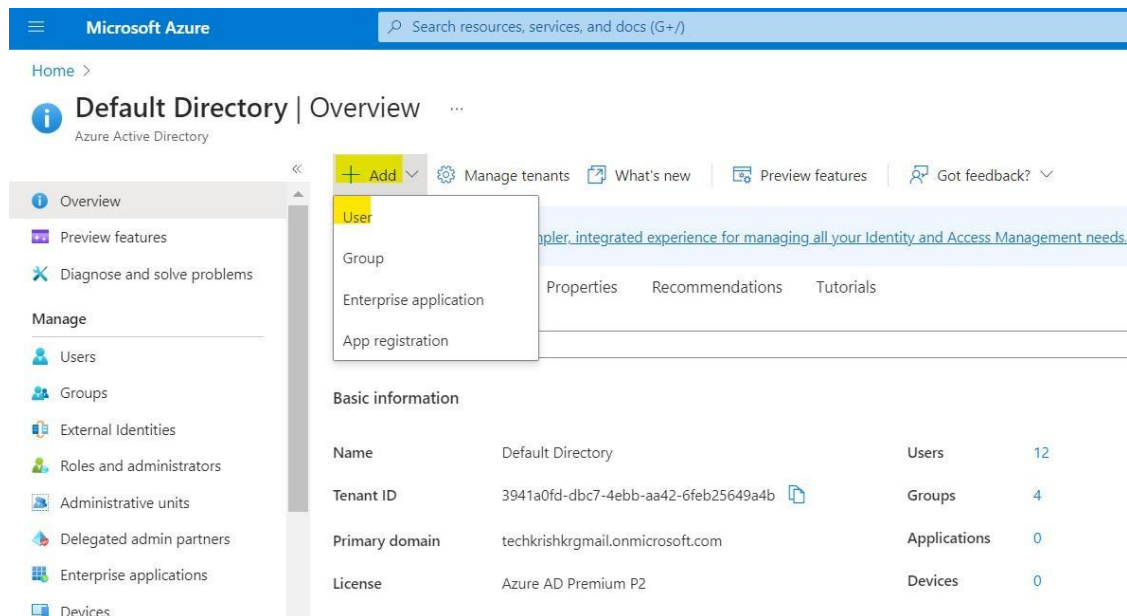


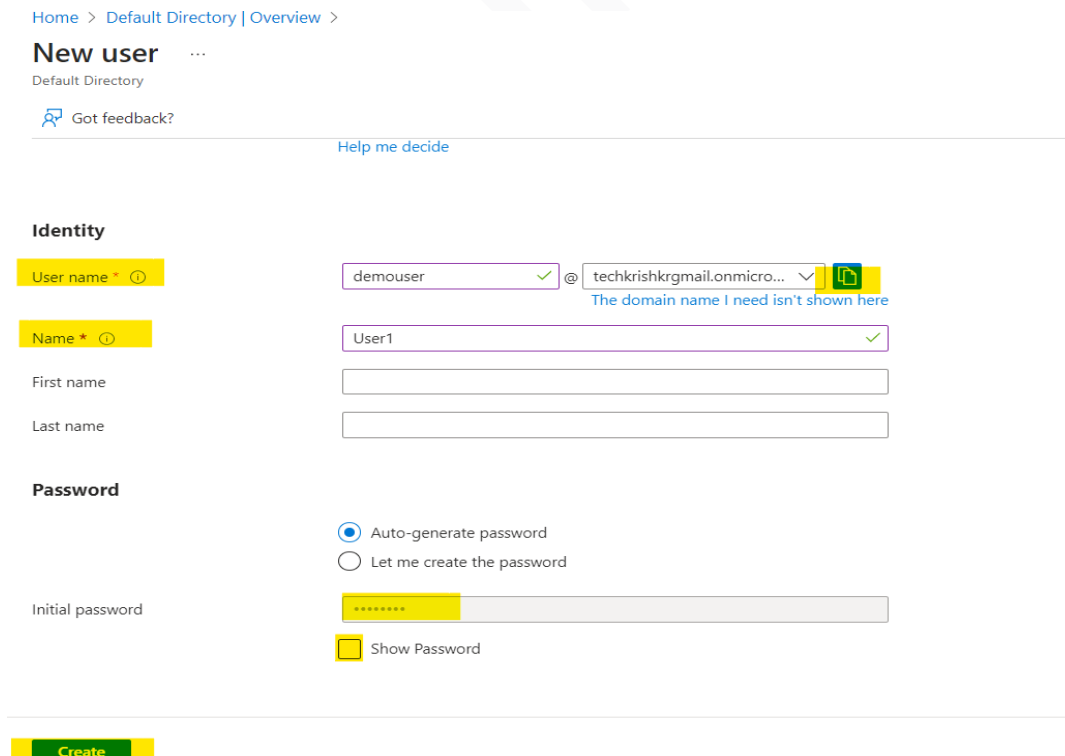


## **Module 8: Hands-On: Add or Delete Users Using Azure Active Directory**

**Step 1:** Sign in to the Azure Portal and search for Azure Active Directory in the search bar then click on the “user” option



**Step 2:** Fill in the information related to the user and copy the username and password and keep it safe somewhere. Users can use this credential to login into their Azure Account

The screenshot shows the "New user" form in the Azure portal. The form is titled "New user" and is part of the "Default Directory" section. It has a "Got feedback?" link. Below the title, there's a "Help me decide" link. The form is divided into two main sections: "Identity" and "Password". In the "Identity" section, there are three fields: "User name", "Name", and "First name". The "User name" field is filled with "demouser" and has a green checkmark. The "Name" field is filled with "User1" and has a green checkmark. The "First name" field is empty. In the "Password" section, there are two radio buttons: "Auto-generate password" (selected) and "Let me create the password". Below the radio buttons, there's a field for "Initial password" which is filled with "\*\*\*\*\*". There's also a "Show Password" checkbox which is unchecked. At the bottom of the form, there's a green "Create" button.

**Step 3:** Now go to Users and select the user which you created and on which you have to perform the deletion task.

Home > Default Directory | Users >

**Users** ...

Search << + New user Download users Bulk operations Refresh Manage view Delete Per-user MFA Preview features Got feedback?

All users (preview) Audit logs Sign-in logs Diagnose and solve problems

Manage Deleted users (preview) Password reset User settings Bulk operation results Troubleshooting + Support New support request

Want to switch back to the legacy users list experience? Click here to leave the preview.

Search Add filter

5 users found

	Display name ↑	User principal name	User type	On-premises sy...	Identities	Company name	Creation type
<input type="checkbox"/>	AS akshay session	akshay@techkrishkrmail...	Member	No	techkrishkrmail.onmicrosoft.com		
<input type="checkbox"/>	JS juli session	juli@techkrishkrmail.on...	Member	No	techkrishkrmail.onmicrosoft.com		
<input type="checkbox"/>	KK Krishnan Kumar	techkrishkr_gmail.com#E...	Member	No	MicrosoftAccount		
<input type="checkbox"/>	KK Krishnan Kumar	krish@techkrishkrmail.o...	Member	No	techkrishkrmail.onmicrosoft.com		
<input type="checkbox"/>	US User1	demouser@techkrishkr...	Member	No	techkrishkrmail.onmicrosoft.com		

**Step 4:** Now click on delete as mentioned in the below diagram

Home > Default Directory | Users >

**Users** ...

Search << + New user Download users Bulk operations Refresh Manage view Delete

All users (preview) Audit logs Sign-in logs Diagnose and solve problems

Manage Deleted users (preview) Password reset User settings Bulk operation results Troubleshooting + Support New support request

Want to switch back to the legacy users list experience? Click here to leave the preview.

Search Add filter

5 users found (1 user selected)

	Display name ↑	User principal name	User type	On-premises sy...
<input type="checkbox"/>	AS akshay session	akshay@techkrishkrmail...	Member	No
<input type="checkbox"/>	JS juli session	juli@techkrishkrmail.on...	Member	No
<input type="checkbox"/>	KK Krishnan Kumar	techkrishkr_gmail.com#E...	Member	No
<input type="checkbox"/>	KK Krishnan Kumar	krish@techkrishkrmail.o...	Member	No
<input checked="" type="checkbox"/>	US User1	demouser@techkrishkr...	Member	No