

Create Azure AD User & Group (Portal)

(LAB-300-01A-18)

Part A: Identify Default Domain Name

1. Sign in to the Azure Portal
2. Go to the left-side, select "**Azure Active Directory**"
3. Under the overview, select & copy your default domain name
Help: Default Domain Name ended with "***.onmicrosoft.com**". You need to copy the complete domain name

Part B: Create Azure AD User

1. Sign in to the Azure Portal
2. Go to the left-side, select "**Azure Active Directory**"
3. Under the manage, select the "**User**", the select "**+New user**" & fill out the required information:
 - a. **Name** (required): The first and last name of the new user
 - b. **User name** (required): The user name of the new user "**user1**"
Help: Your user name should be, *name@domainname.com*, like ahmad@contoso.onmicrosoft.com
 - c. **Profile** (optional): You can add more information about the user
 - d. **Groups** (optional): You can add the user to one or more existing groups. You can skip this step now.
 - e. **Directory role**: Select directory role as "**user**"
Info: You can assign the user to be a global administrator, or to one or more of the other local administrators.
4. Copy the auto-generated password provided in the "**Password**" box. You'll need to give this password to the user for the initial sign-in process.
5. Select "**Create**". The user is created and added to your Azure AD tenant.

Part C: Create Azure AD Group

1. Sign in to the Azure Portal
2. Go to the left-side, select "**Azure Active Directory**"
3. Under the manage, select the "**Groups**", the select "**+New group**" & fill out the required information:
 - a. **Group type** (required): Select "**Security**"
 - b. **Group name** (required): Provide the group name of the new Group "**group1**"
 - c. **Group description** (optional): Add an optional description to your group
 - d. **Membership type** (required): Select "**Assigned**"
 - e. **Members**: Search the members to add to your group from the Select members page. Select "**user1**", created in Part B & Click on "**Select**"
4. Select "**Create**"

Part D: How to Sign-in using Azure AD Id

1. Open the below URL from new browser
Portal.azure.com
2. Login with Azure AD Id, created in Part B
3. Change the password