

1. Objective – Create users and manage properties

1. At the top of the portal, search for and select *azure active directory*
2. Select **Users** from the menu on the left-hand side. At the top of the Users window, a **+ New guest user** is someone invited to the directory using an external e-mail address, but doesn't have an account created in the Azure AD tenant. They can still be assigned group memberships and roles, but they can't perform some actions that a full user can. For this exercise, select **+ New user** to create a regular account within the Azure AD tenant, Enter the following configuration information. If not noted below, use the defaults:

User name: *azureuser*

Name: *Azure User*

Password: *Auto-generate*

Check box to Show Password, then copy the password to a text editor

3. Note that additional information can be configured here such as group membership or role assignments, or work info to be populated and presented in the directory like job title or department.
Select **Create**
4. Select your user from the list, and review additional contact info that can be set from the **Profile** page. Copy the full username, such as azureuser@<yourtenant>.onmicrosoft.com to your text editor along with the password from the previous step. You use these credentials in a later exercise.
5. Select **Authentication methods**, and see how you can populate contact information to be used during multi-factor authentication or self-service password reset. You can instead request users provide this information themselves during registration for those features.

2. Objective – Create groups and manage properties

1. At the top of the portal, search for and select *azure active directory*
2. Select **Groups** from the menu on the left-hand side, then **+ New group**

Group type: *Security*

Group name: *az104-training*

Members: Select and then browse for your *azureuser*

3. Select **Create**. One created, select the *az104-training* group from the list
4. Under **Members**, additional members can be added. You can also **Import members** to bulk configure membership from CSV file.

3. Objective – Perform bulk user updates

1. At the top of the portal, search for and select *azure active directory*
2. Select **Users**.
3. For bulk user creation, you can use **Bulk create** and provide a CSV file that contains individual user information.
4. The same can be done under **Groups** when you select a group to **Import members** from CSV.
5. For this course, just note where these options are, and if desired, return in a future study session to test these features out.

4. Objective – Add custom domains

1. At the top of the portal, search for and select *azure active directory*
2. Select **Custom domain names** from the menu on the left-hand side, then **+ Add custom domain**
3. Enter a name, such as *az104training.com*, then select **Add domain**
4. To confirm that you own the domain name, you need to create a TXT or MX record in your DNS zone using the information provided. Once the record is created, you would **Verify** the settings which tells the Azure platform to reach out and confirm the record exists.

For this course, you won't have your own domain to configure like this, so select **Delete** twice to remove the custom domain. The validation before the second delete operation checks if any users, groups, or applications are associated with the custom domain before deletion.