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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.

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

bsse2280108@szabist.pk

DEFAULT DIRECTORY (BSSE22801...)

Home > Default Directory | Users > Users >

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Basics

User principal name: az104-user1@bsse2280108szabist.onmicrosoft.com

Display name: az104-user1

Mail nickname: az104-user1

Password:

Account enabled: Yes

Properties

User type: Member

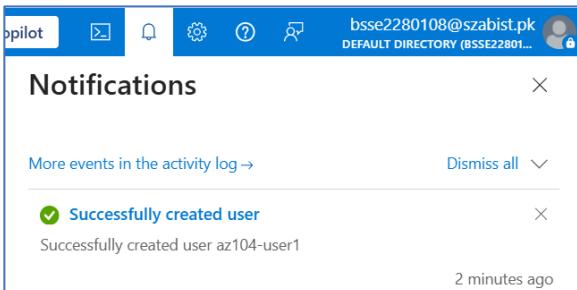
Job title: IT Lab Administrator

Company name: IT

Usage location: India

Create < Previous Next >

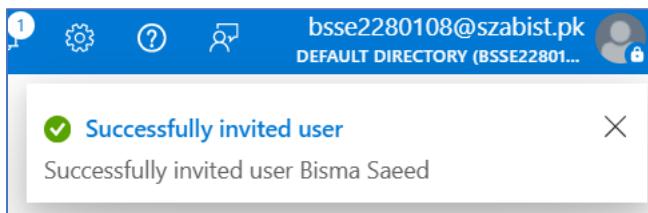
Activate Windows
Go to Settings to activate Windows



Invite an external user

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

A screenshot of the Microsoft Azure portal. The top navigation bar includes 'Microsoft Azure', a search bar, and 'Copilot' with a profile icon. The main area shows the URL 'Home > Default Directory | Users > Users > Invite external user'. The page title is 'Invite external user'. Below the title, a sub-instruction says 'Invite an external user to collaborate with your organization'. The form is divided into sections: 'Basics' and 'Properties'. Under 'Basics', fields include: Email (bismasaeed617@gmail.com), Display name (Bisma Saeed), Send invite message (Yes), Message (Welcome to Azure and our group project), Cc recipient, and Invite redirect URL (https://myapplications.microsoft.com/?tenantid=82d76da7-7af5-499c-bbd4-47d75d338be4). Under 'Properties', fields include: User type (Guest), Job title (IT Lab Administrator), Company name (IT), and Usage location (India). At the bottom, there are buttons for 'Invite' (highlighted in blue), '< Previous', 'Next >', and a 'Give feedback' link.



A screenshot of an email inbox. An email from 'Microsoft Invitations on behalf of Default Directory <invites@microsoft.com>' is selected. The subject is 'Default Directory invited you to access applications within their organization'. The email body contains a warning about the risk of fraudulent invitations, the organization's name (Default Directory), and the domain (bsse2280108szabist.onmicrosoft.com). It also includes a message from 'Default Directory' with the initials 'BS' and a welcome message: 'Welcome to Azure and our group project'. At the bottom, there is a note about accepting the invitation via a link, an 'Accept invitation' button, and a 'Give feedback' link.



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.

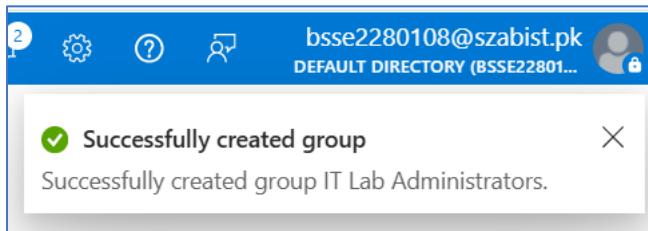
[Cancel](#)

[Accept](#)

The screenshot shows a web browser window for 'myapplications.microsoft.com'. The title bar says 'Default Directory invited you to' and 'My Apps'. The left sidebar has a user profile icon 'BS' and the name 'Bisma Saeed bismasaeed617@gmail.com'. Below it are 'My Account', 'My Apps' (which is selected and highlighted in blue), and 'My Groups'. The main content area is titled 'Apps dashboard'. It features a search bar 'Search apps' and three buttons: 'Add apps', 'Create collection', and 'Customise view'. A 'Settings' icon is also present. The central part of the dashboard displays the message 'There are no apps to show.'

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.



A screenshot of the 'Groups I am in' page in Microsoft Entra ID. On the left, there's a sidebar with a user profile 'BS Bisma Saeed bismasaeed617@gmail.com', navigation links for 'My Account', 'My Apps', and 'My Groups' (which is expanded to show 'Overview', 'Groups I own (0)', 'Groups I am in (1)', and 'Deleted groups (0)'). On the right, the main area shows the heading 'Groups I am in' with a search bar 'Filter by keyword' and a 'Filters' button. It displays one item: 'IT Lab Administrators' (Group name), 'Security' (Type), and 'Administrators that manage the IT lab' (Description). There's also a 'Leave' button next to it. The status bar at the bottom says 'Showing 1 items total.'

Congratulations on completing the lab. Here are some main takeaways 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.