**Lesson 3 Demo 3**

**Azure AD: User Creation**

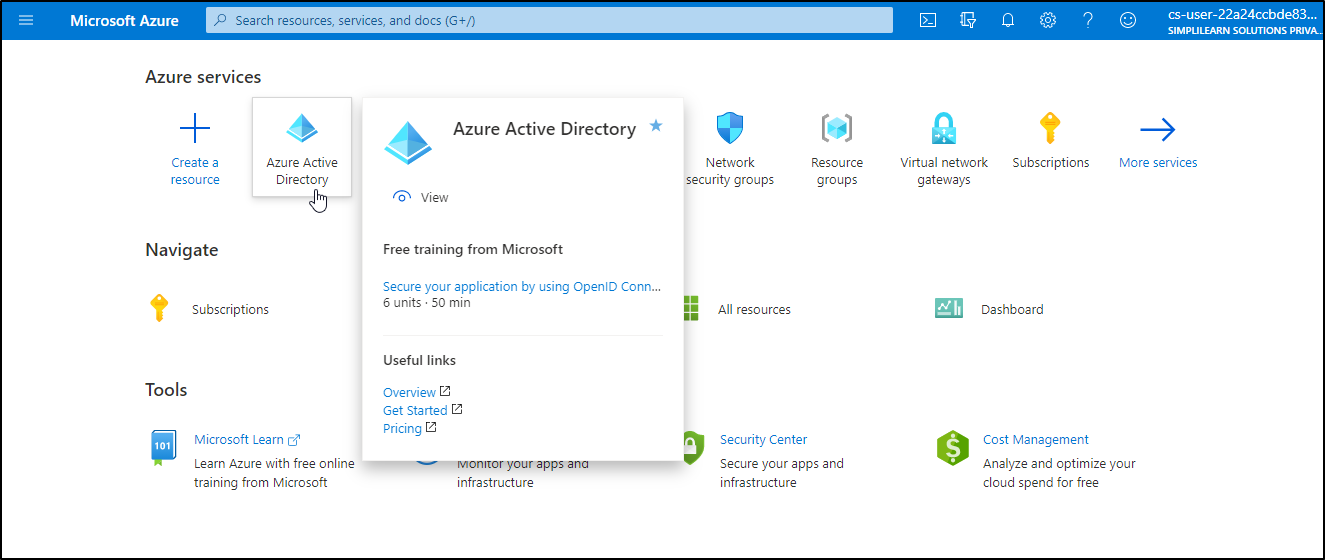


Steps to be followed:

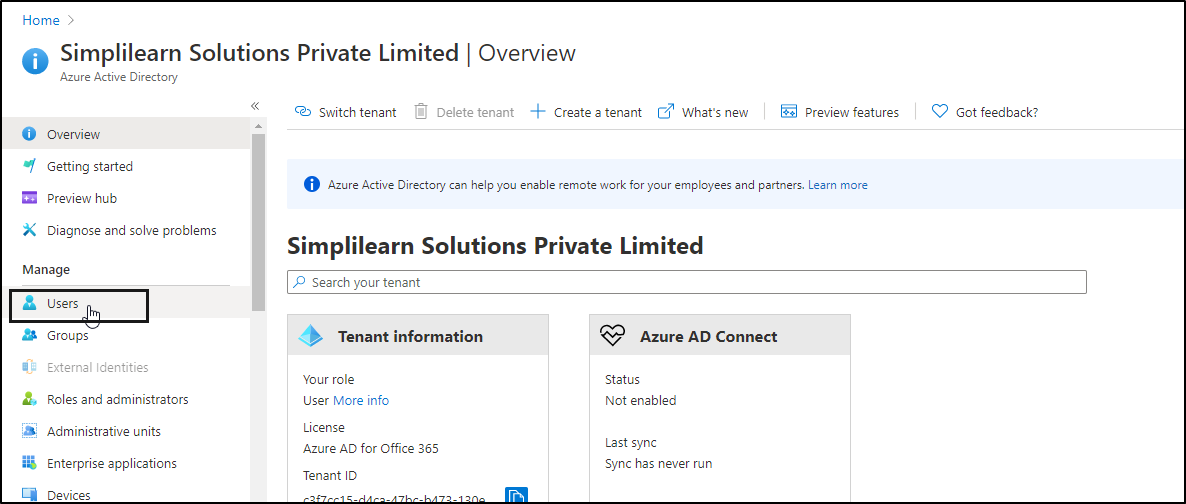
1. Creating a user in Azure AD

**Step 1: Creating a user in Azure AD**

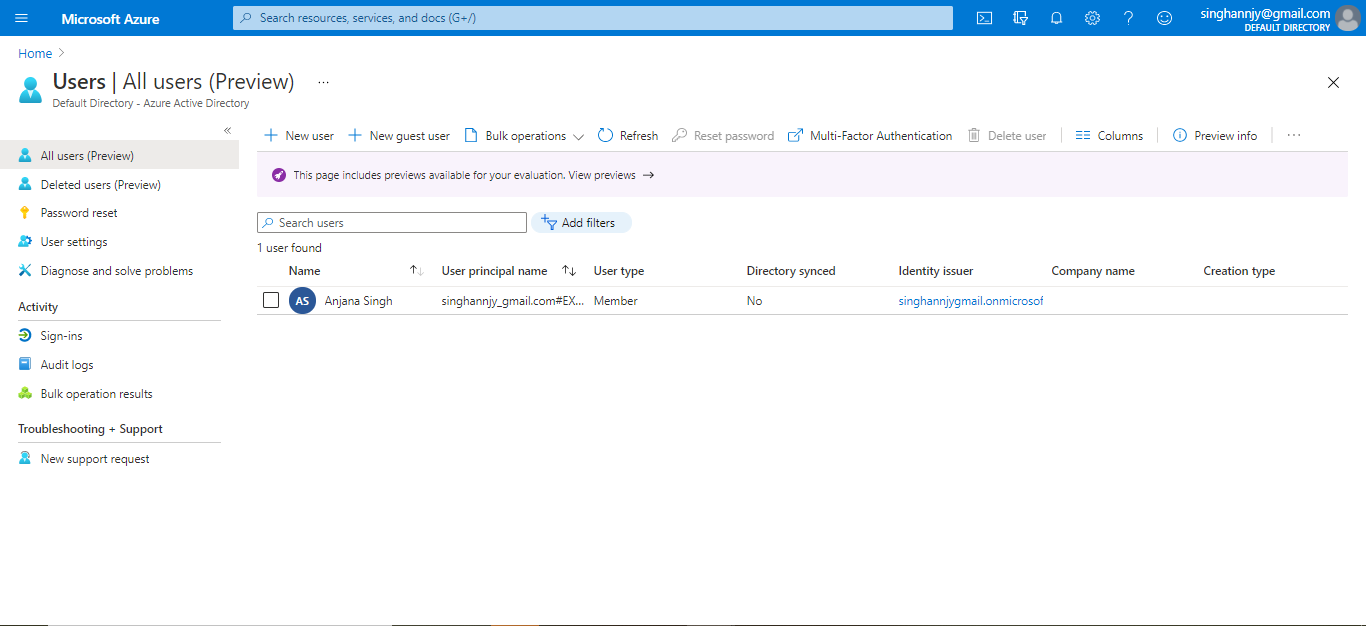
1. Sign in to the Azure portal as an administrator
2. Under Azure services, select **Azure Active Directory**



1. Under Manage, select **Users**



1. Select **New user**



1. On the User page, enter the below information for this user:

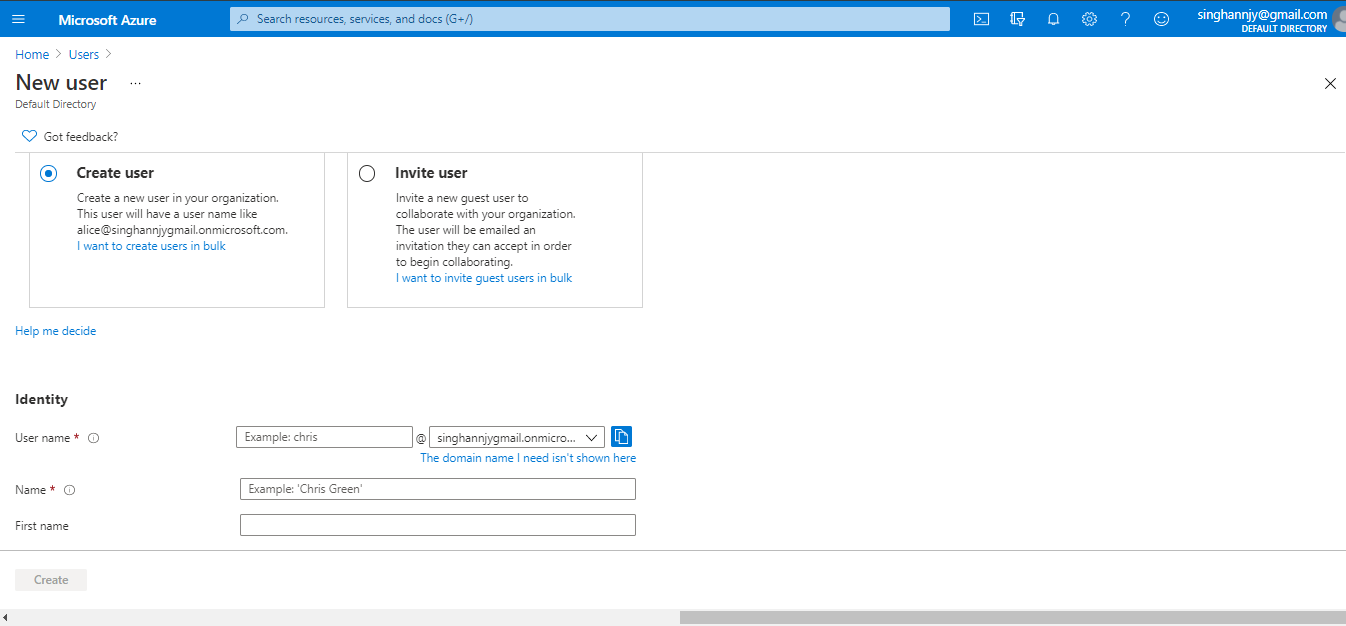
Name

Username

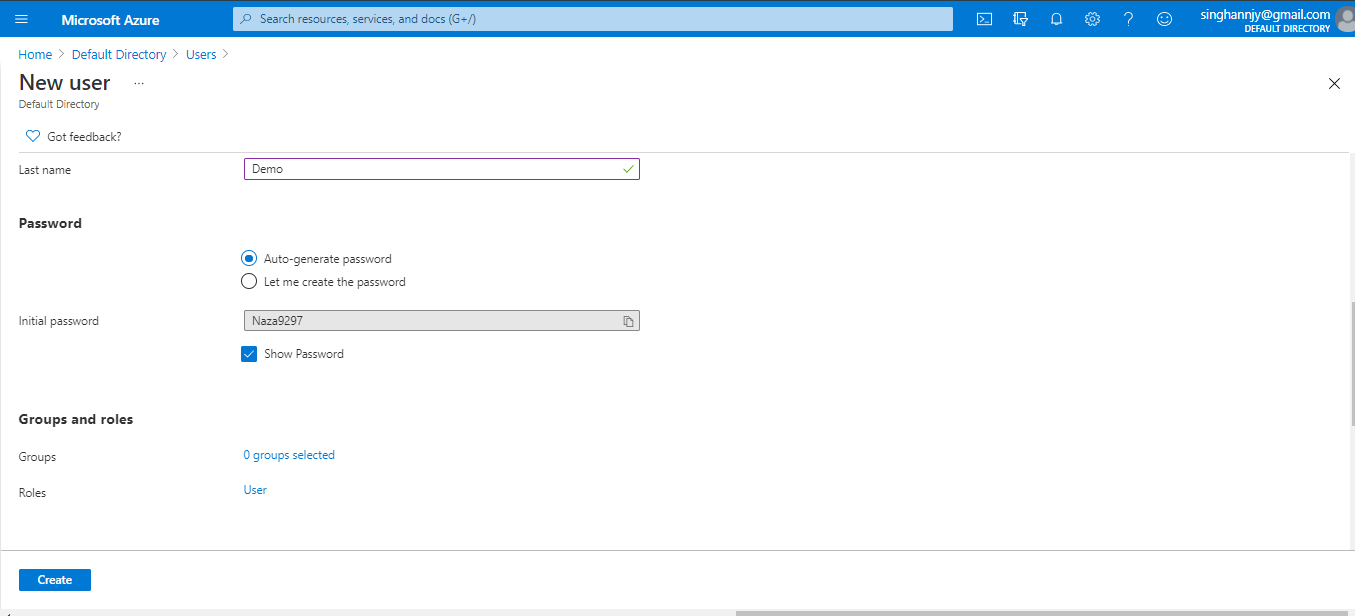
Groups

Directory Role

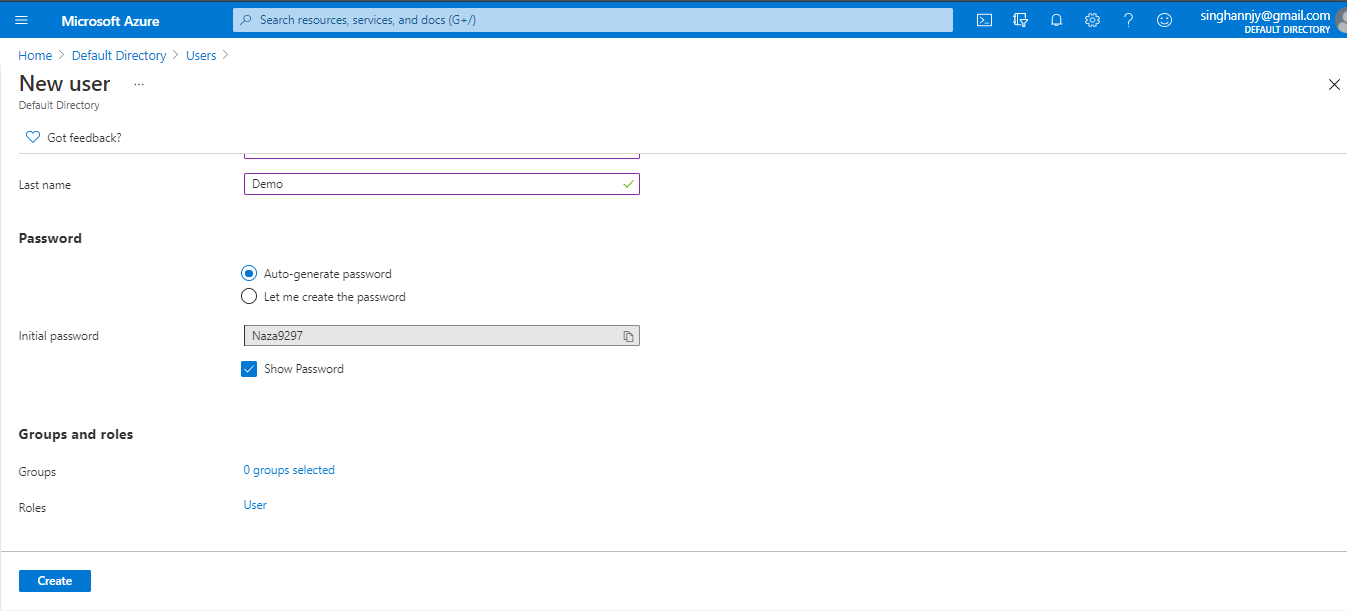
Job Info



| **Note:** Copy the auto-generated password provided in the Password box. You'll need to give this password to the user to sign in for the first time. |
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1.6 Once the details are entered, select **Create**



1.7 The user is created and added to your Azure AD organization.

