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**BSSE – 7A**

**Lab: 01**

## Manage Microsoft Entra ID Identities

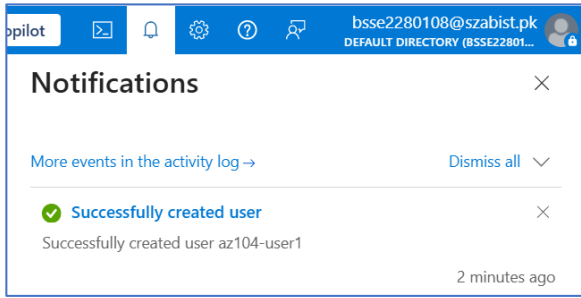
### Task 1: Create and configure user accounts

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

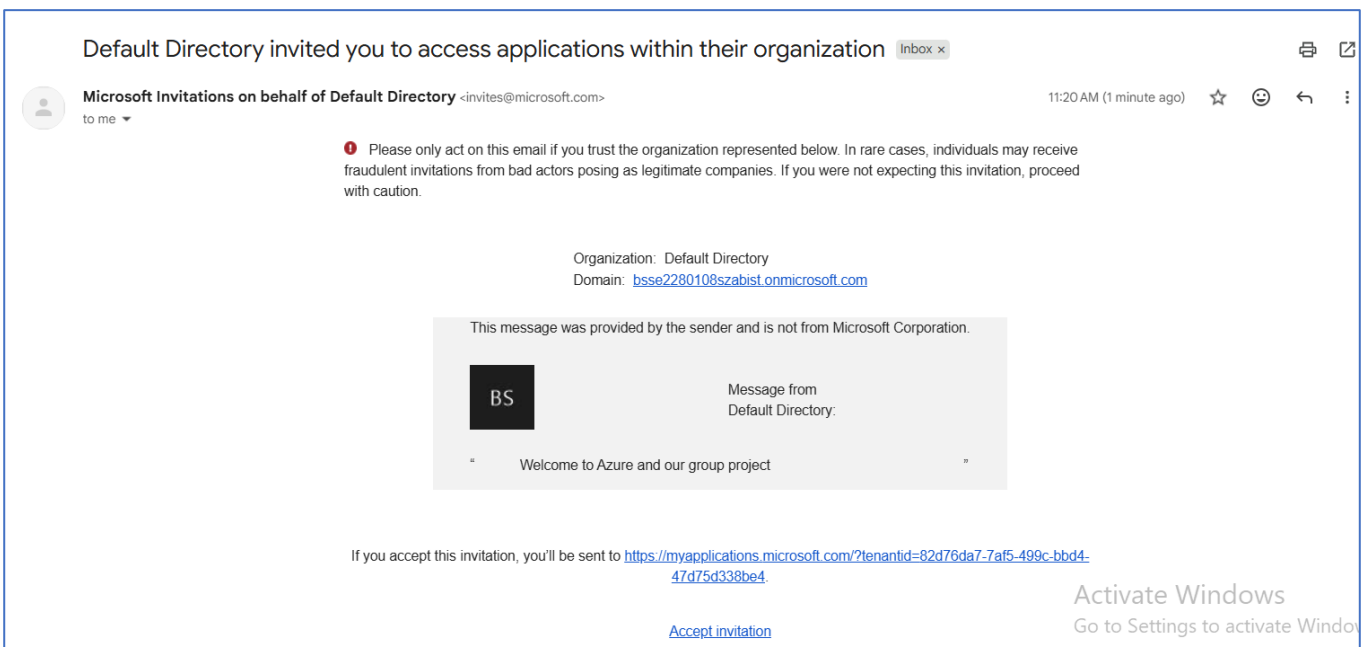
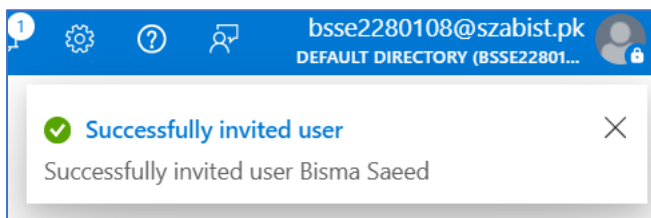
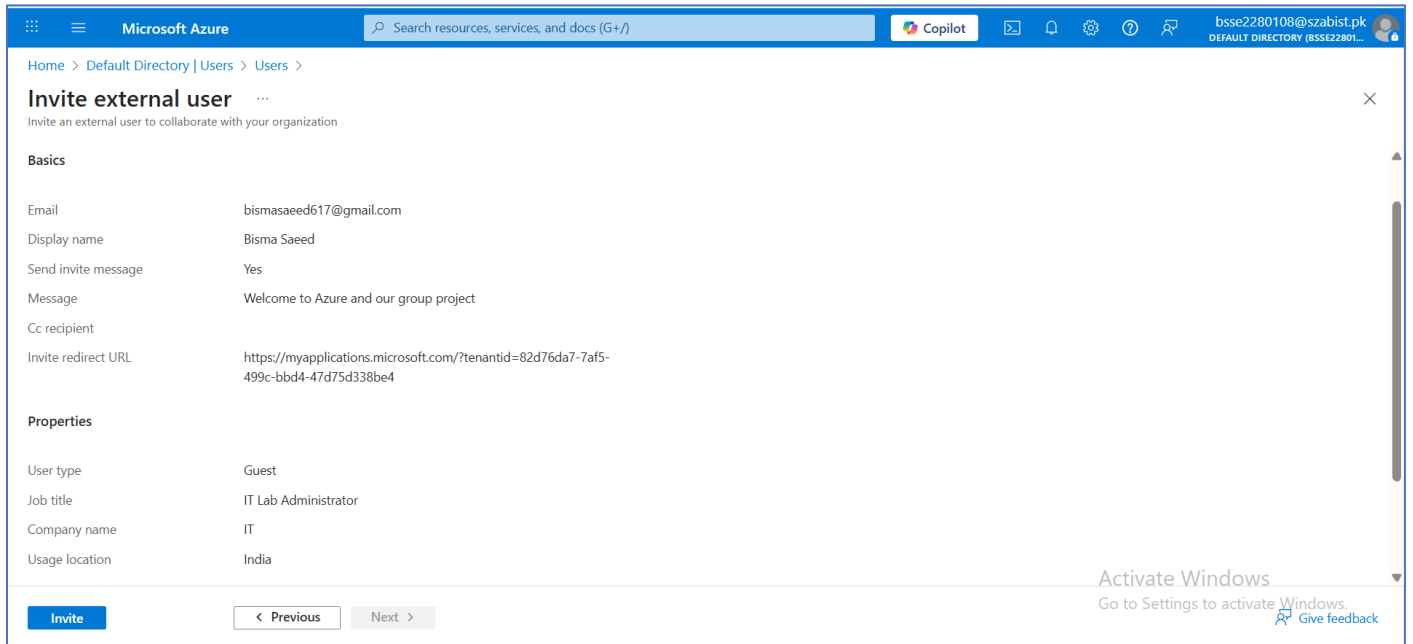
1. Create a new user with the following settings (leave others with their defaults). On the **Properties** tab notice all the different types of information that can be included in the user account.
2. Once you have finished reviewing, select **Review + create** and then **Create**. Refresh the page and confirm your new user was created.

The screenshot shows the Microsoft Azure portal interface for creating a new user. The top navigation bar includes the Microsoft Azure logo, a search bar, and various icons. The main content area is titled 'Create new user' and has tabs for 'Basics', 'Properties', 'Assignments', and 'Review + create'. The 'Review + create' tab is active, showing a summary of the user's details. The 'Basics' section includes fields for 'User principal name' (az104-user1@bsse2280108szabist.onmicrosoft.com), 'Display name' (az104-user1), 'Mail nickname' (az104-user1), 'Password' (masked with dots), and 'Account enabled' (Yes). The 'Properties' section includes 'User type' (Member), 'Job title' (IT Lab Administrator), 'Company name' (IT), and 'Usage location' (India). At the bottom, there are buttons for 'Create', '< Previous', and 'Next >'. An 'Activate Windows' watermark is visible in the bottom right corner.



### ### Invite an external user

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





bismasaheed617@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.**

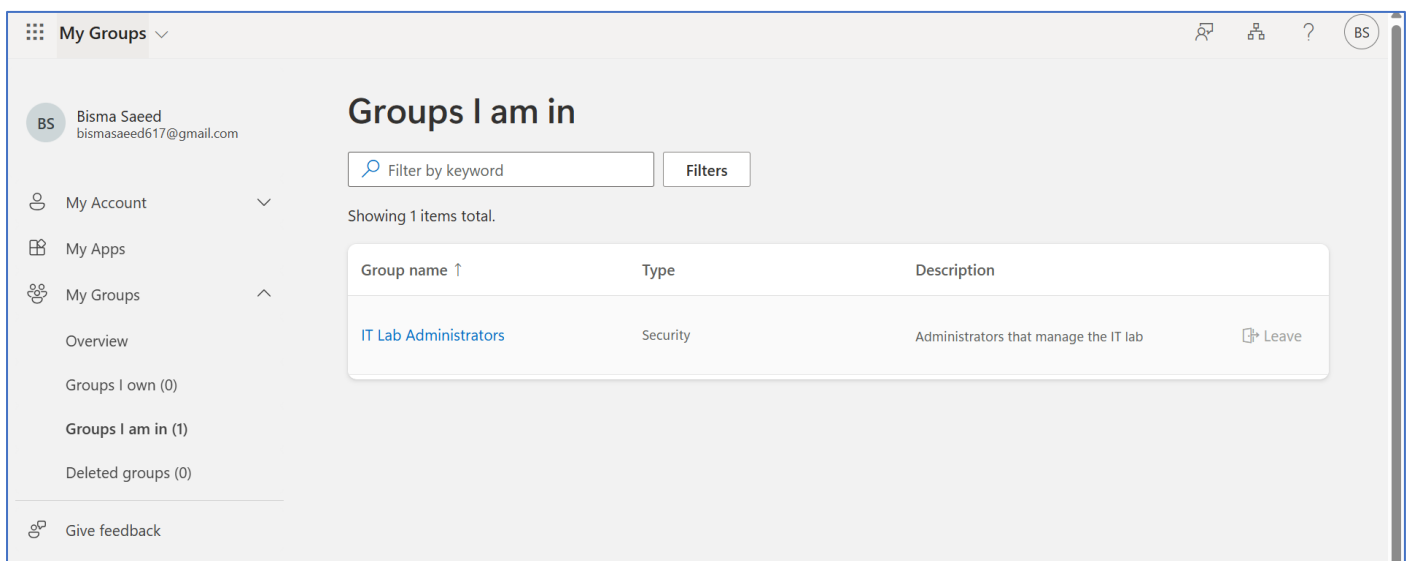
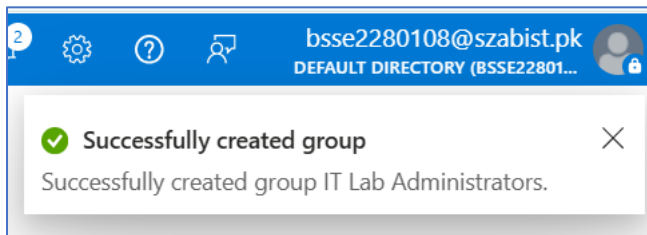
Cancel

Accept

The screenshot shows a web browser window with two tabs: 'Default Directory invited you to...' and 'My Apps'. The address bar shows 'myapplications.microsoft.com'. The page has a left sidebar with a user profile 'Bisma Saeed' and navigation links for 'My Account', 'My Apps' (selected), and 'My Groups'. The main content area is titled 'Apps dashboard' and includes buttons for 'Add apps', 'Create collection', and 'Customise view'. A section titled 'Apps' with a dropdown arrow is visible, but it is empty, displaying the message 'There are no apps to show.' A 'Settings' link is located in the bottom right corner of the main content area.

## 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 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.