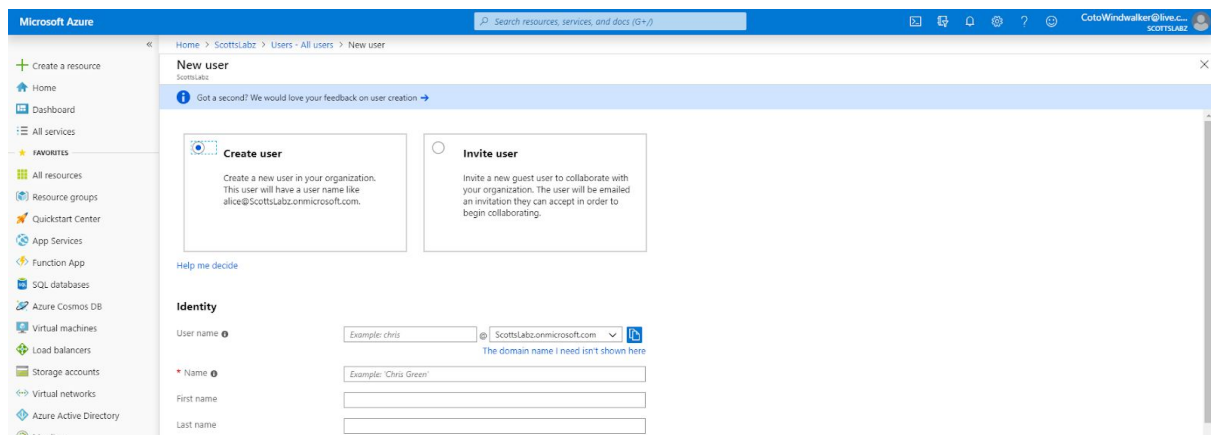
The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes the 'Microsoft Azure' logo, a search bar, and a user profile. The left sidebar contains a navigation menu with options like 'Create a resource', 'Home', 'Dashboard', 'All services', and 'FAVORITES'. The main content area displays the 'Create directory' blade for Azure Active Directory. This blade contains three input fields: 'Organization name' (with a placeholder 'Enter the name of the organization'), 'Initial domain name' (with a placeholder 'Enter initial domain' and a '.onmicrosoft.com' suffix), and 'Country or region' (a dropdown menu currently showing 'United States'). Below these fields is an information icon and a message: 'Directory creation will take about one minute.'

## Step 3 Create Test Users

1. In the Navigation list click **Azure Active Directory** to launch the AD blade.



2. Under **Manage** click **Users** and then **New user** to begin adding users in the **Initial Domain** you created earlier.
3. Select **Create User** for now and fill out the information under **Identity**.
4. Let the **Password** self generate as you will not be needing it and for now and skip **Groups and Roles** as well as **Settings** and **Job Info**.
5. Click **Create** to finalize user creation



## Step 4 Invite an outsider to join as a guest

1. Under **Manage** click **Users** and then **New Guest user** to invite guest users to the **Initial Domain** you created earlier.

2. Only an email address is mandatory here but do give them a name for later sorting.
3. **Groups and Roles** and **Settings** can both be ignored as well as **Job Info**.
4. Click **Invite** to send the request.

Microsoft Azure

Home > Scottslabz > Users - All users > New user

**New user**

Got a second? We would love your feedback on user creation →

**Create user**  
Create a new user in your organization. This user will have a user name like alice@Scottslabz.onmicrosoft.com.

**Invite user**  
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.

Help me decide

**Identity**

Name

\* Email address

First name

Last name

**Personal message**

Hey Cory, please join us in Azure :)

**Invite**

## Step 5 Organize Users into Groups

1. Under **Manage** click **Groups** and then **New Group** to get started.
2. For **Group Type** select Security with a **Group Name** and **Description** of anything.
3. Click **Owners** and select at least one person to handle this group from the menu on the right and finalize with **Select**.
4. Click **Members** and select any additional users created from the menu on the right and finalize with **Select**.

Microsoft Azure

Home > Scottslabz > Groups - All groups > New Group

**New Group**

\* Group type

\* Group name

Group description

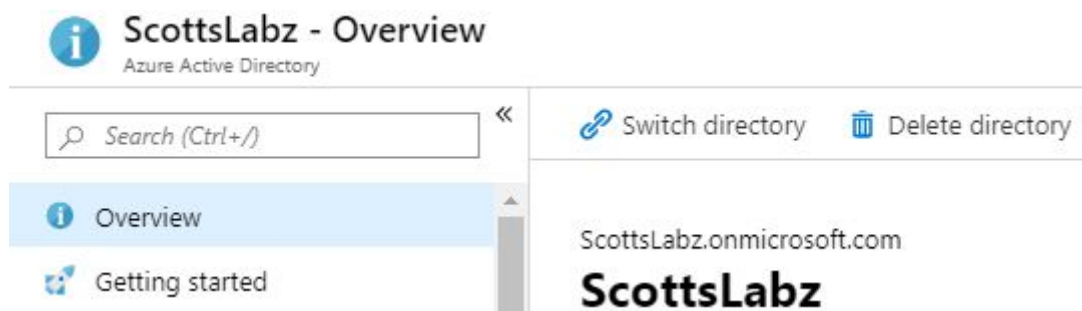
\* Membership type

Owners >

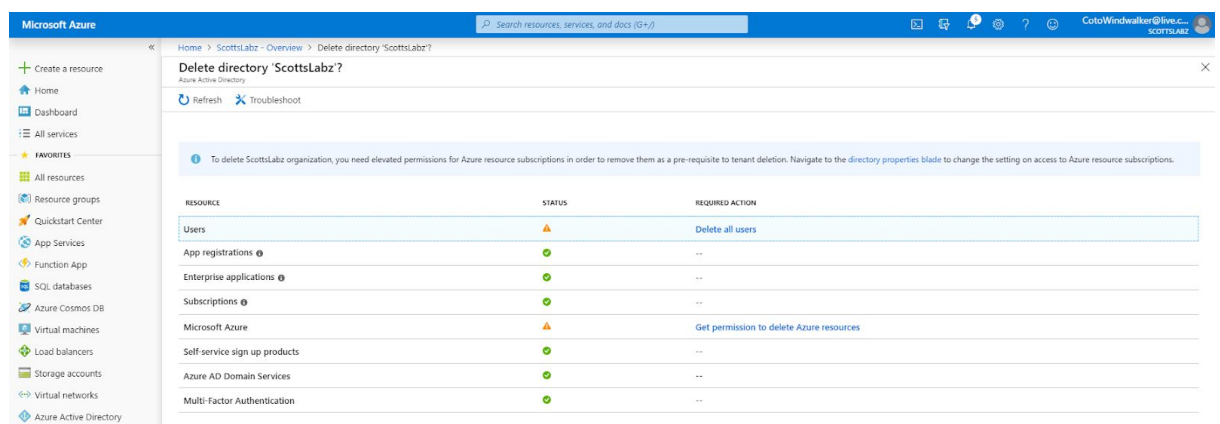
Members >

## Step 6 Clean up

1. In the navigation list click **Azure Active Directory**.
2. From the **Active Directory** blade while in **Overview** click **Delete Directory**.



3. From the **Delete Directory** Blade you may be prompted you need additional permissions to complete.
4. Under **Resource** find **Microsoft Azure** and click **Get permission to delete Azure Resource**.



- On the **Properties** blade scroll to the bottom and change **Access Management for Azure Resources** to yes and click **Save**

The screenshot shows the Microsoft Azure portal interface. The left sidebar contains navigation links such as 'Create a resource', 'Home', 'Dashboard', 'All services', and 'FAVORITES'. The main content area displays the 'Properties' blade for a directory named 'ScottsLabz'. The blade includes a 'Save' button and an 'Discard' button. The 'Directory properties' section contains the following fields:

- \* Name: ScottsLabz
- Country or region: United States
- Location: United States datacenters
- Notification language: English
- Directory ID: 837d3bb1-61f1-474a-929e-c533ba31da96
- Technical contact: CotoWindwalker\_live.com#EXT#@mthcaadteazure.onmicrosoft.com
- Global privacy contact:
- Privacy statement URL:

At the bottom of the blade, there is a section titled 'Access management for Azure resources'. It states: 'CotoWindwalker@live.com Vinson (CotoWindwalker@live.com) can manage access to all Azure subscriptions and management groups in this directory. [Learn more](#)'. Below this text are two buttons: 'Yes' (selected) and 'No'.

- Navigate back to **Delete Directory** Blade from step 4 and click **Delete all Users**. Select any users created for this lab and click **Delete User** Button at the top of the page.
- Navigate back to **Delete Directory** blade one last time and you should pass the delete checklist and now have a **Delete** button at the bottom of the blade. Click it to

## Finalize Deletion of this Azure Active Directory subscription.

### Delete directory 'ScottsLabz'?

Azure Active Directory



Refresh



Troubleshoot



All initial checks passed. Click 'Delete' to Delete directory 'ScottsLabz'. After deletion, you will need to sign out.

RESOURCE	STATUS	REQUIRED ACTION
Users	✓	--
App registrations ⓘ	✓	--
Enterprise applications ⓘ	✓	--
Subscriptions ⓘ	✓	--
Microsoft Azure	✓	--
Self-service sign up products	✓	--
Azure AD Domain Services	✓	--
Multi-Factor Authentication	✓	--

Delete