Shaheed Zulfikar Ali Bhutto Institute of Science and Technology

Department of Software Engineering

Bisma Saeed – 2280108

BSSE – 7A

Lab: 01

Manage Microsoft Entra ID Identities

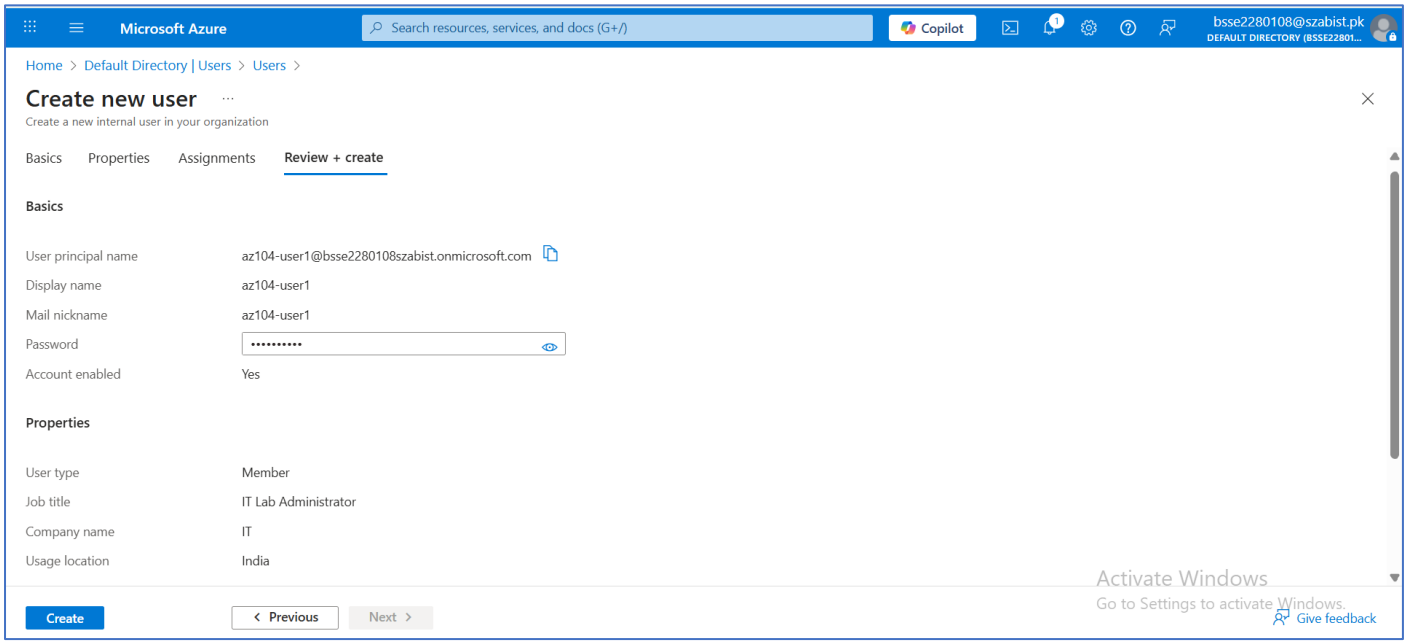
Task 1: Create and configure user accounts

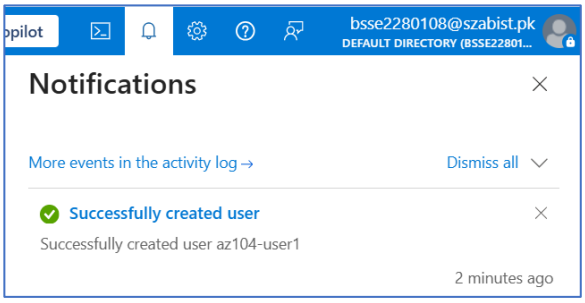
In this task, you will create and configure user accounts. User accounts will store user data such as name, department, location, and contact information.

##Create a new user

1. Create a new user with the following settings (leave others with their defaults). On the **Properties** tab notice all the different types of information that can be included in the user account.

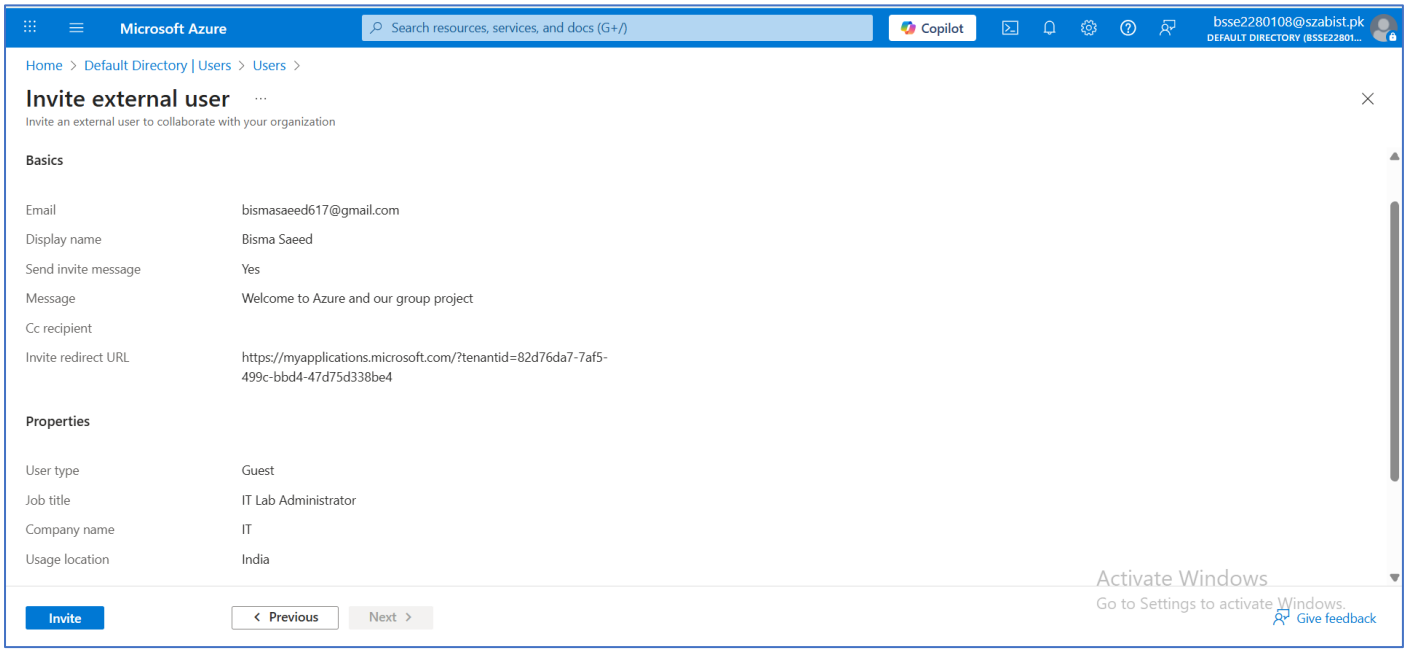
2. Once you have finished reviewing, select **Review + create** and then **Create**. Refresh the page and confirm your new user was created.

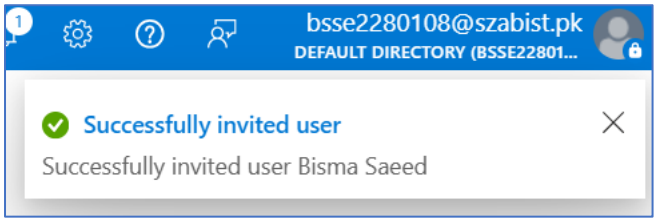


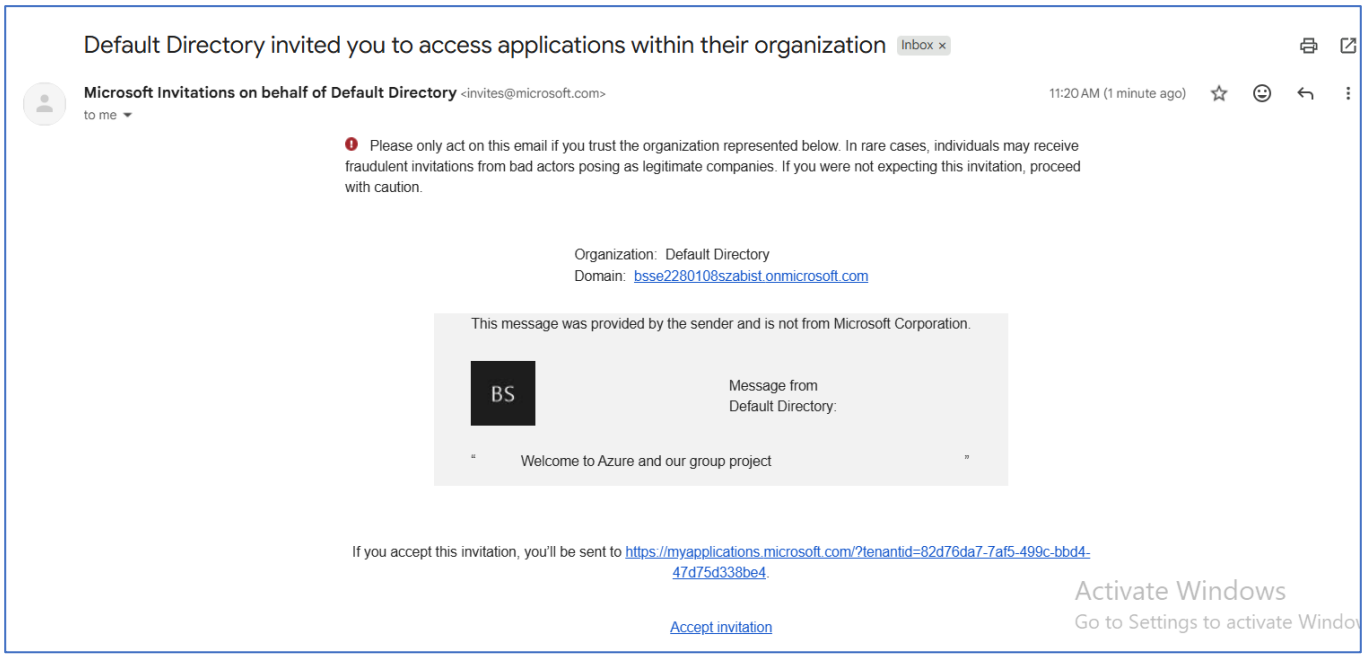


Invite an external user

1. In the **New user** drop-down select **Invite an external user**.







Microsoft

bismasaeed617@gmail.com

Permissions requested by:

Default Directory
bsse2280108szabist.onmicrosoft.com

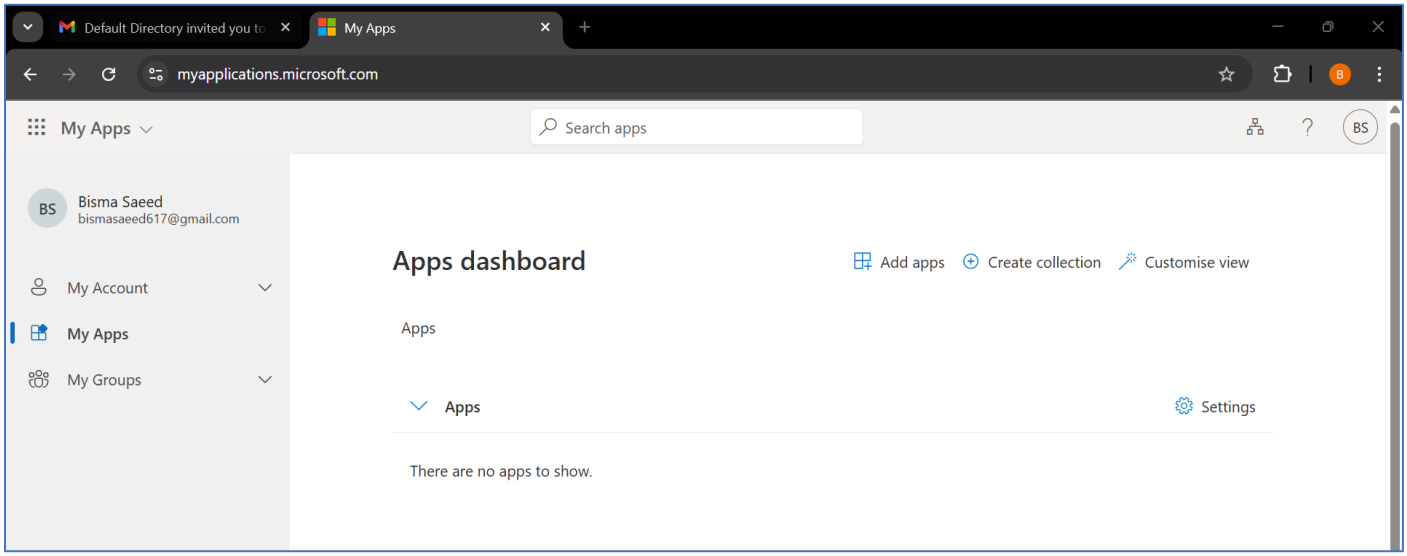
By accepting, you allow this organisation to:

- Receive your profile data
- Collect and log your activity
- Use your profile data and activity data

You should only accept if you trust Default Directory. **Default Directory has not provided links to their terms for you to review.** You can update these permissions at https://myaccount.microsoft.com/organizations.
Learn more

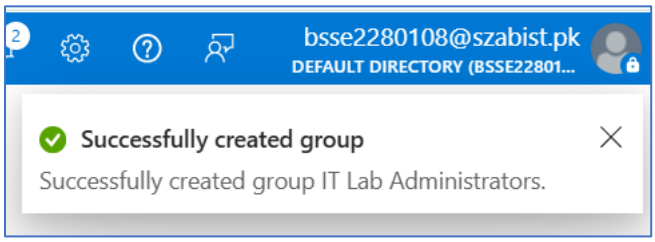
This resource is not shared by Microsoft.

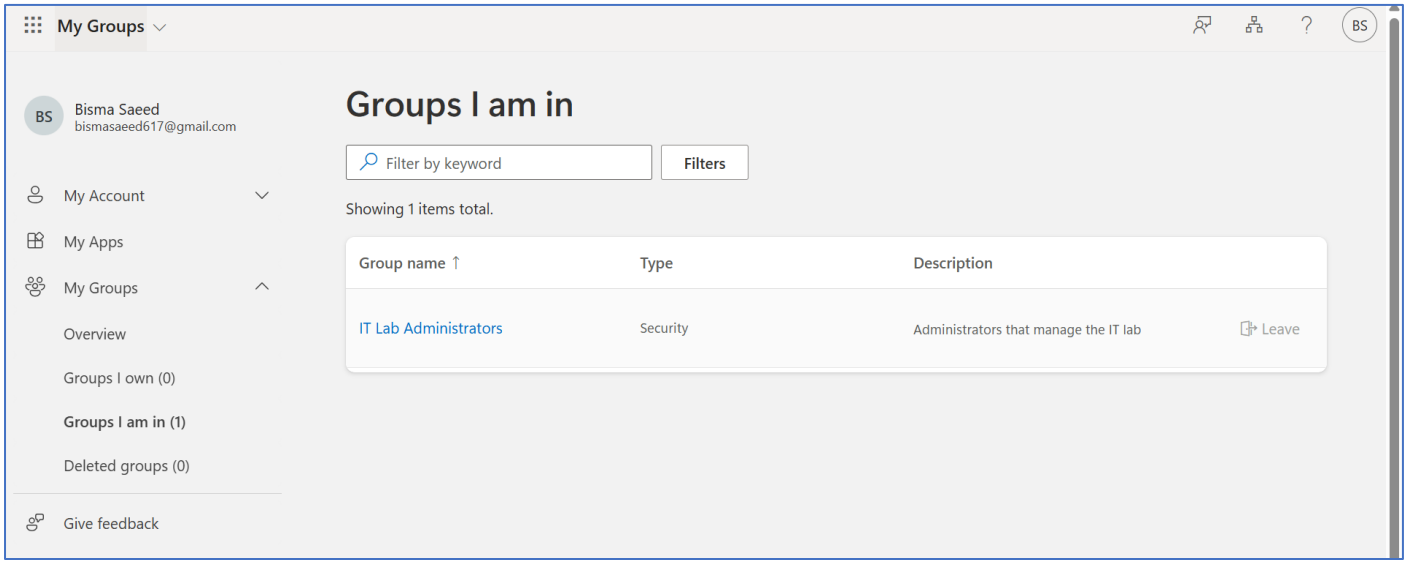
Cancel | Accept



Task 2: Create groups and add members

In this task, you create a group account. Group accounts can include user accounts or devices. These are two basic ways members are assigned to groups: Statically and Dynamically. Static groups require administrators to add and remove members manually. Dynamic groups update automatically based on the properties of a user account or device. For example, job title.





Congratulations on completing the lab. Here are some main takeways for this lab:

+ A tenant represents your organization and helps you to manage a specific instance of Microsoft cloud services for your internal and external users.
+ Microsoft Entra ID has user and guest accounts. Each account has a level of access specific to the scope of work expected to be done.
+ Groups combine together related users or devices. There are two types of groups including Security and Microsoft 365.
+ Group membership can be statically or dynamically assigned.