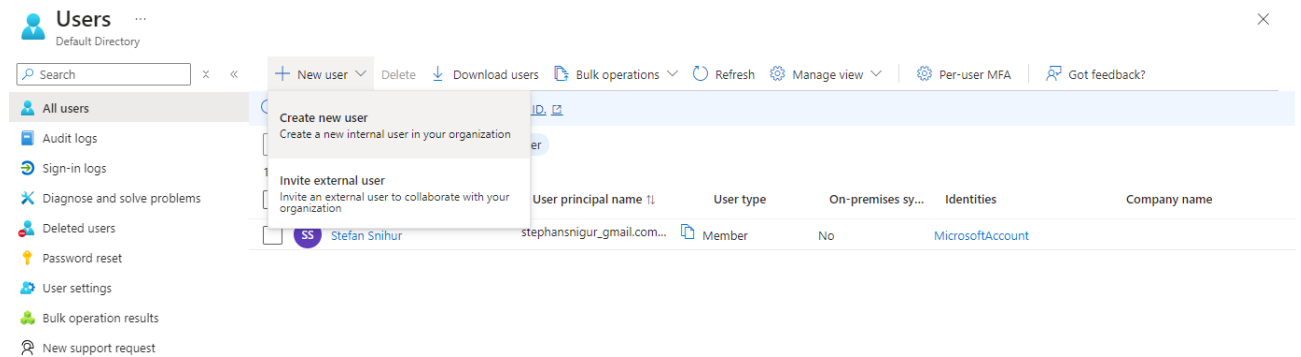


# Lab 01 – Manage Microsoft Entra ID Identities

## Task 1: Create and configure user accounts



Here I start creating a new user

## 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 \*  @

Domain not listed? [Learn more](#)

Mail nickname \*

☒ Derive from user principal name


Display name \*

Password \*

☒ Auto-generate password


Account enabled ☒

## Job Information

Job title	<input type="text" value="IT Lab Administrator"/>
Company name	<input type="text"/>
Department	<input type="text" value="IT"/>
Employee ID	<input type="text"/>
Employee type	<input type="text"/>
Employee hire date	<input type="text" value=""/> 
Office location	<input type="text"/>
Manager	<a href="#">+ Add manager</a>

## Contact Information

### Settings



Usage location	<input type="text" value="United States"/> 
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## Create new user ...

Create a new internal user in your organization

Basics Properties Assignments Review + create

### Basics

User principal name	az104-user1@stephansnigurgmail.onmicrosoft.com 
Display name	az104-user1
Mail nickname	az104-user1
Password	<input type="password" value="....."/> 
Account enabled	Yes





### Properties

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

### Assignments

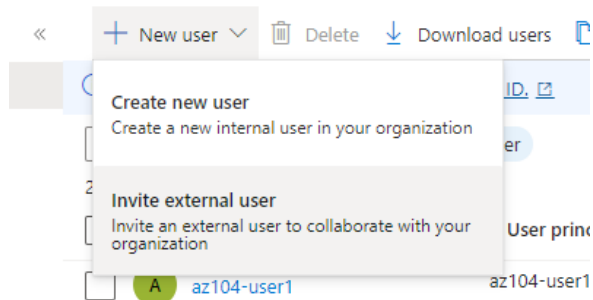
I assign him the credentials taken from the lab and check if everything matches.  
Creating a user.

2 users found

<input type="checkbox"/> Display name ↑	User principal name ↑↓	User type	On-premises sy...	Identities	Company name
<input type="checkbox"/>  az104-user1	az104-user1@stephansni...	 Member	No	stephansnigurgmail.onmicrosoft.c	
<input type="checkbox"/>  Stefan Snihur	stephansnigur_gmail.com...	 Member	No	MicrosoftAccount	

## User Created

Here I am going to invite an external user.



## Invite external user ...

Invite an external user to collaborate with your organization

Basics Properties Assignments Review + invite

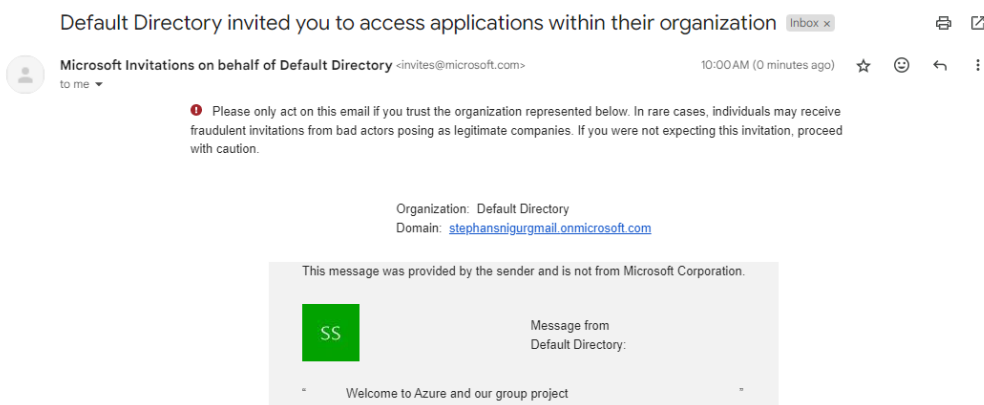
### Basics

Email stefansnihur@gmail.com  
 Display name Stefan  
 Send invite message Yes  
 Message Welcome to Azure and our group project  
 Cc recipient  
 Invite redirect URL <https://myapplications.microsoft.com/?tenantid=f128dd7a-1fd1-4e3e-8496-674b767ef552>

### Properties


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

For this user I assign my email and my name, message and a basic information taken from the lab. Reviewing if everything is fine and send an invitation. The invitation has been received





The invitation has been received


## Task 2: Create groups and add members


 Got feedback?


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Group type \* 


Security 


Group name \* 

IT Lab Administrators 







Group description 

Administrators that manage the IT lab 

Membership type 


Assigned 



Here I am creating a group, giving it a name and a description.

    stephansnigur@gmail.c...   
DEFAULT DIRECTORY (STEPHANS... 

×


**Owners (1)**



 Reset



 **Stefan Snihur**  
stephansnigur@gmail.com 

In Add Owners pane selecting myself

**Selected (2)**

 Reset

 **az104-user1**  
az104-user1@stephansnigurgmail.onmicr... 

 **Stefan**  
stefansnihur@gmail.com 

In Add members pane selecting a created and invited user.

Basic information




IT Lab Administrators


Administrators that manage the IT lab

Membership type	Assigned	Total direct members	2
Source	Cloud	User(s)	2
Type	Security	Group(s)	0
Object ID	24decefe-ac71-4209-b067-95df4bb99fde	Device(s)	0
Created on	10/23/2024, 10:24 AM	Other(s)	0


Feed



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



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



**Total members**  
**2**  
[View group members](#)

Group is successfully created.