

Create and Manage Azure AD Users in the Portal

Introduction

Azure Active Directory (AD) is often a critical component in many cloud-based Azure solutions. With Azure AD you have a centralized identity and access management platform, which helps for much more than simply storing user details and credentials. In this hands-on lab, we'll walk through some of the very basic administration tasks that you may perform when managing user accounts within Azure AD.

Solution

Log in to the Azure portal using the credentials. If you receive a prompt for more information during the log in process, simply select **Skip for now**

Note: The Azure AD UI has been slightly updated since the creation of this lab. Please refer to the lab guide to view updated steps and verbiage.

Create Azure AD User Accounts

1. In the Azure portal, click the hamburger icon at the top-left of the screen to open the menu.
2. From the menu, select **Azure Active Directory**.
3. From the menu on the left, select **Users**.
4. From the menu at the top, click **New user** and click on **Create new user**.
5. In the *User name* field, enter a username for the first new user account. Leave the domain name as is.
6. In the *Name* field, enter a first name and last name for the first new user account.
7. Scroll down and view some of the other options you can select for a new user account. For the purposes of this hands-on lab, you do not need to configure any other options for the new user account.

Note: Attempting to assign a role to your user may break your hands-on lab.

8. Click **Create**.
9. Repeat steps **4** through **8** to create your second new user account.
10. Verify that both user accounts you just created now appear in the list of *All users* in your *Azure Active Directory* service.

Modify an Azure AD User Account

1. From the *All users* view, select one of the users you just created to open their profile.
2. View some of the options and settings that you can modify for a user account using the menu at the left.
3. If necessary, select **Overview** in the menu to return to the user's profile.
4. From the menu at the top, click **Edit**.
5. Modify some of the settings for the user, such as entering their *First name* and *Last name* or updating the information under *Job info*.
6. Click **Save**.
7. Click **Overview** to toggle back to the *Overview* page.
8. From the menu at the top, click **Reset password**.
9. In the *Reset password* pane that displays on the right, click the **Reset password** button.

Note: This generates a temporary password that must be changed on the next sign in. You would need to take note of the temporary password that is displayed and provide it to the user.

Revoke Access to an Azure AD User Account

1. From the menu at the top, click **Edit properties**.
2. Navigate to the *Settings* tab and, for the *Account enabled* option, de-select the checkbox.
3. Click **Save**.
4. From the menu at the top, click **Revoke sessions**.
5. View the information that displays in the notification, and click **Yes**.

Delete an Azure AD User Account

1. Navigate back to the *Azure Active Directory* page, and then click **Users**.
2. Select the checkbox next to one of the user accounts you created.
3. From the menu at the top, click **Delete**.
4. View the information that displays in the notification, and click **OK**.
5. From the menu at the top, click **Refresh** and verify that the user account has been removed from the accounts in the *All users* list.
6. From the menu on the left, select **Deleted users**. The user account you just deleted should appear in the list of deleted accounts.

7. Select the check box for the user account and note that you could choose the **Restore user** or **Delete permanently** options from the top menu if you needed to take further action on the account.