**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.

1. Click **Create**.
2. Repeat steps **4** through **8** to create your second new user account.
3. 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.