NAME: BINYANYA DEBORAH NYATICHI

CS NO: ADC-CSS02-25051.

DESCRIPTION: Week 2 Assignment 3

ASSIGNMENT: Lab on Microsoft Identity and Access Management Solutions

DATE: 05/04/2025

INTRODUCTION

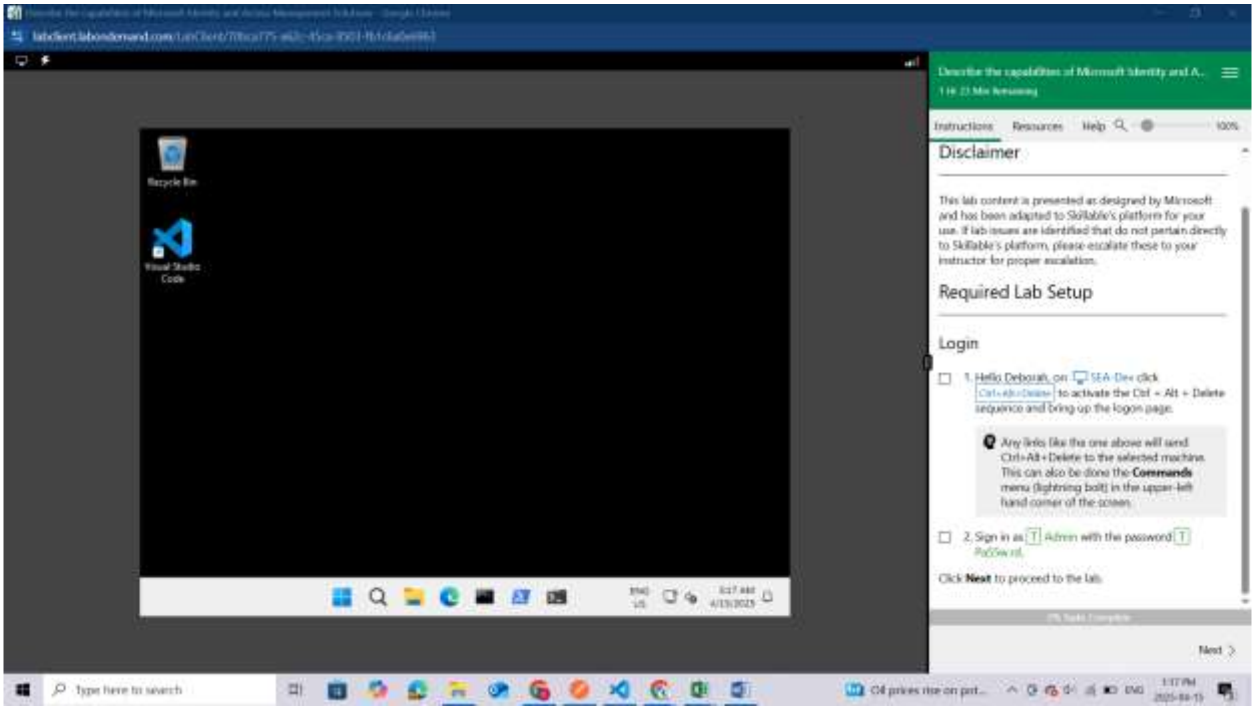
In today's digital landscape, robust identity management is paramount for security, compliance, and user productivity. This lab series is designed to provide you with hands-on experience in key components of Microsoft's cutting-edge IAM platform, Microsoft Entra ID (formerly Azure AD).mThrough a series of focused labs, you will delve into critical functionalities that empower organizations to manage user identities, secure access to resources, and streamline administrative tasks. We will move beyond theoretical concepts and provide practical scenarios where you can configure and observe these powerful features in action.

This lab will guide you through the following essential areas:

- **Explore Microsoft Entra ID User Settings:** Gain a foundational understanding of how user accounts are managed within Microsoft Entra ID, including profile settings, contact information, and organizational relationships.
- **Microsoft Entra self-service password reset (SSPR):** Discover how to empower users to securely reset their own passwords, reducing helpdesk burden and improving user convenience.
- **Microsoft Entra Conditional Access:** Learn how to implement granular access control policies based on various conditions, such as user location, device compliance, and application sensitivity, to enhance security.
- **Explore Privileged Identity Management (PIM):** Understand how to manage, control, and monitor access to important resources within your organization by implementing just-in-time and approval-based privileged access.

LAB SCENARIOS

Start up your lab



Disclaimer

This lab content is presented as designed by Microsoft and has been adapted to Skillable's platform for your use. If lab issues are identified that do not pertain directly to Skillable's platform, please escalate these to your instructor for proper escalation.

Required Lab Setup

Login

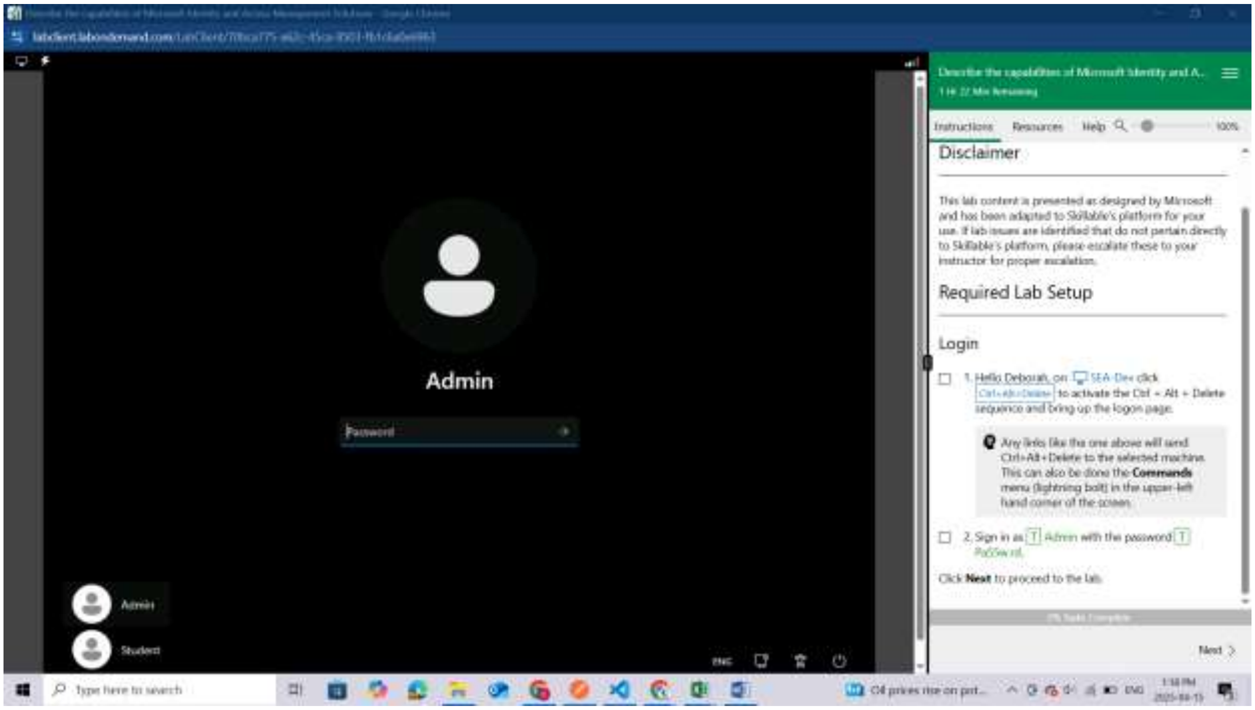
□ 1. Hello Deborah, on SEA-Dev click Ctrl+Alt+Delete to activate the Ctrl + Alt + Delete sequence and bring up the logon page.

Any links like the one above will send Ctrl+Alt+Delete to the selected machine. This can also be done the **Commands** menu (lightning bolt) in the upper-left hand corner of the screen.

□ 2. Sign in as T Admin with the password T Pa55w.rd.

Click **Next** to proceed to the lab.

Login to the Admin page and use the password given.



Describe the capabilities of Microsoft Identity and A...

1 Hr 22 Min Remaining

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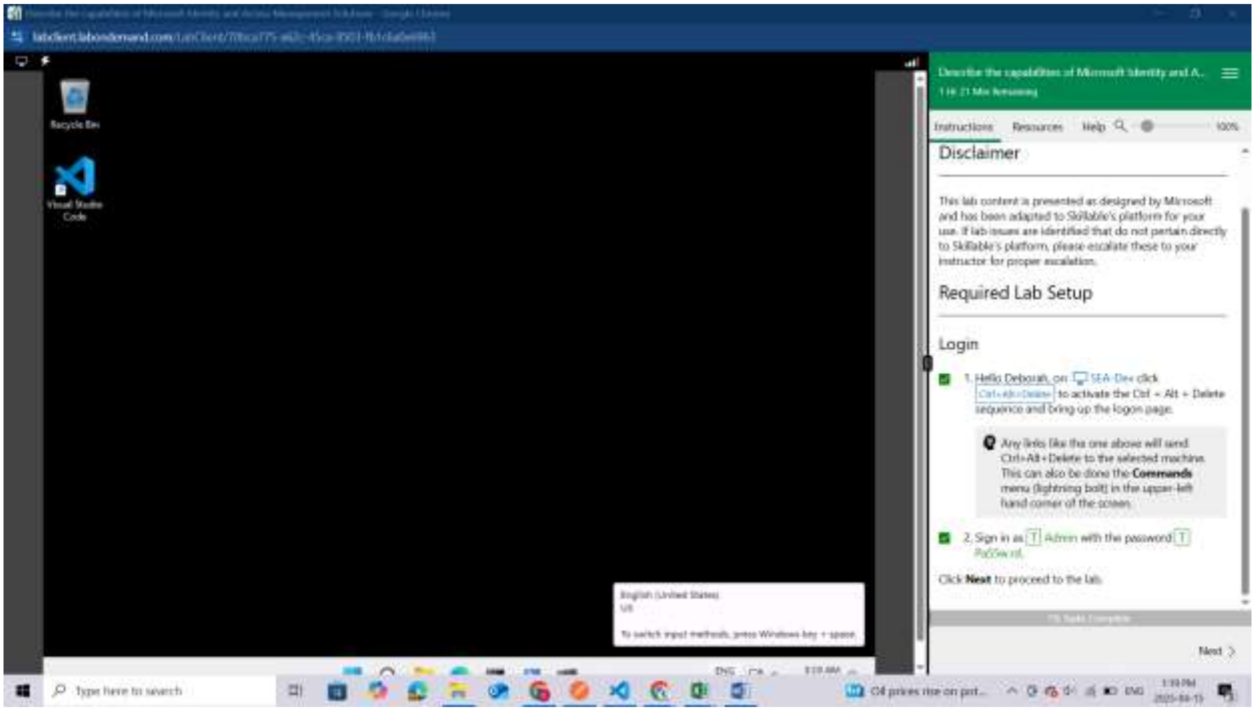
After successful login you will see your machine desktop



labclient.labondemand.com

English (United States)
US
To switch input methods, press Windows key + space

Describe the capabilities of Microsoft Identity and A...

1 Hr 21 Min Remaining

Instructions Resources Help 100%

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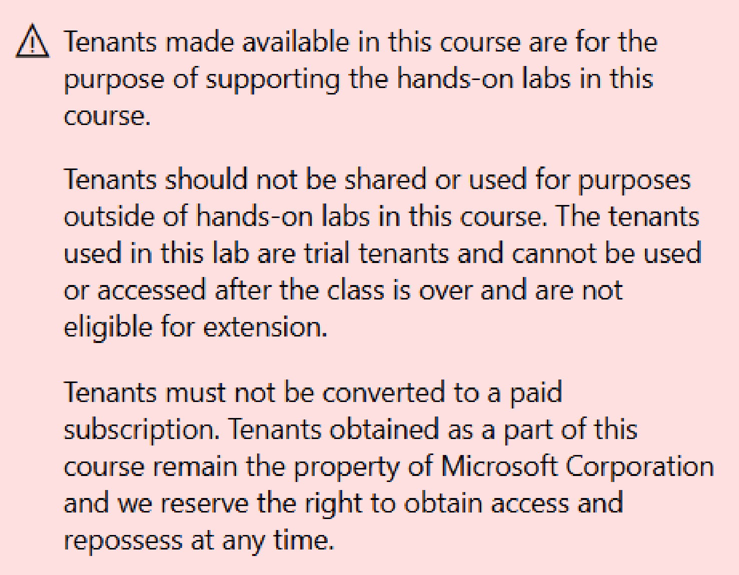
NOTE: These labs are for class purposes and not used to perform cybercrime



⚠ Tenants made available in this course are for the purpose of supporting the hands-on labs in this course.

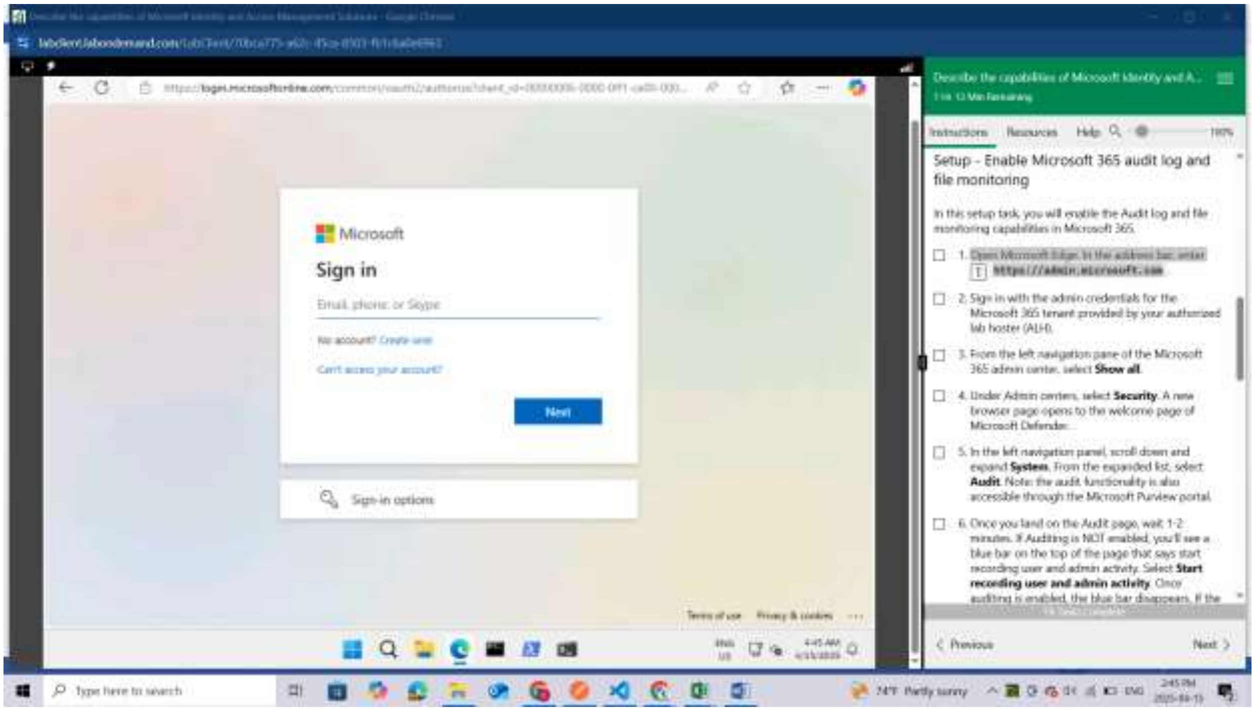
Tenants should not be shared or used for purposes outside of hands-on labs in this course. The tenants used in this lab are trial tenants and cannot be used or accessed after the class is over and are not eligible for extension.

Tenants must not be converted to a paid subscription. Tenants obtained as a part of this course remain the property of Microsoft Corporation and we reserve the right to obtain access and repossess at any time.

Setup - Enable Microsoft 365 audit log and file monitoring

In this setup task, you will enable the Audit log and file monitoring capabilities in Microsoft 365.

Open Microsoft Edge. In the address bar, enter **https://admin.microsoft.com**



Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Next

Sign-in options

Describe the capabilities of Microsoft Identity and A...

1 Hr 12 Min Remaining

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- □ 4. Under Admin centers, select **Security**. A new browser page opens to the welcome page of Microsoft Defender.
- □ 5. In the left navigation panel, scroll down and expand **System**. From the expanded list, select **Audit**. Note: the audit functionality is also accessible through the Microsoft Purview portal.
- □ 6. Once you land on the Audit page, wait 1-2 minutes. If Auditing is NOT enabled, you'll see a blue bar on the top of the page that says start recording user and admin activity. Select **Start recording user and admin activity**. Once auditing is enabled, the blue bar disappears. If the

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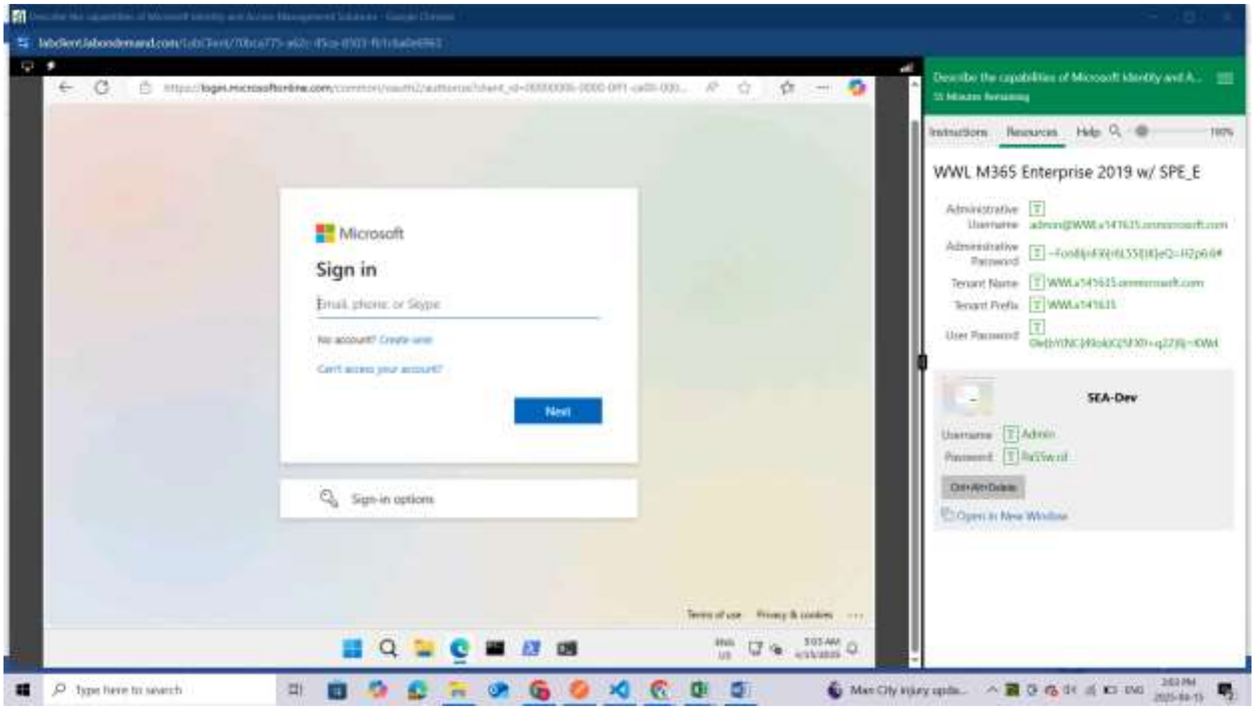
Use the credentials under resources to login



Microsoft

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Email, phone, or Skype

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Can't access your account?

WWL M365 Enterprise 2019 w/ SPE_E

Administrative Username: admin@WWLx141635.onmicrosoft.com

Administrative Password: [illegible]

Tenant Name: WWLx141635.onmicrosoft.com

Tenant Prefix: WWLx141635

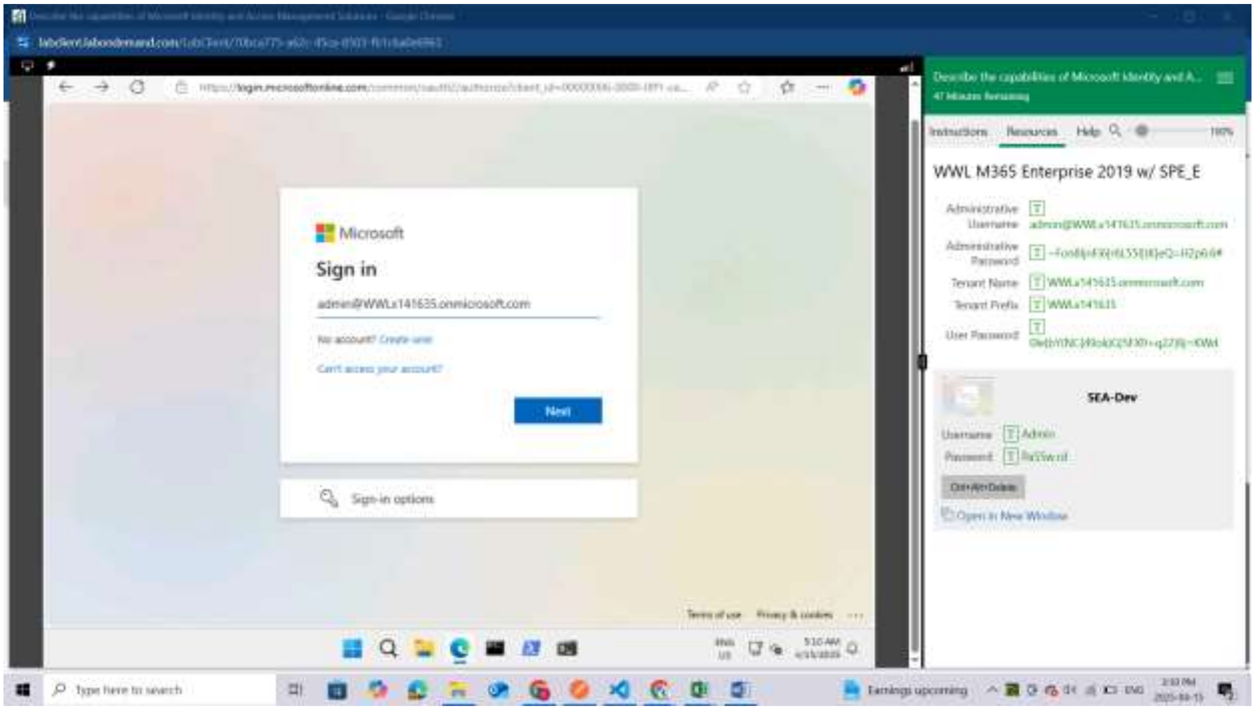
User Password: [illegible]

SEA-Dev

Username: Admin

Password: Pa55w.rd

Use admin account for priviledges



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SEA-Dev

Username: Admin

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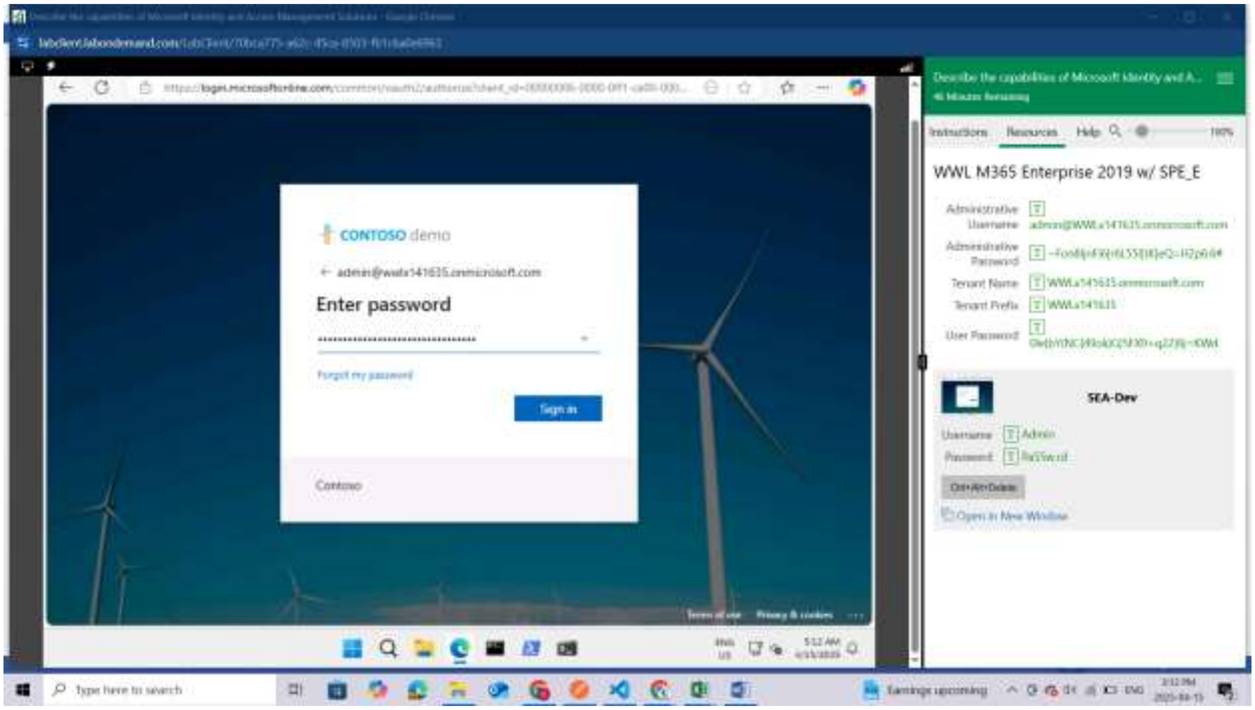

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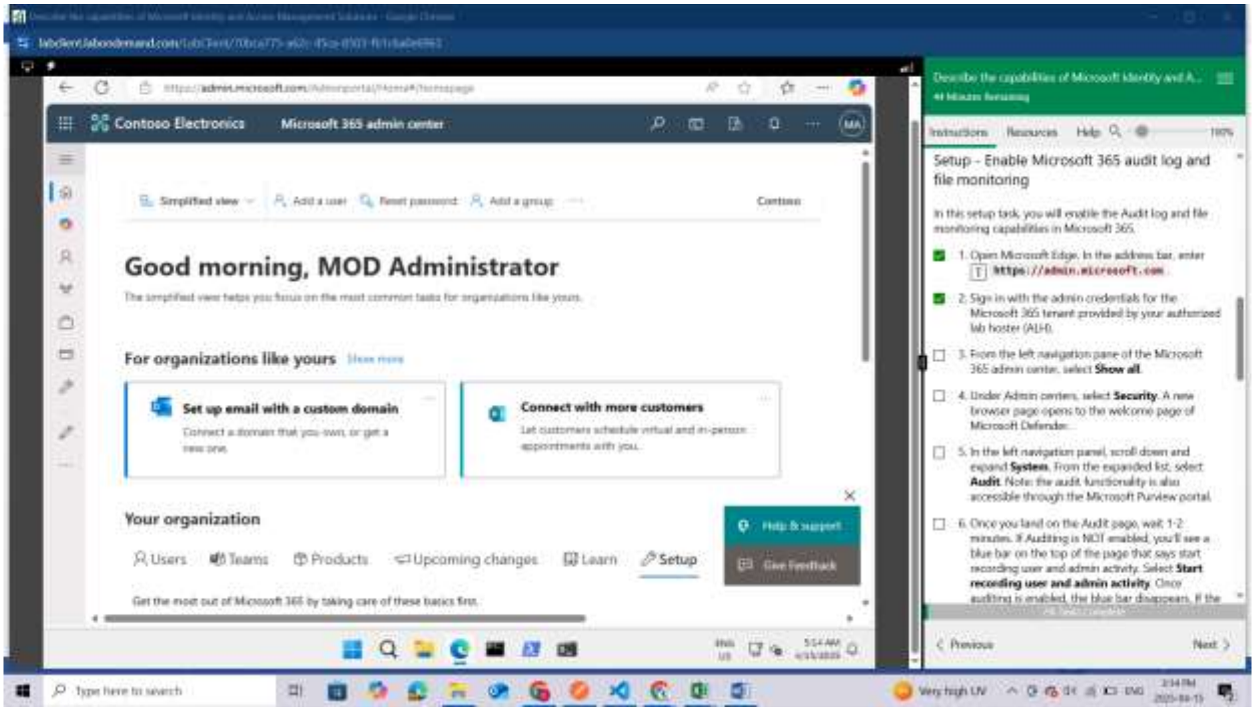
After successful login you will be able to see this page



Good morning, MOD Administrator

The simplified view helps you focus on the most common tasks for organizations like yours.

For organizations like yours

Set up email with a custom domain

Connect a domain that you own, or get a new one.

Connect with more customers

Let customers schedule virtual and in-person appointments with you.

Get the most out of Microsoft 365 by taking care of these basics first.

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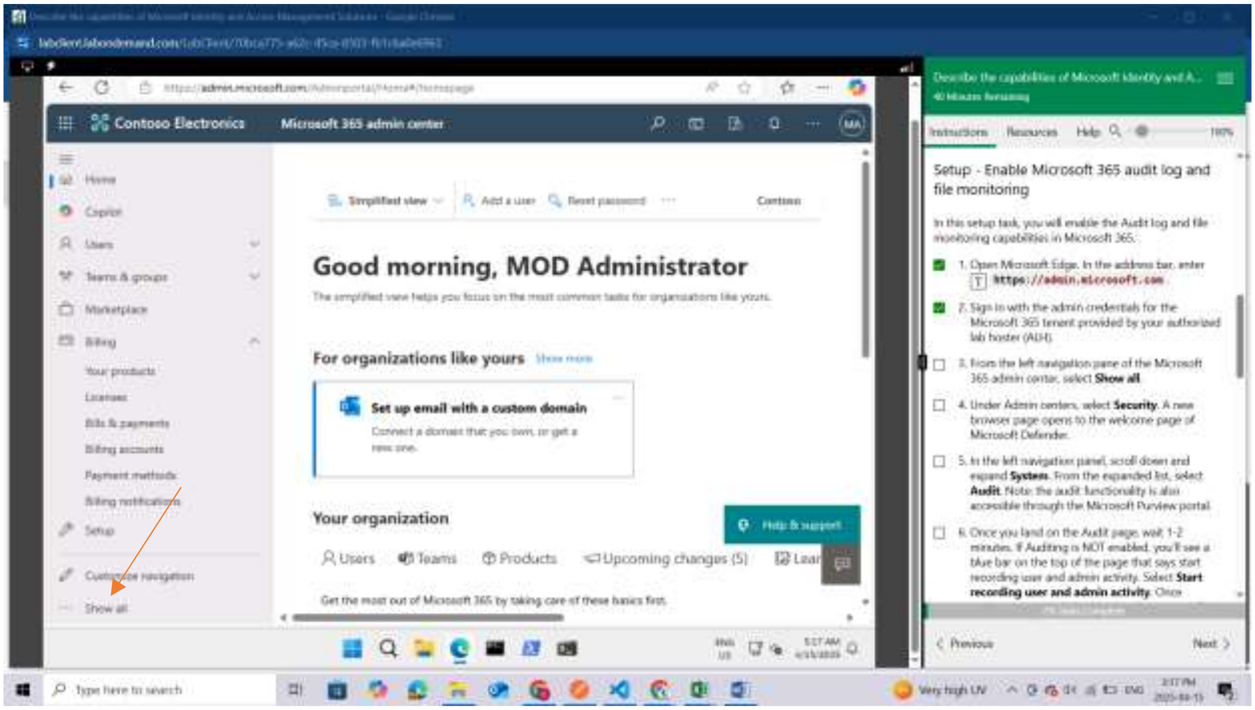

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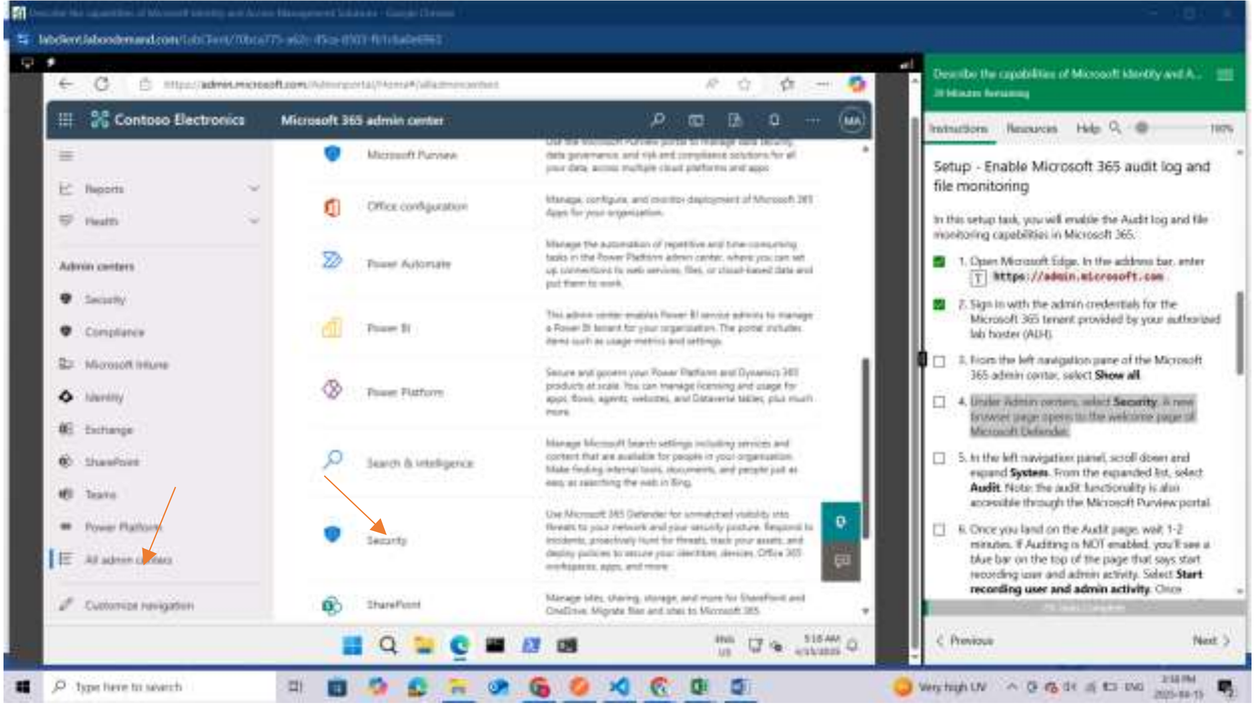

Microsoft Purview — Use the Microsoft Purview portal to manage data security, data governance, and risk and compliance solutions for all your data, across multiple cloud platforms and apps.

Office configuration — Manage, configure, and monitor deployment of Microsoft 365 Apps for your organization.

Power Automate — Manage the automation of repetitive and time-consuming tasks in the Power Platform admin center, where you can set up connections to web services, files, or cloud-based data and put them to work.

Power BI — This admin center enables Power BI service admins to manage a Power BI tenant for your organization. The portal includes items such as usage metrics and settings.

Power Platform — Secure and govern your Power Platform and Dynamics 365 products at scale. You can manage licensing and usage for apps, flows, agents, websites, and Dataverse tables, plus much more.

Search & intelligence — Manage Microsoft Search settings including services and content that are available for people in your organization. Make finding internal tools, documents, and people just as easy as searching the web in Bing.

Security — Use Microsoft 365 Defender for unmatched visibility into threats to your network and your security posture. Respond to incidents, proactively hunt for threats, track your assets, and deploy policies to secure your identities, devices, Office 365 workspaces, apps, and more.

SharePoint — Manage sites, sharing, storage, and more for SharePoint and OneDrive. Migrate files and sites to Microsoft 365.

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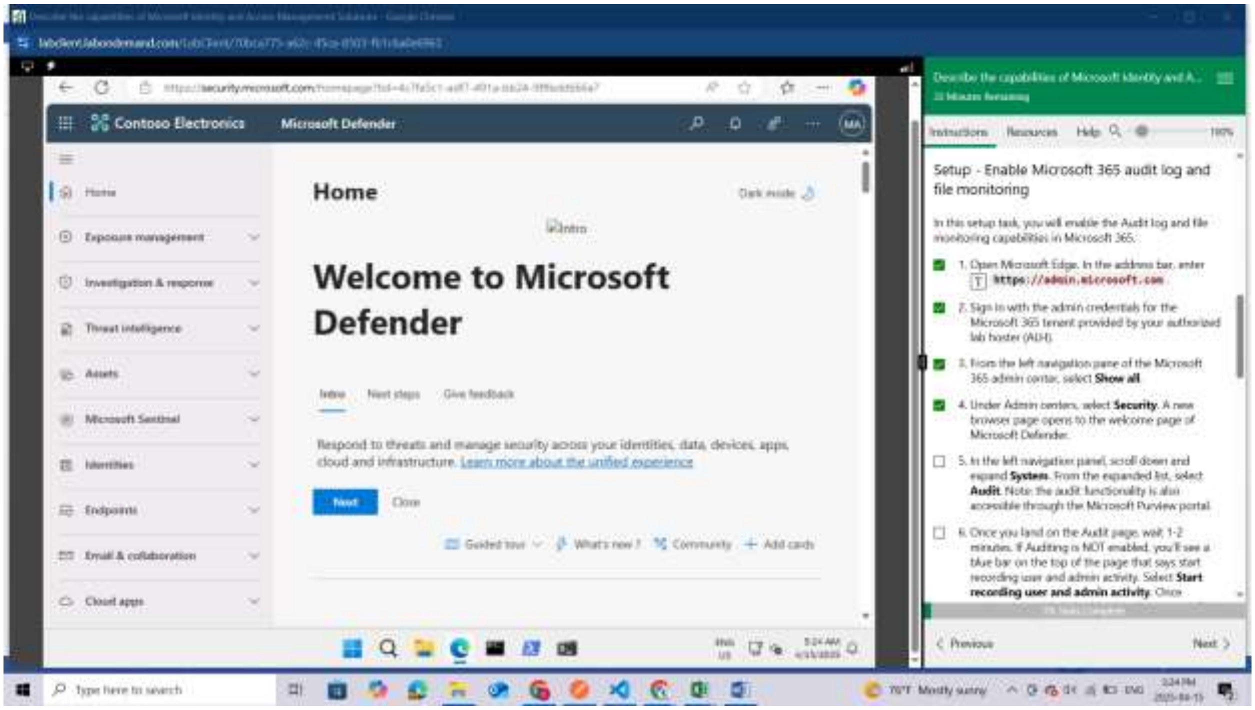

Home

Welcome to Microsoft Defender

Respond to threats and manage security across your identities, data, devices, apps, cloud and infrastructure. Learn more about the unified experience

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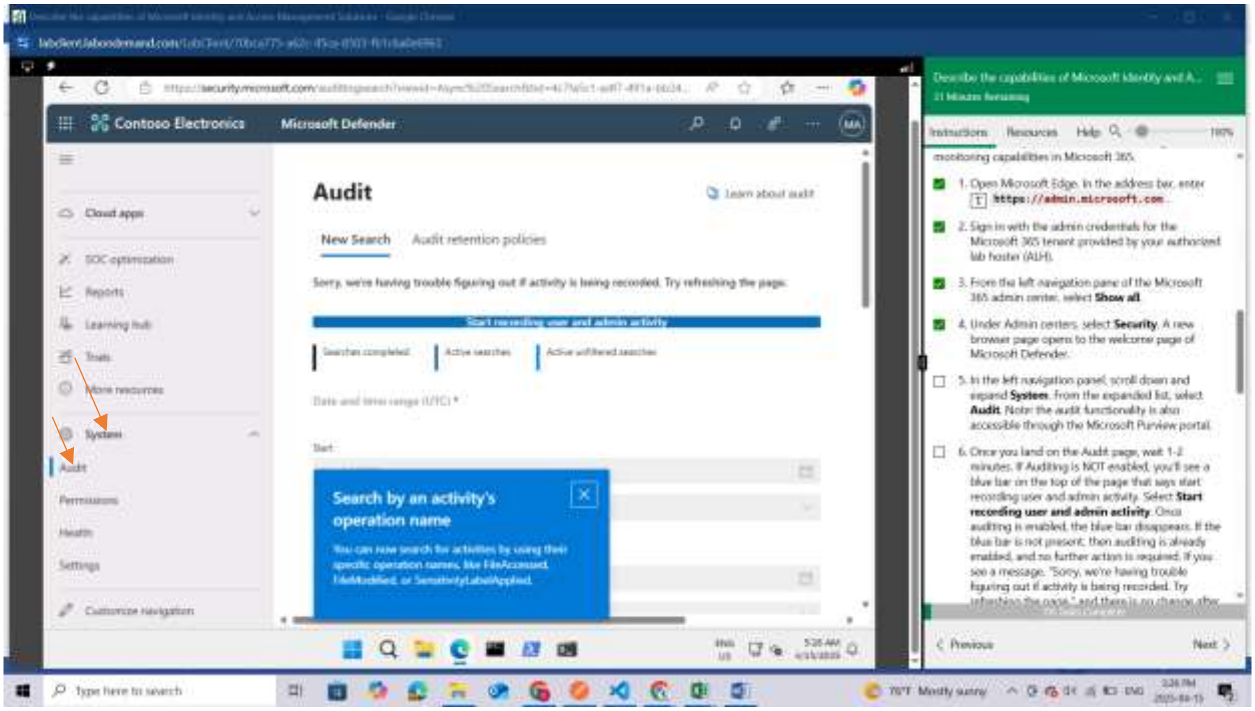

Audit

Sorry, we're having trouble figuring out if activity is being recorded. Try refreshing the page.

Search by an activity's operation name

You can now search for activities by using their specific operation names, like FileAccessed, FileModified, or SensitivityLabelApplied.

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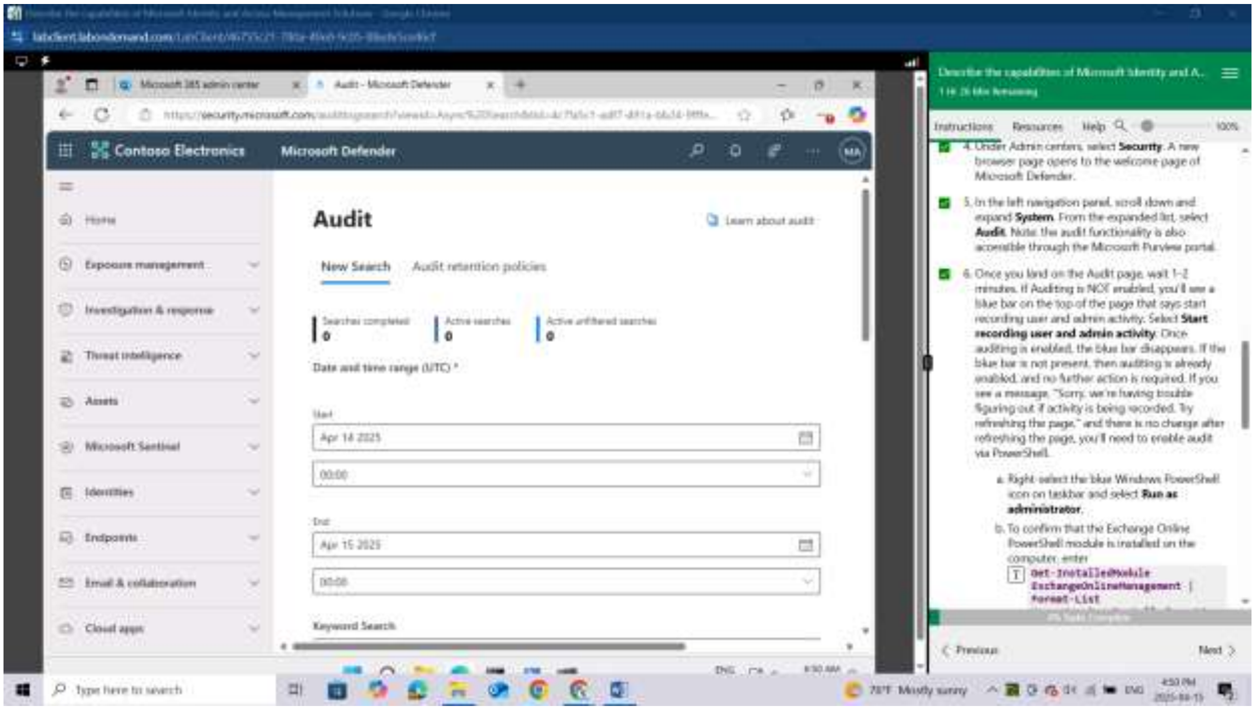

Audit

New Search | Audit retention policies

Searches completed 0 | Active searches 0 | Active unfiltered searches 0

Date and time range (UTC) *

Start: Apr 14 2025, 00:00

End: Apr 15 2025, 00:00

Keyword Search

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   a. Right-select the blue Windows PowerShell icon on taskbar and select **Run as administrator**.

   b. To confirm that the Exchange Online PowerShell module is installed on the computer, enter

```
Get-InstalledModule
ExchangeOnlineManagement |
Format-List
```

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b. To confirm that the Exchange Online PowerShell module is installed on the computer, enter **Get-InstalledModule ExchangeOnlineManagement | Format-List Name,Version,InstalledLocation**. You'll see the name, version and installed location of Exchange OnlineManagement.

c. Now load the module, by entering **Import-Module ExchangeOnlineManagement**.

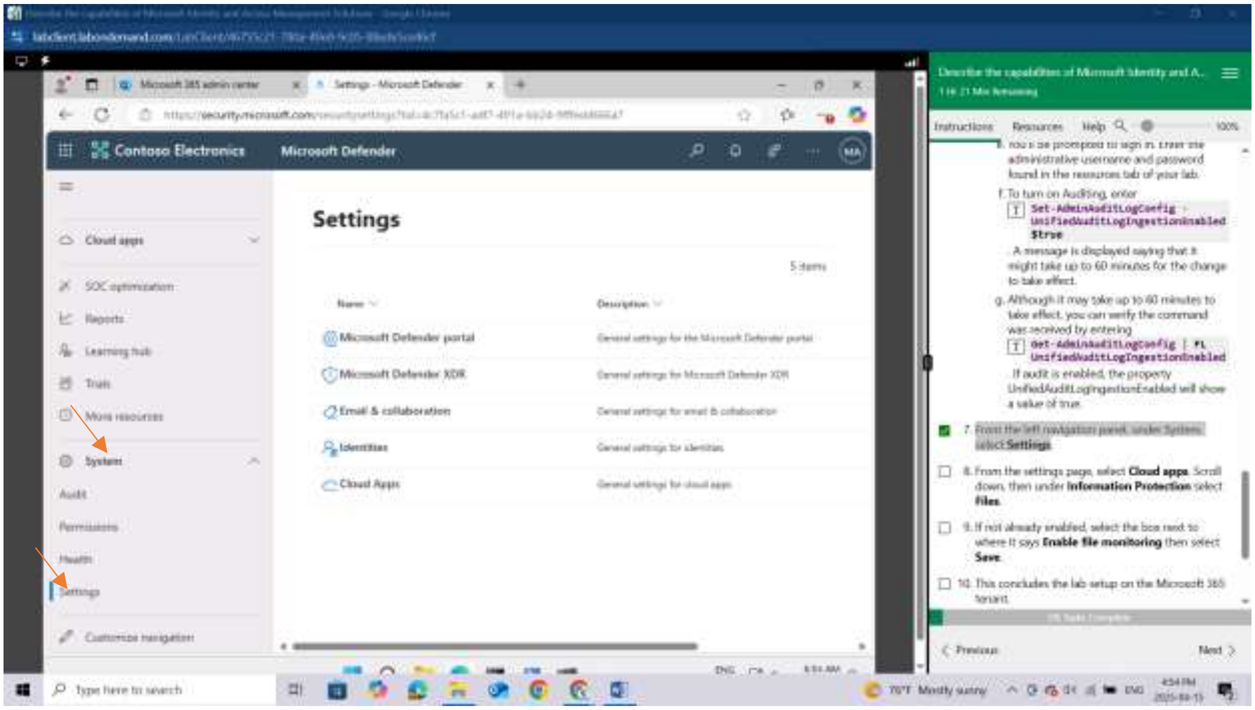
d. To connect, enter **Connect-ExchangeOnline -UserPrincipalName admin@WWLxZZZZZZ.onmicrosoft.com**. For the UPN, enter the administrator username found in the resources tab of your lab.

e. You'll be prompted to sign in. Enter the administrative username and password found in the resources tab of your lab.

f. To turn on Auditing, enter **Set-AdminAuditLogConfig -UnifiedAuditLogIngestionEnabled $true**. A message is displayed saying that it might take up to 60 minutes for the change to take effect.

g. Although it may take up to 60 minutes to take effect, you can verify the command was received by entering **Get-AdminAuditLogConfig | FL UnifiedAuditLogIngestionEnabled**. If audit is enabled, the property UnifiedAuditLogIngestionEnabled will show a value of true.

From the left navigation panel, under System, select **Settings**



Settings

5 items

Name	Description
Microsoft Defender portal	General settings for the Microsoft Defender portal
Microsoft Defender XDR	General settings for Microsoft Defender XDR
Email & collaboration	General settings for email & collaboration
Identities	General settings for identities
Cloud Apps	General settings for cloud apps

Describe the capabilities of Microsoft Identity and A...

1 Hr 21 Min Remaining

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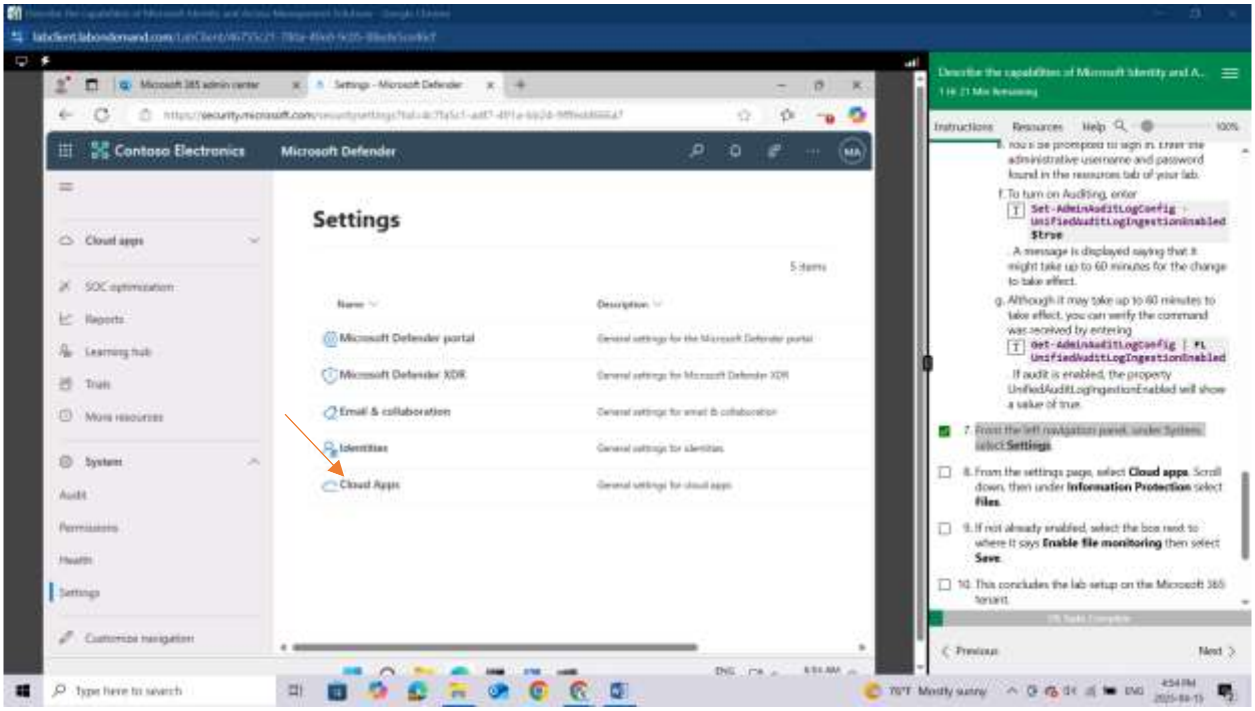
☑ 7. From the left navigation panel, under System, select **Settings**.

☐ 8. From the settings page, select **Cloud apps**. Scroll down, then under **Information Protection** select **Files**.

☐ 9. If not already enabled, select the box next to where it says **Enable file monitoring** then select **Save**.

☐ 10. This concludes the lab setup on the Microsoft 365 tenant.

From the settings page, select **Cloud apps**.


Settings

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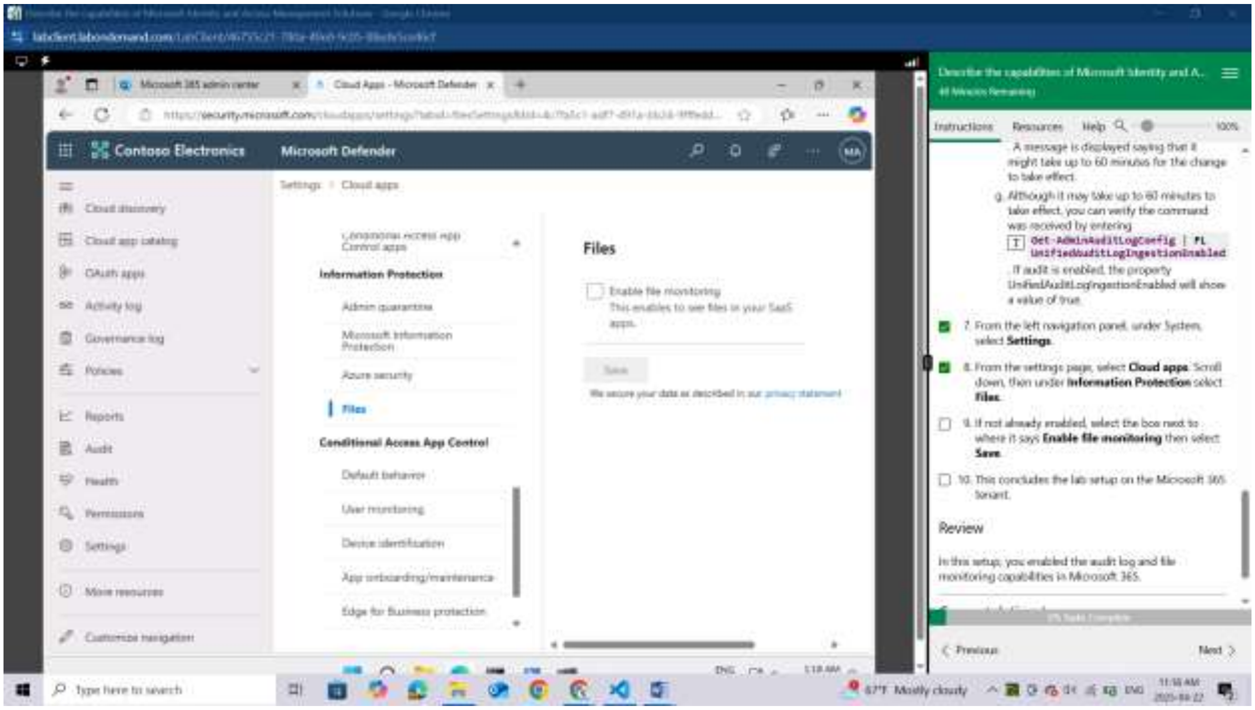

Contoso Electronics | Microsoft Defender

Settings > Cloud apps

Conditional Access App Control apps

Information Protection

Admin quarantine

Microsoft Information Protection

Azure security

Files

Conditional Access App Control

Default behavior

User monitoring

Device identification

App onboarding/maintenance

Edge for Business protection

Files

□ Enable file monitoring
This enables to see files in your SaaS apps.

Save

We secure your data as described in our privacy statement

Describe the capabilities of Microsoft Identity and A...

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Review

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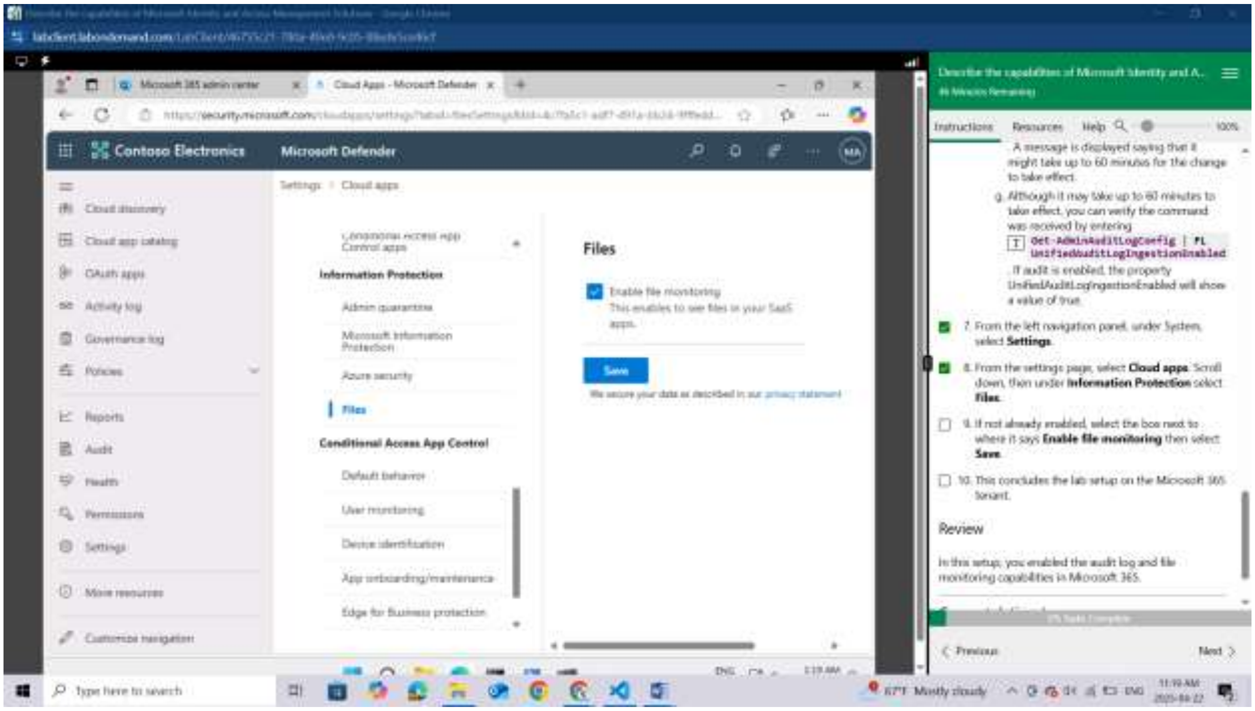

Contoso Electronics | Microsoft Defender

Settings > Cloud apps

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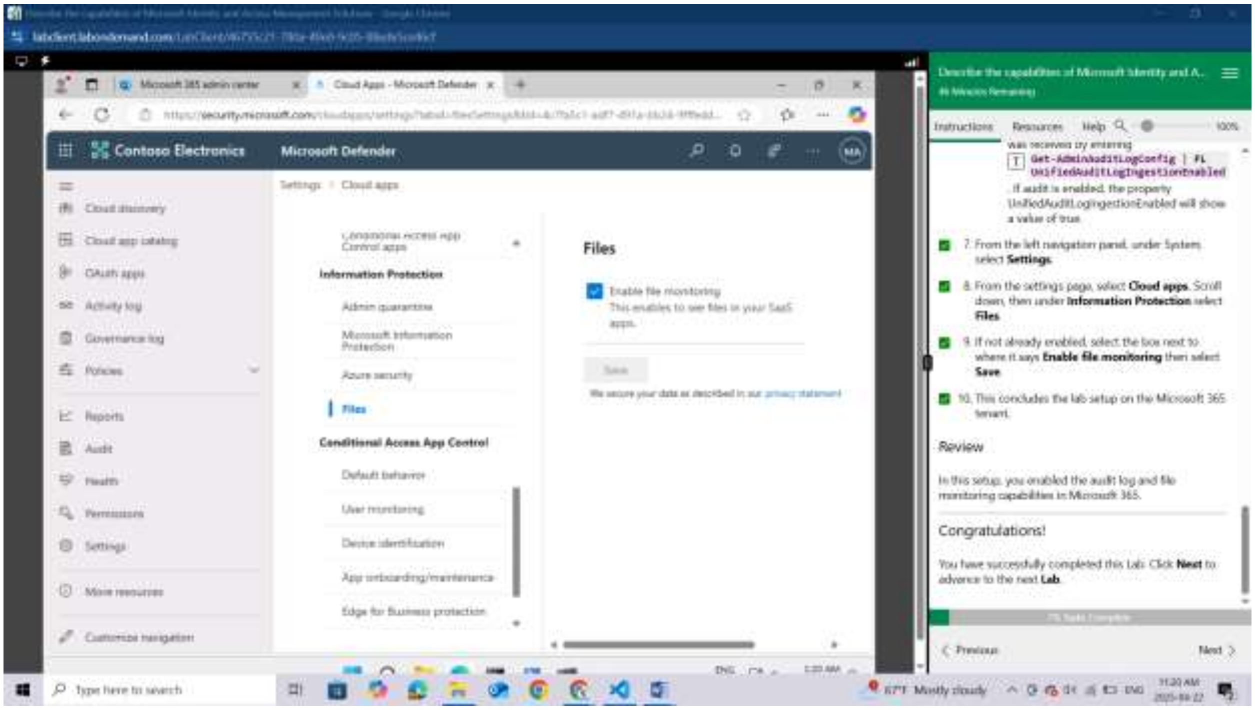

Information Protection

Files

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Conditional Access App Control

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Review

In this setup, you enabled the audit log and file monitoring capabilities in Microsoft 365.

Congratulations!

You have successfully completed this Lab. Click **Next** to advance to the next **Lab**.

In this lab we have enabled the audit log and file monitoring capabilities in Microsoft 365.

LAB: EXPLORE MICROSOFT ENTRA ID USER SETTINGS

This lab maps to the following Learn content:

- Learning Path: Describe the capabilities of Microsoft Entra.
- Module: Describe the function and identity types of Microsoft Entra ID.
- Unit: Describe the types of identities.

Lab scenario

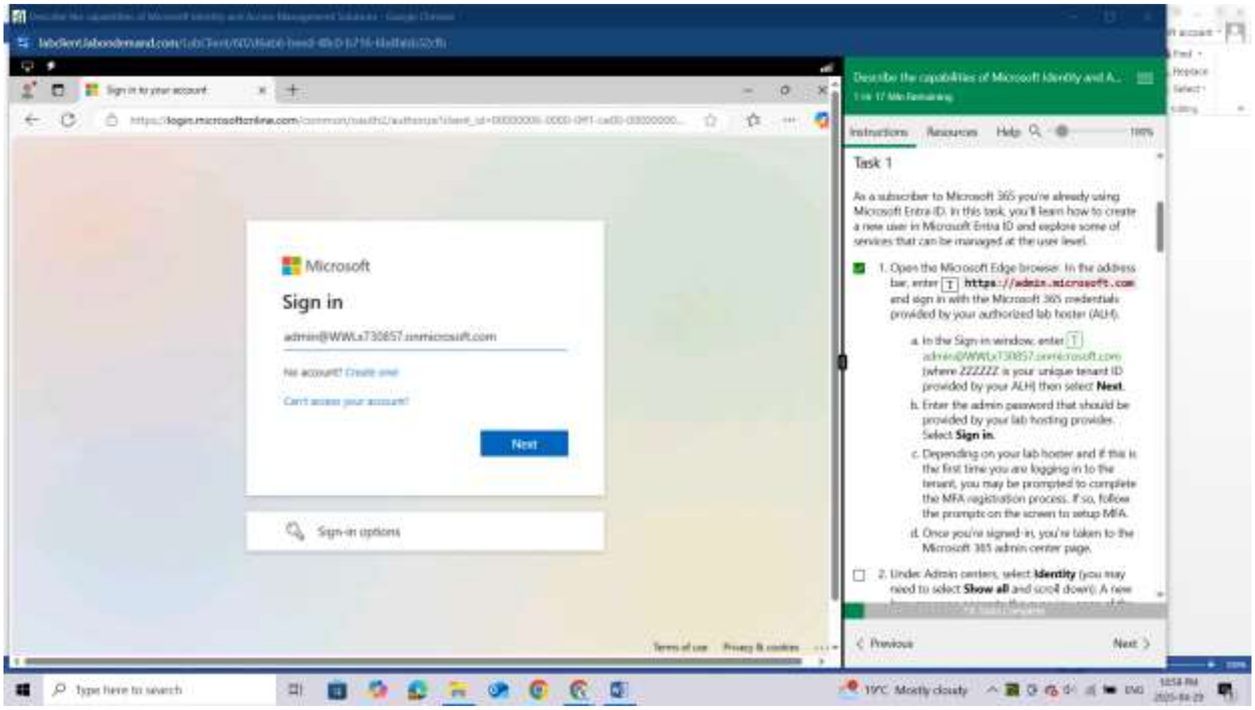
In this lab, you'll access Microsoft Entra ID (previously referred to as Azure Active Directory). Additionally, you'll create a user and configure the different settings, including adding licenses.

Task 1

As a subscriber to Microsoft 365 you're already using Microsoft Entra ID. In this task, you'll learn how to create a new user in Microsoft Entra ID and explore some of services that can be managed at the user level.

Open the Microsoft Edge browser. In the address bar, enter https://admin.microsoft.com and sign in with the Microsoft 365 credentials provided by your authorized lab hoster (ALH)

In the Sign-in window, enter admin@WWLx730857.onmicrosoft.com (where ZZZZZZ is your unique tenant ID provided by your ALH) then select Next.



Microsoft

Sign in

admin@WWLx730857.onmicrosoft.com

No account? Create one!

Can't access your account?

Describe the capabilities of Microsoft Identity and A...

1 hr 17 Min Remaining

Task 1

As a subscriber to Microsoft 365 you're already using Microsoft Entra ID. In this task, you'll learn how to create a new user in Microsoft Entra ID and explore some of services that can be managed at the user level.

☑ 1. Open the Microsoft Edge browser. In the address bar, enter `https://admin.microsoft.com` and sign in with the Microsoft 365 credentials provided by your authorized lab hoster (ALH).

a. In the Sign-in window, enter admin@WWLx730857.onmicrosoft.com (where ZZZZZZ is your unique tenant ID provided by your ALH) then select **Next**.

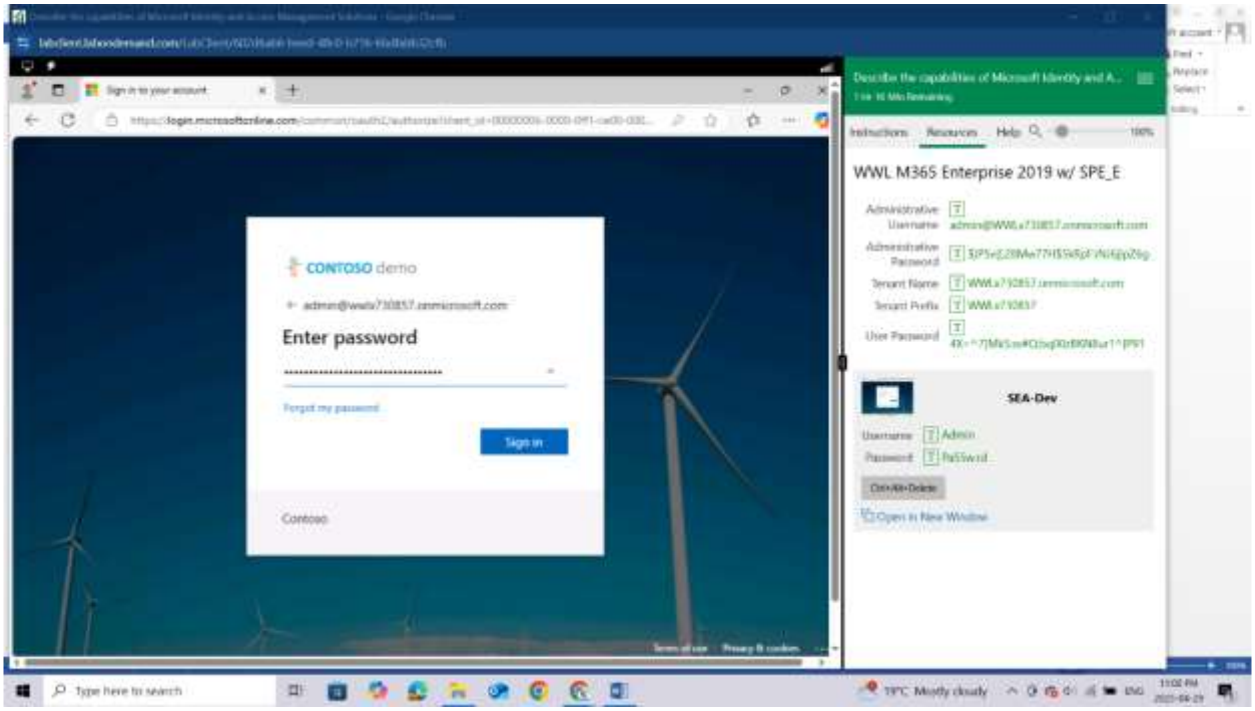
b. Enter the admin password that should be provided by your lab hosting provider. Select **Sign in**.

c. Depending on your lab hoster and if this is the first time you are logging in to the tenant, you may be prompted to complete the MFA registration process. If so, follow the prompts on the screen to setup MFA.

d. Once you're signed-in, you're taken to the Microsoft 365 admin center page.

□ 2. Under Admin centers, select **Identity** (you may need to select **Show all** and scroll down). A new

Enter the admin password that should be provided by your lab hosting provider. Select Sign in.



CONTOSO demo

← admin@wwlx730857.onmicrosoft.com

Enter password

••••••••••••••••••••••••••••••••

Forgot my password

Describe the capabilities of Microsoft Identity and A...

1 hr 16 Min Remaining

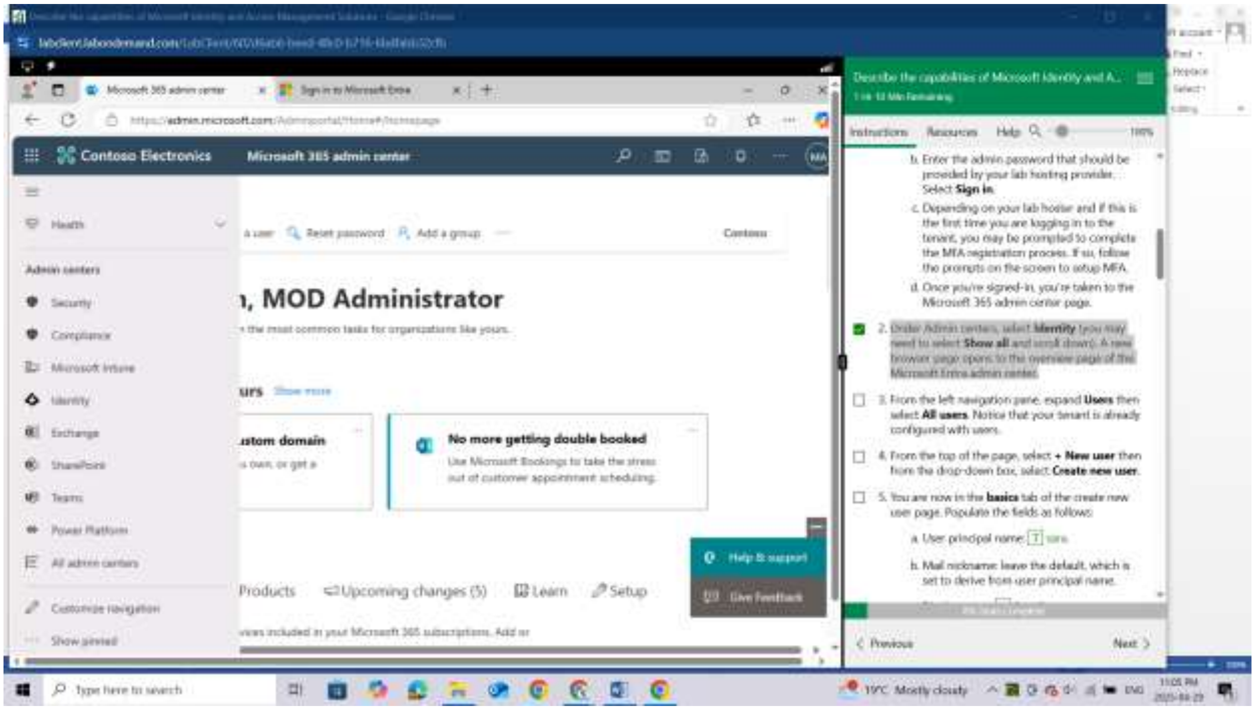
WWL M365 Enterprise 2019 w/ SPE_E

Administrative Username	admin@WWLx730857.onmicrosoft.com
Administrative Password	$)P5v[,28Me77H$5k8pf:Ni6jpZ6g
Tenant Name	WWLx730857.onmicrosoft.com
Tenant Prefix	WWLx730857
User Password	4X=^7]MkSo#CbqXbB0N8ur1^[P91

SEA-Dev

Username	Admin
Password	Pa55w.rd

Under Admin centers, select Identity (you may need to select Show all and scroll down).



Describe the capabilities of Microsoft Identity and A...

Instructions Resources Help

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□ 3. From the left navigation pane, expand **Users** then select **All users**. Notice that your tenant is already configured with users.

□ 4. From the top of the page, select **+ New user** then from the drop-down box, select **Create new user**.

□ 5. You are now in the **basics** tab of the create new user page. Populate the fields as follows:

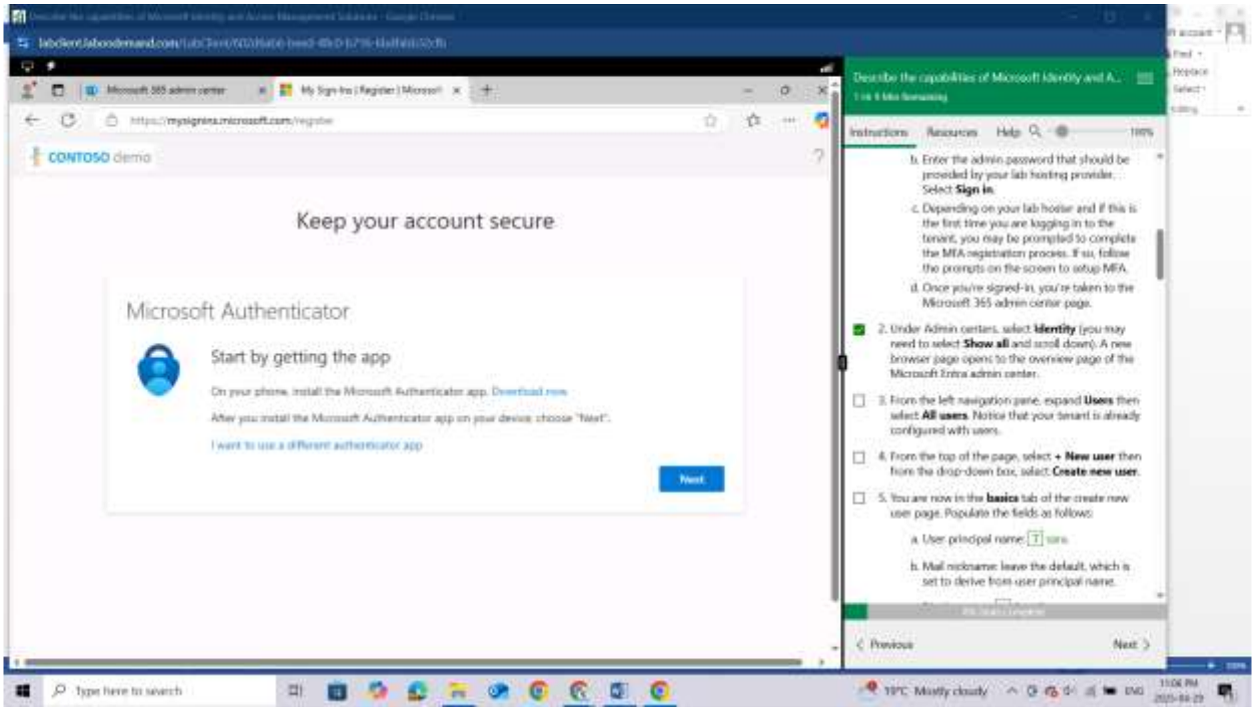
a. User principal name: T sara

b. Mail nickname: leave the default, which is set to derive from user principal name.

A new browser page opens to the overview page of the Microsoft Entra admin center.

Enable MFA first, using the steps below

Download the Microsoft Authenticator in your phone, then click next



https://mysignins.microsoft.com/register

CONTOSO demo

Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

b. Enter the admin password that should be provided by your lab hosting provider. Select **Sign in**.

c. Depending on your lab hoster and if this is the first time you are logging in to the tenant, you may be prompted to complete the MFA registration process. If so, follow the prompts on the screen to setup MFA.

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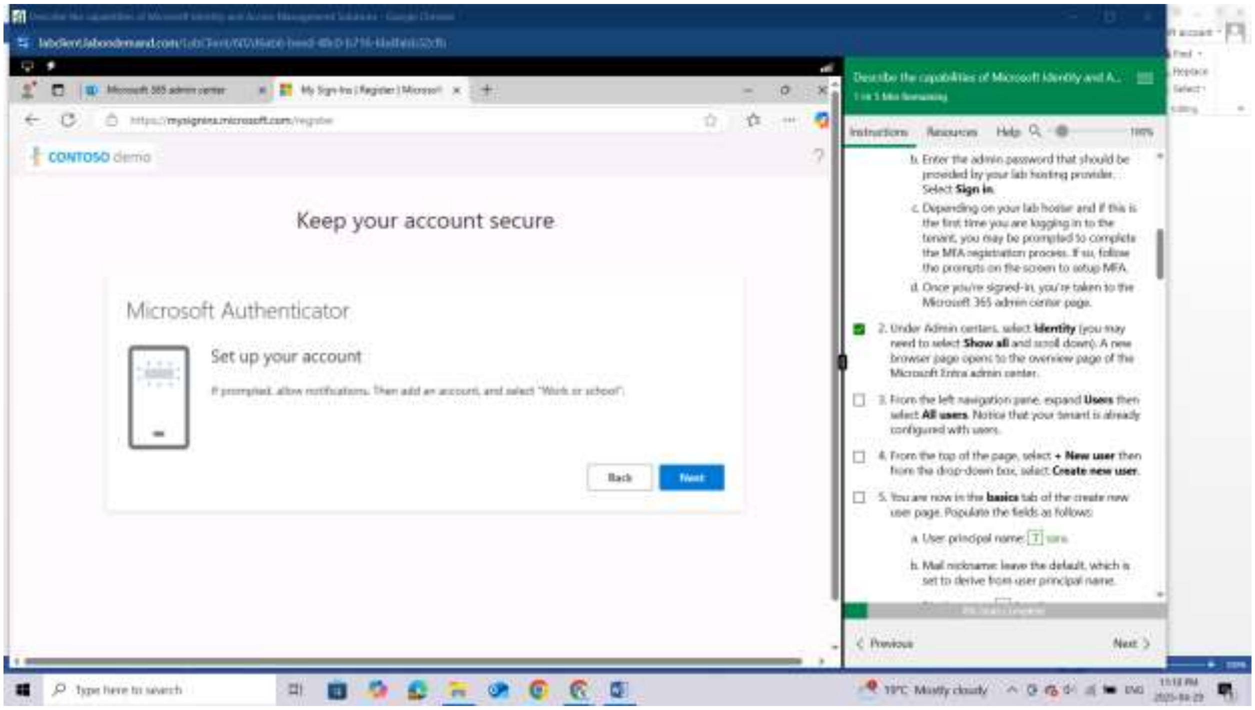
Allow notifications and select Add Work or School account, click on next



Keep your account secure

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Describe the capabilities of Microsoft Identity and A...

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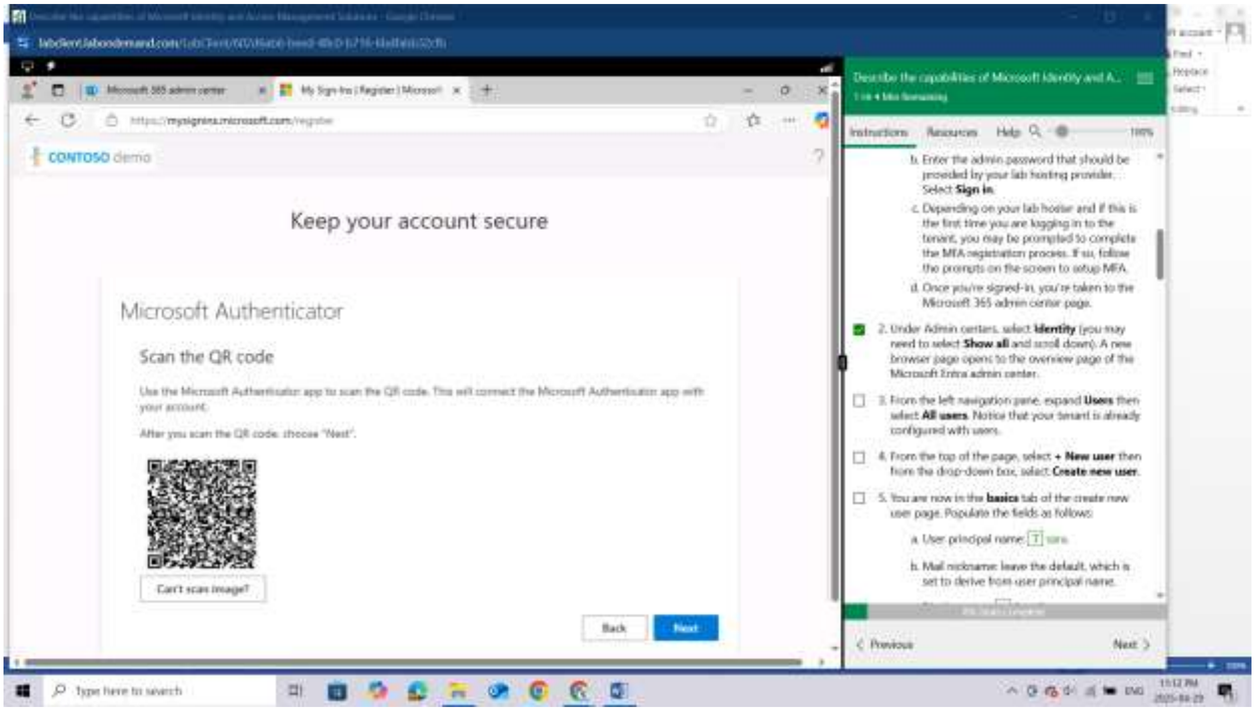
b. Mail nickname: leave the default, which is set to derive from user principal name.

Scan the QR code to connect



Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Describe the capabilities of Microsoft Identity and A...

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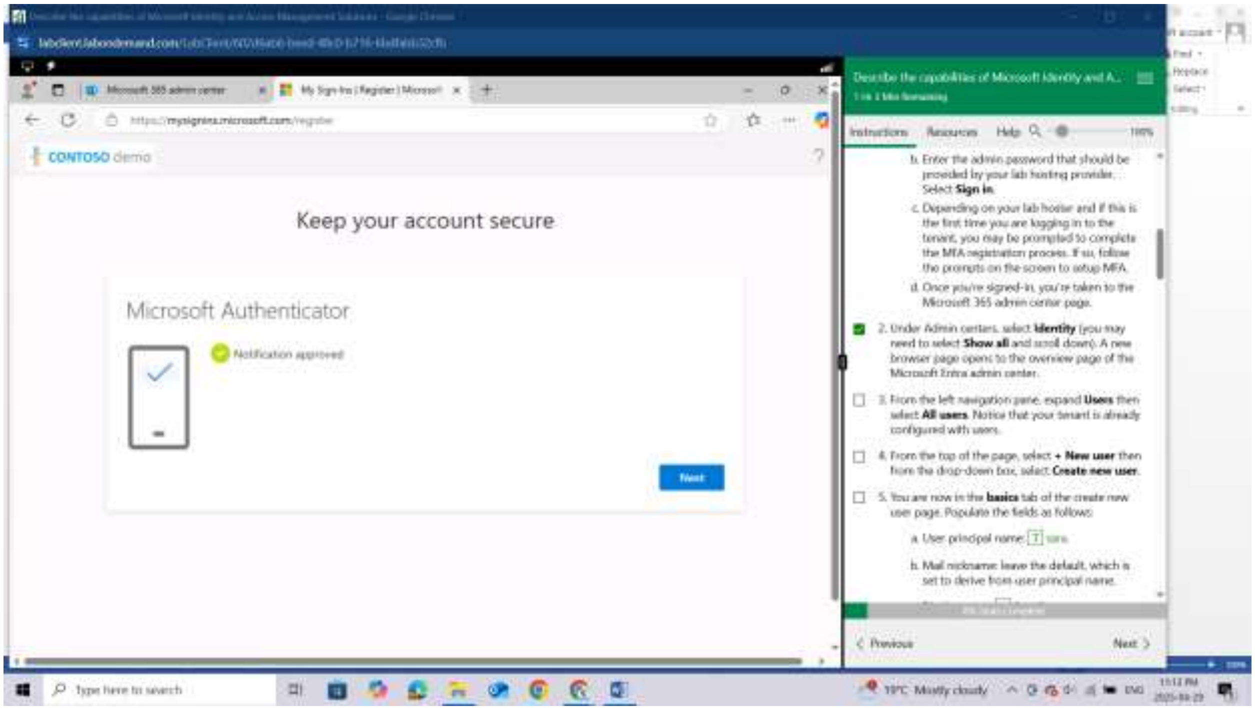
a. User principal name: sara

b. Mail nickname: leave the default, which is set to derive from user principal name.

After enabling, It will send notification to allow sign in and if code is correct it will approve


Microsoft 365 admin center
My Sign-Ins | Register | Microsoft
https://mysignins.microsoft.com/register
CONTOSO demo
Describe the capabilities of Microsoft Identity and A...
Instructions
Resources
Help
100%
Previous
Next
Type here to search
19°C Mostly cloudy

Keep your account secure

Microsoft Authenticator

Notification approved

Next

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c. Depending on your lab hoster and if this is the first time you are logging in to the tenant, you may be prompted to complete the MFA registration process. If so, follow the prompts on the screen to setup MFA.

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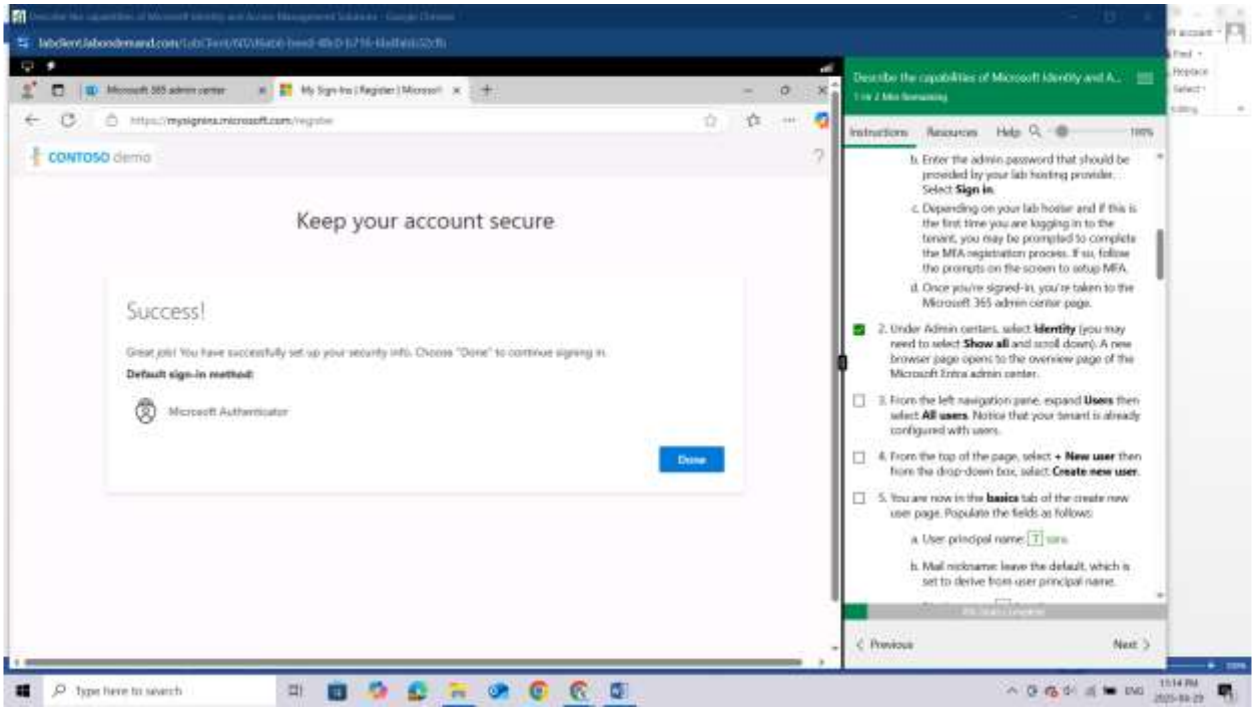
You have successfully enabled MFA


Microsoft 365 admin center
My Sign-Ins | Register | Microsoft
https://mysignins.microsoft.com/register
CONTOSO demo
Describe the capabilities of Microsoft Identity and A...
Instructions
Resources
Help
100%
Previous
Next
Type here to search

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

b. Enter the admin password that should be provided by your lab hosting provider. Select **Sign in**.

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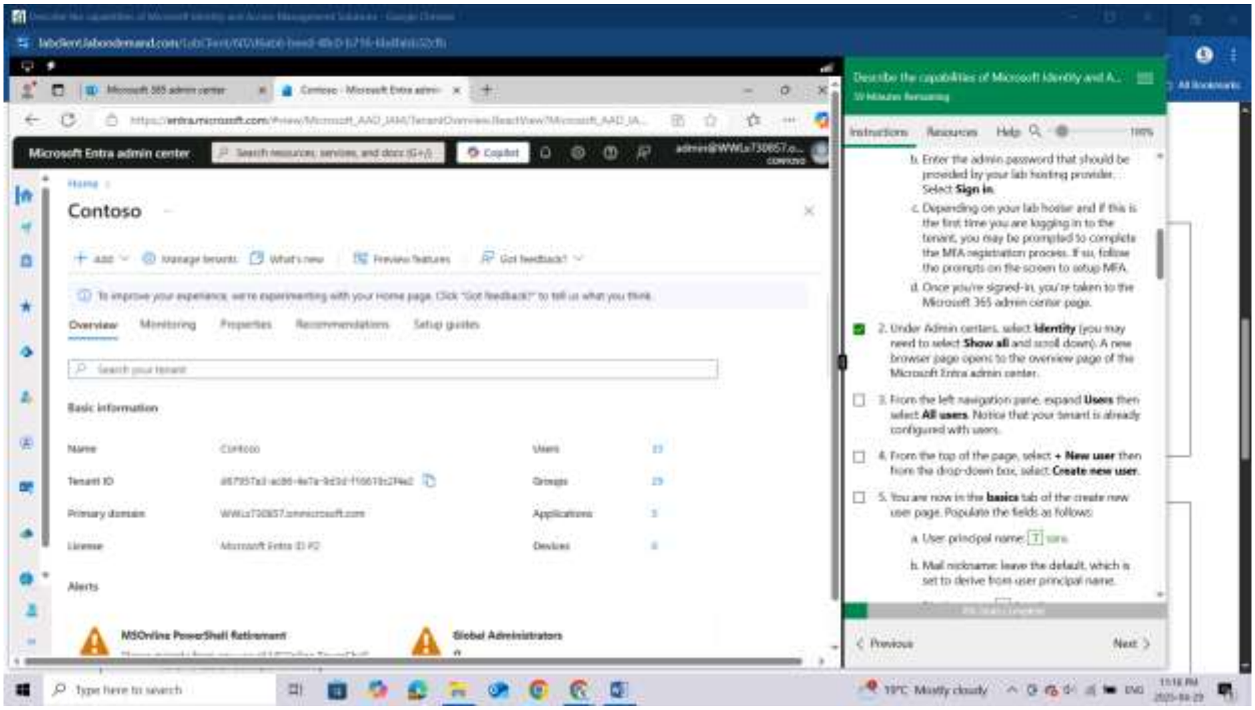
b. Mail nickname: leave the default, which is set to derive from user principal name.

From the left navigation pane, expand **Users** then select **All users.** Notice that your tenant is already configured with users. In this case we have 33 Users already



Describe the capabilities of Microsoft Identity and A...

Instructions Resources Help

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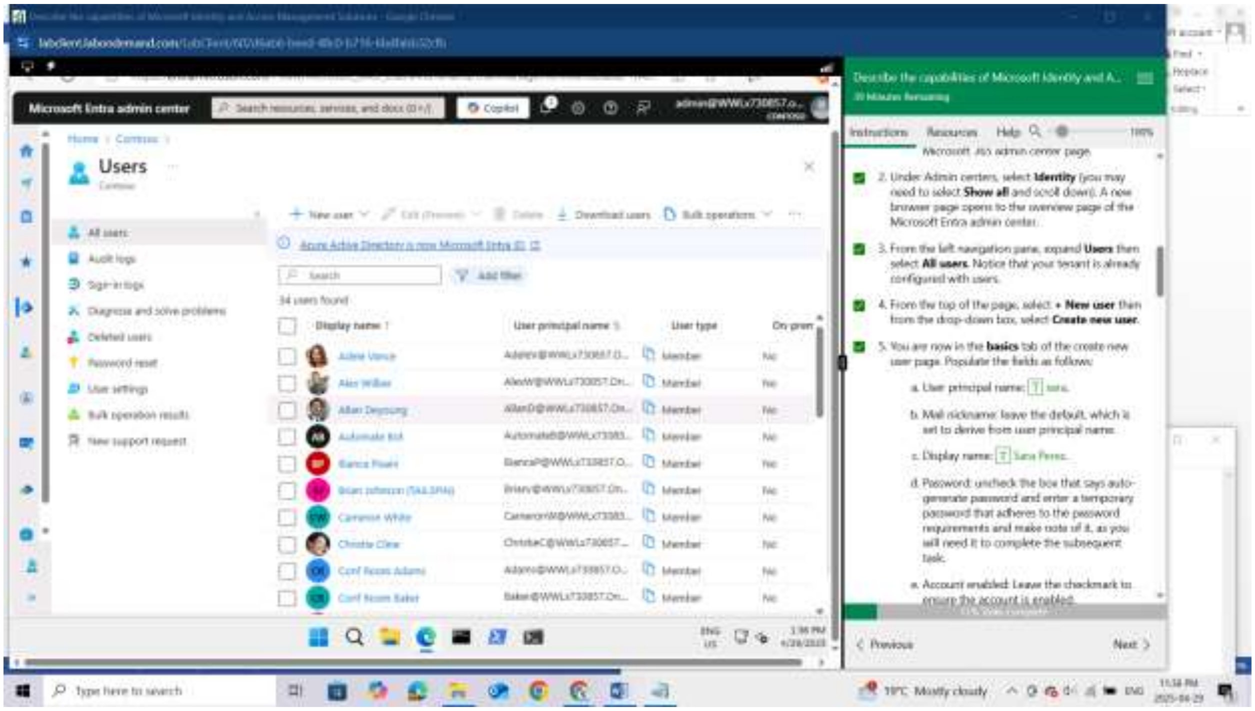
From the top of the page, select **Add** then from the drop-down box**,** select **user** then select **Create new user**.



Describe the capabilities of Microsoft Identity and A...

Instructions Resources Help

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a. User principal name: sara.

b. Mail nickname: leave the default, which is set to derive from user principal name.

c. Display name: Sara Perez.

d. Password: uncheck the box that says auto-generate password and enter a temporary password that adheres to the password requirements and make note of it, as you will need it to complete the subsequent task.

e. Account enabled: Leave the checkmark to ensure the account is enabled.

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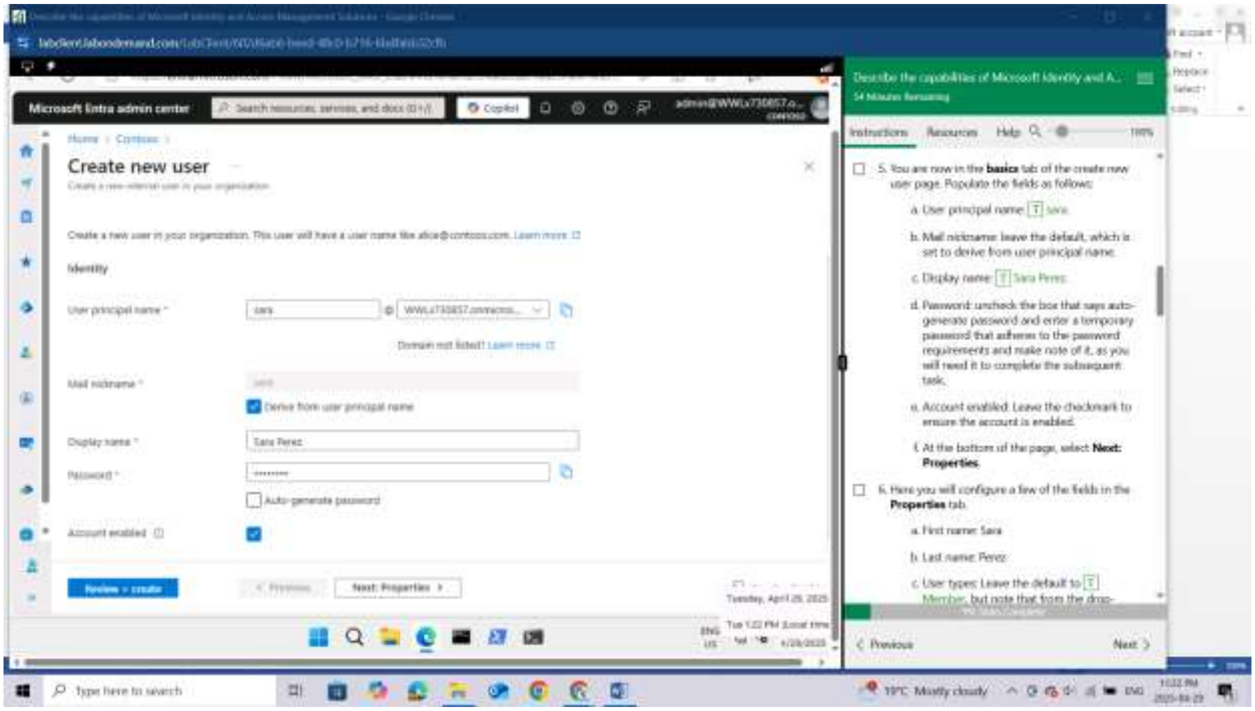
a. User principal name: sara.
b. Mail nickname: leave the default, which is set to derive from user principal name.

c. Display name: Sara Perez.
d. Password: uncheck the box that says auto-generate password and enter a temporary password that adheres to the password requirements and make note of it, as you will need it to complete the subsequent task.
e. Account enabled: Leave the checkmark to ensure the account is enabled.
f. At the bottom of the page, select **Next: Properties**.



Create new user

Create a new internal user in your organization

Create a new user in your organization. This user will have a user name like alice@contoso.com. Learn more

Identity

User principal name *: sara @ WWLx730857.onmicros...

Domain not listed? Learn more

Mail nickname *: sara

☑ Derive from user principal name

Display name *: Sara Perez

Password *: •••••••••

☐ Auto-generate password

Account enabled: ☑

Describe the capabilities of Microsoft Identity and A...

54 Minutes Remaining

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b. Mail nickname: leave the default, which is set to derive from user principal name.

c. Display name: Sara Perez

d. Password: uncheck the box that says auto-generate password and enter a temporary password that adheres to the password requirements and make note of it, as you will need it to complete the subsequent task.

e. Account enabled: Leave the checkmark to ensure the account is enabled.

f. At the bottom of the page, select **Next: Properties**.

☐ 6. Here you will configure a few of the fields in the **Properties** tab.

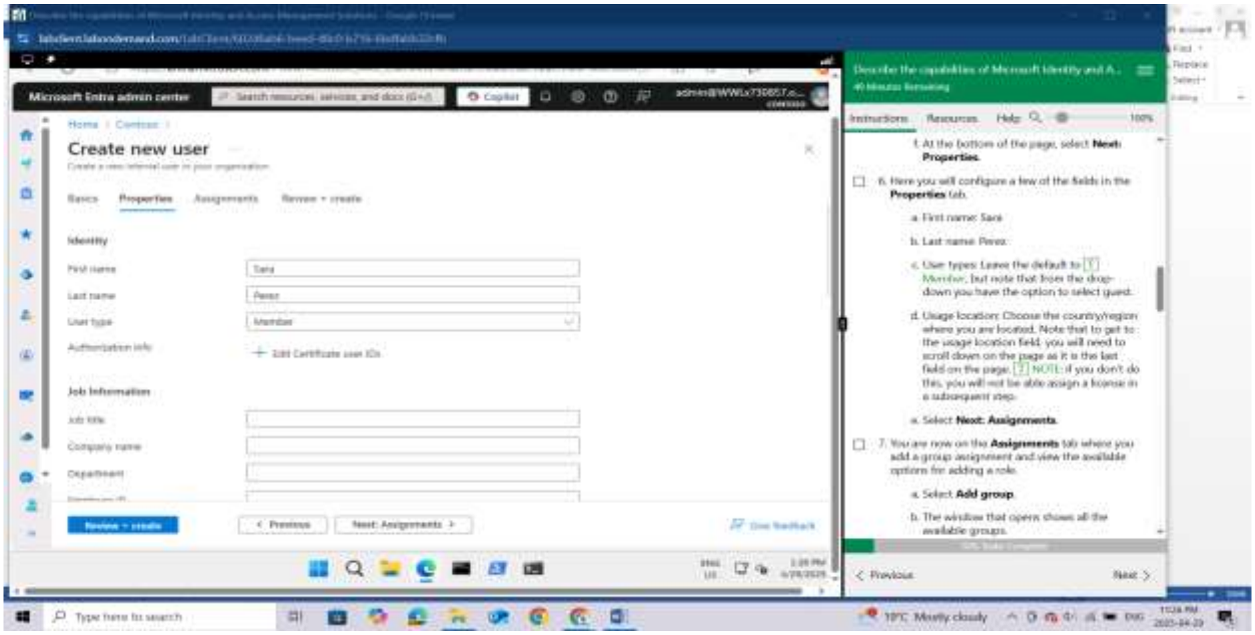
a. First name: Sara

b. Last name: Perez

c. User types: Leave the default to Member, but note that from the drop-

Here you will configure a few of the fields in the **Properties** tab.

a. First name: Sara
b. Last name: Perez
c. User types: Leave the default to Member, but note that from the drop-down you have the option to select guest.



Microsoft Entra admin center

Home > Contoso >

Create new user

Create a new internal user in your organization

Basics | **Properties** | Assignments | Review + create

Identity

First name: Sara

Last name: Perez

User type: Member

Authorization info: + Edit Certificate user IDs

Job Information

Job title:

Company name:

Department:

Review + create | < Previous | Next: Assignments >

Describe the capabilities of Microsoft Identity and A...

Instructions | Resources | Help

f. At the bottom of the page, select **Next: Properties**.

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a. First name: Sara

b. Last name: Perez

c. User types: Leave the default to Member, but note that from the drop-down you have the option to select guest.

d. Usage location: Choose the country/region where you are located. Note that to get to the usage location field, you will need to scroll down on the page as it is the last field on the page. NOTE: if you don't do this, you will not be able assign a license in a subsequent step.

e. Select **Next: Assignments**.

□ 7. You are now on the **Assignments** tab where you add a group assignment and view the available options for adding a role.

a. Select **Add group**.

b. The window that opens shows all the available groups.

< Previous | Next >

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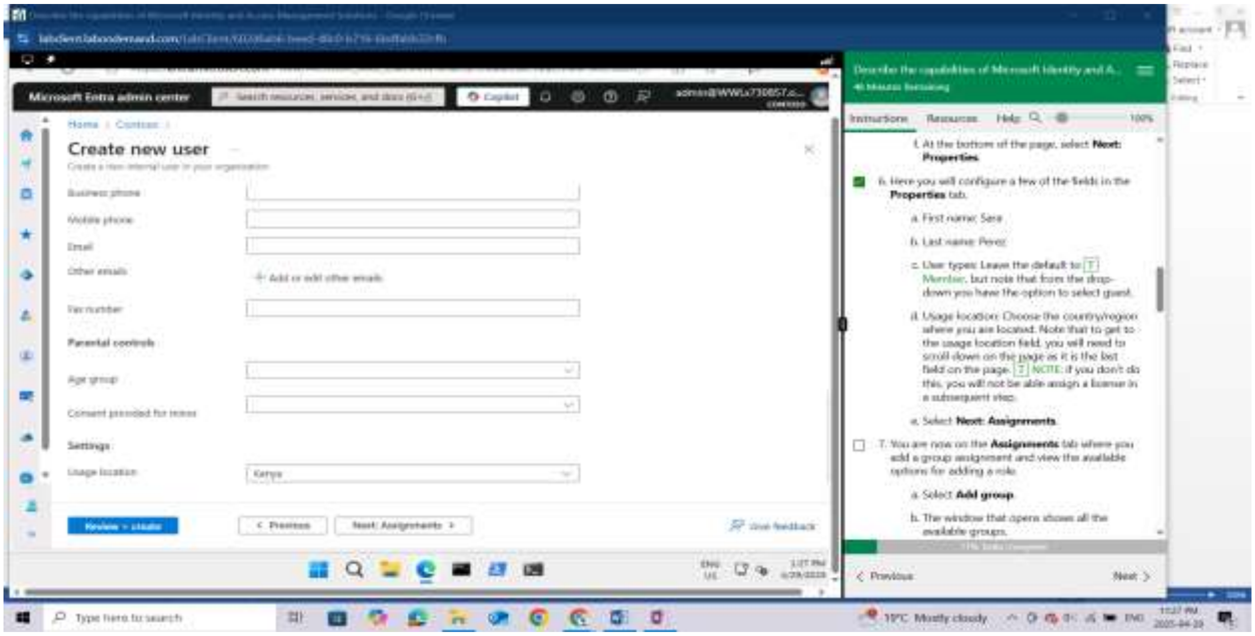

Microsoft Entra admin center

Home > Contoso >

Create new user

Create a new internal user in your organization

Business phone:

Mobile phone:

Email:

Other emails: + Add or edit other emails

Fax number:

Parental controls

Age group:

Consent provided for minor:

Settings

Usage location: Kenya

Review + create | < Previous | Next: Assignments >

Describe the capabilities of Microsoft Identity and A...

Instructions | Resources | Help

f. At the bottom of the page, select **Next: Properties**.

☑ 6. Here you will configure a few of the fields in the **Properties** tab.

a. First name: Sara

b. Last name: Perez

c. User types: Leave the default to Member, but note that from the drop-down you have the option to select guest.

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< Previous | Next >

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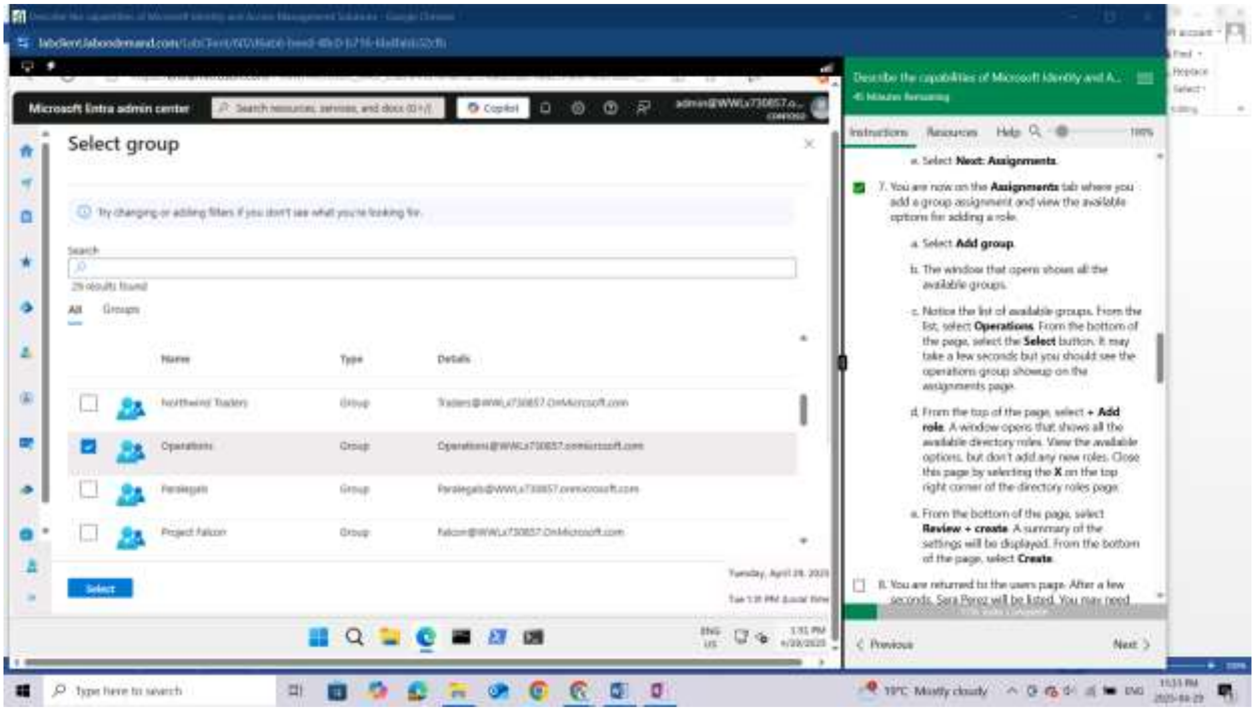
a. Select **Add group**.
b. The window that opens shows all the available groups.
c. Notice the list of available groups. From the list, select **Operations**.



Microsoft Entra admin center
Search resources, services, and docs (G+/)
Copilot
admin@WWLx730857.o...
CONTOSO

Select group

ⓘ Try changing or adding filters if you don't see what you're looking for.

Search

29 results found

	Name	Type	Details
□	Northwind Traders	Group	Traders@WWLx730857.OnMicrosoft.com
☑	Operations	Group	Operations@WWLx730857.onmicrosoft.com
□	Paralegals	Group	Paralegals@WWLx730857.onmicrosoft.com
□	Project Falcon	Group	Falcon@WWLx730857.OnMicrosoft.com

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a. Select **Add group**.

b. The window that opens shows all the available groups.

c. Notice the list of available groups. From the list, select **Operations**. From the bottom of the page, select the **Select** button. It may take a few seconds but you should see the operations group showup on the assignments page.

d. From the top of the page, select **+ Add role**. A window opens that shows all the available directory roles. View the available options, but don't add any new roles. Close this page by selecting the **X** on the top right corner of the directory roles page.

e. From the bottom of the page, select **Review + create**. A summary of the settings will be displayed. From the bottom of the page, select **Create**.

□ 8. You are returned to the users page. After a few seconds, Sara Perez will be listed. You may need

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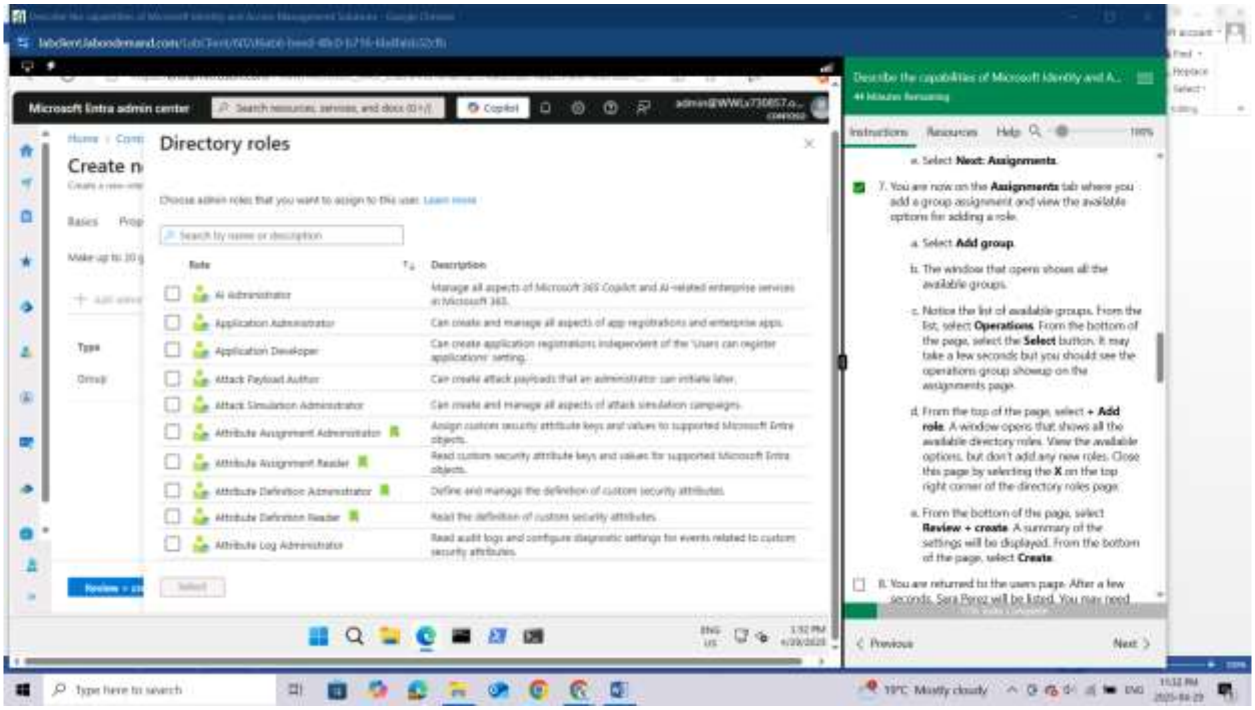

Microsoft Entra admin center

Directory roles

Choose admin roles that you want to assign to this user. Learn more

Role	Description
□ AI Administrator	Manage all aspects of Microsoft 365 Copilot and AI-related enterprise services in Microsoft 365.
□ Application Administrator	Can create and manage all aspects of app registrations and enterprise apps.
□ Application Developer	Can create application registrations independent of the 'Users can register applications' setting.
□ Attack Payload Author	Can create attack payloads that an administrator can initiate later.
□ Attack Simulation Administrator	Can create and manage all aspects of attack simulation campaigns.
□ Attribute Assignment Administrator	Assign custom security attribute keys and values to supported Microsoft Entra objects.
□ Attribute Assignment Reader	Read custom security attribute keys and values for supported Microsoft Entra objects.
□ Attribute Definition Administrator	Define and manage the definition of custom security attributes.
□ Attribute Definition Reader	Read the definition of custom security attributes.
□ Attribute Log Administrator	Read audit logs and configure diagnostic settings for events related to custom security attributes.

Describe the capabilities of Microsoft Identity and A...
44 Minutes Remaining

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a. Select **Add group**.

b. The window that opens shows all the available groups.

c. Notice the list of available groups. From the list, select **Operations**. From the bottom of the page, select the **Select** button. It may take a few seconds but you should see the operations group showup on the assignments page.

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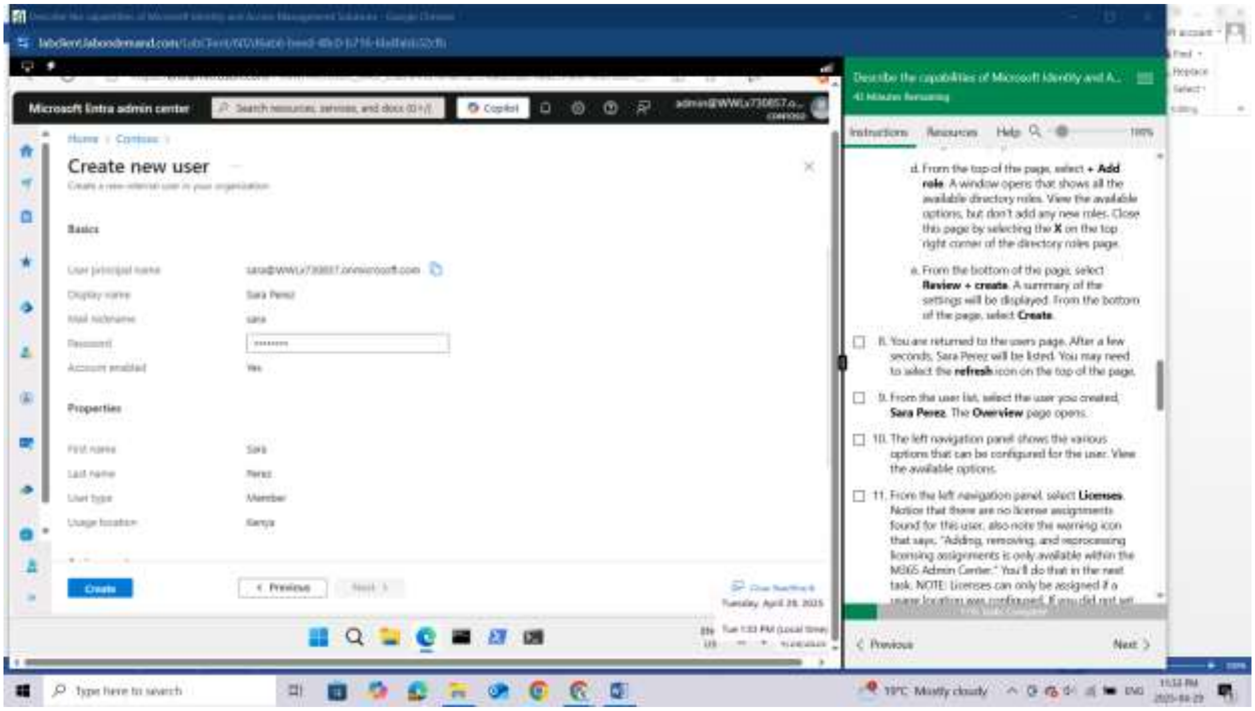


Microsoft Entra admin center

Create new user

Basics

User principal name	sara@WWLx730857.onmicrosoft.com
Display name	Sara Perez
Mail nickname	sara
Password	*********
Account enabled	Yes

Properties

First name	Sara
Last name	Perez
User type	Member
Usage location	Kenya

Describe the capabilities of Microsoft Identity and A...
41 Minutes Remaining

d. From the top of the page, select **+ Add role**. A window opens that shows all the available directory roles. View the available options, but don't add any new roles. Close this page by selecting the **X** on the top right corner of the directory roles page.

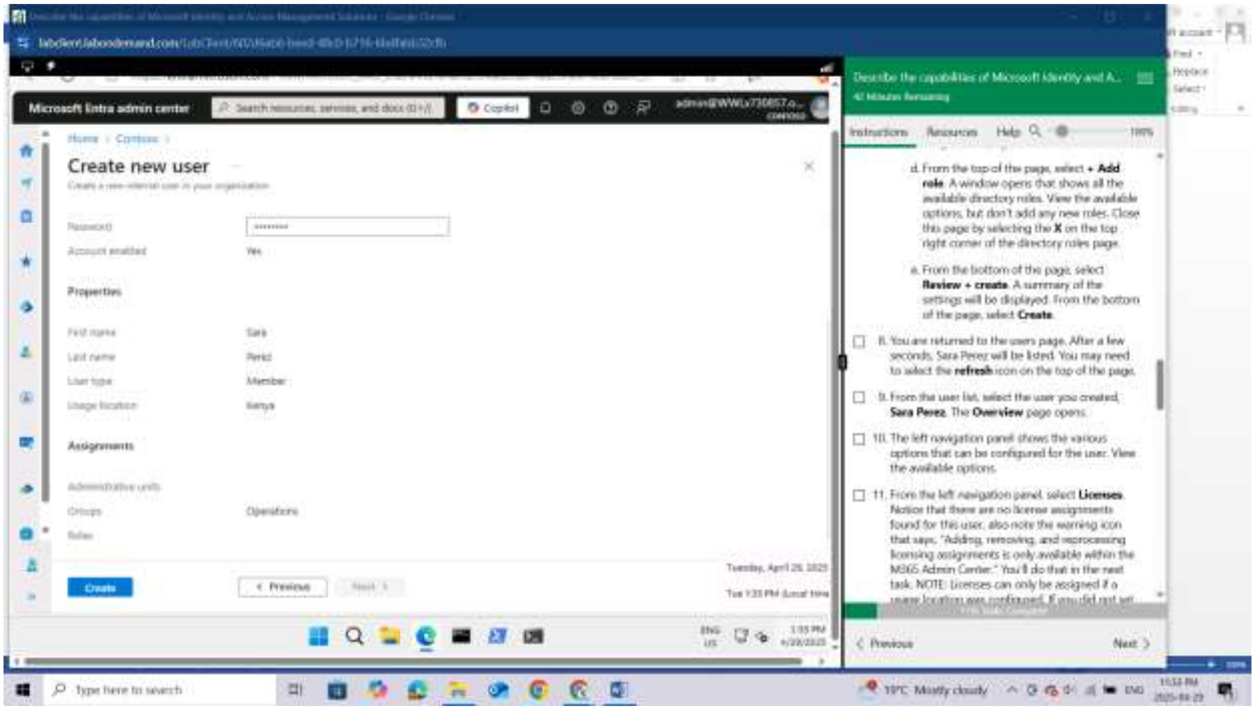
e. From the bottom of the page, select **Review + create**. A summary of the settings will be displayed. From the bottom of the page, select **Create**.

□ 8. You are returned to the users page. After a few seconds, Sara Perez will be listed. You may need to select the **refresh** icon on the top of the page.

□ 9. From the user list, select the user you created, **Sara Perez**. The **Overview** page opens.

□ 10. The left navigation panel shows the various options that can be configured for the user. View the available options.

□ 11. From the left navigation panel, select **Licenses**. Notice that there are no license assignments found for this user, also note the warning icon that says, "Adding, removing, and reprocessing licensing assignments is only available within the M365 Admin Center." You'll do that in the next task. NOTE: Licenses can only be assigned if a usage location was configured. If you did not set



Microsoft Entra admin center

Home > Contoso >

Create new user

Create a new internal user in your organization

Password	••••••••
Account enabled	Yes

Properties

First name	Sara
Last name	Perez
User type	Member
Usage location	Kenya

Assignments

Administrative units	
Groups	Operations
Roles	

Describe the capabilities of Microsoft Identity and A...

42 Minutes Remaining

d. From the top of the page, select **+ Add role**. A window opens that shows all the available directory roles. View the available options, but don't add any new roles. Close this page by selecting the **X** on the top right corner of the directory roles page.

e. From the bottom of the page, select **Review + create**. A summary of the settings will be displayed. From the bottom of the page, select **Create**.

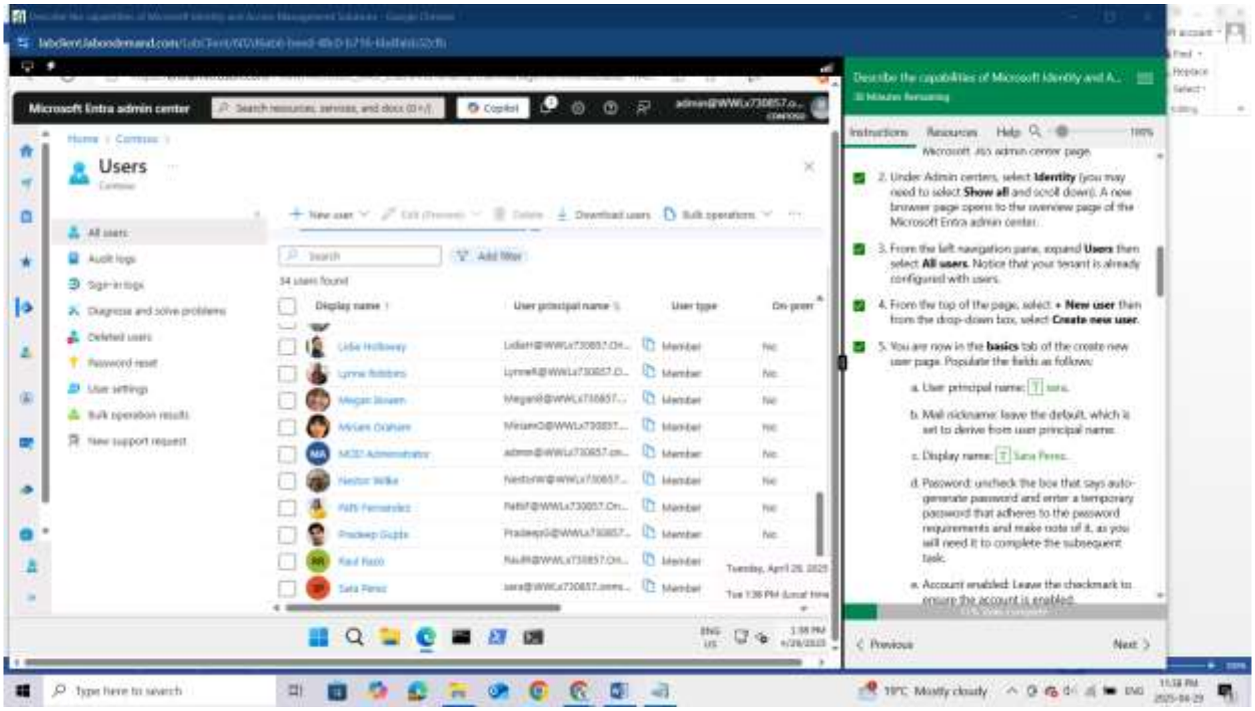
□ 8. You are returned to the users page. After a few seconds, Sara Perez will be listed. You may need to select the **refresh** icon on the top of the page.

□ 9. From the user list, select the user you created, **Sara Perez**. The **Overview** page opens.

□ 10. The left navigation panel shows the various options that can be configured for the user. View the available options.

□ 11. From the left navigation panel, select **Licenses**. Notice that there are no license assignments found for this user, also note the warning icon that says, "Adding, removing, and reprocessing licensing assignments is only available within the M365 Admin Center." You'll do that in the next task. NOTE: Licenses can only be assigned if a usage location was configured. If you did not set

You are returned to the users page. After a few seconds, Sara Perez will be listed. You may need to select the **refresh** icon on the top of the page.



Microsoft Entra admin center

Home > Contoso >

Users

Contoso

34 users found

Display name	User principal name	User type	On-prem
Lidia Holloway	LidiaH@WWLx730857.OnM...	Member	No
Lynne Robbins	LynneR@WWLx730857.O...	Member	No
Megan Bowen	MeganB@WWLx730857....	Member	No
Miriam Graham	MiriamG@WWLx730857....	Member	No
MOD Administrator	admin@WWLx730857.on...	Member	No
Nestor Wilke	NestorW@WWLx730857....	Member	No
Patti Fernandez	PattiF@WWLx730857.On...	Member	No
Pradeep Gupta	PradeepG@WWLx730857....	Member	No
Raul Razo	RaulR@WWLx730857.On...	Member	
Sara Perez	sara@WWLx730857.onm...	Member	

Describe the capabilities of Microsoft Identity and A...

38 Minutes Remaining

Microsoft 365 admin center page.

☑ 2. Under Admin centers, select **Identity** (you may need to select **Show all** and scroll down). A new browser page opens to the overview page of the Microsoft Entra admin center.

☑ 3. From the left navigation pane, expand **Users** then select **All users**. Notice that your tenant is already configured with users.

☑ 4. From the top of the page, select **+ New user** then from the drop-down box, select **Create new user**.

☑ 5. You are now in the **basics** tab of the create new user page. Populate the fields as follows:

a. User principal name: T sara.

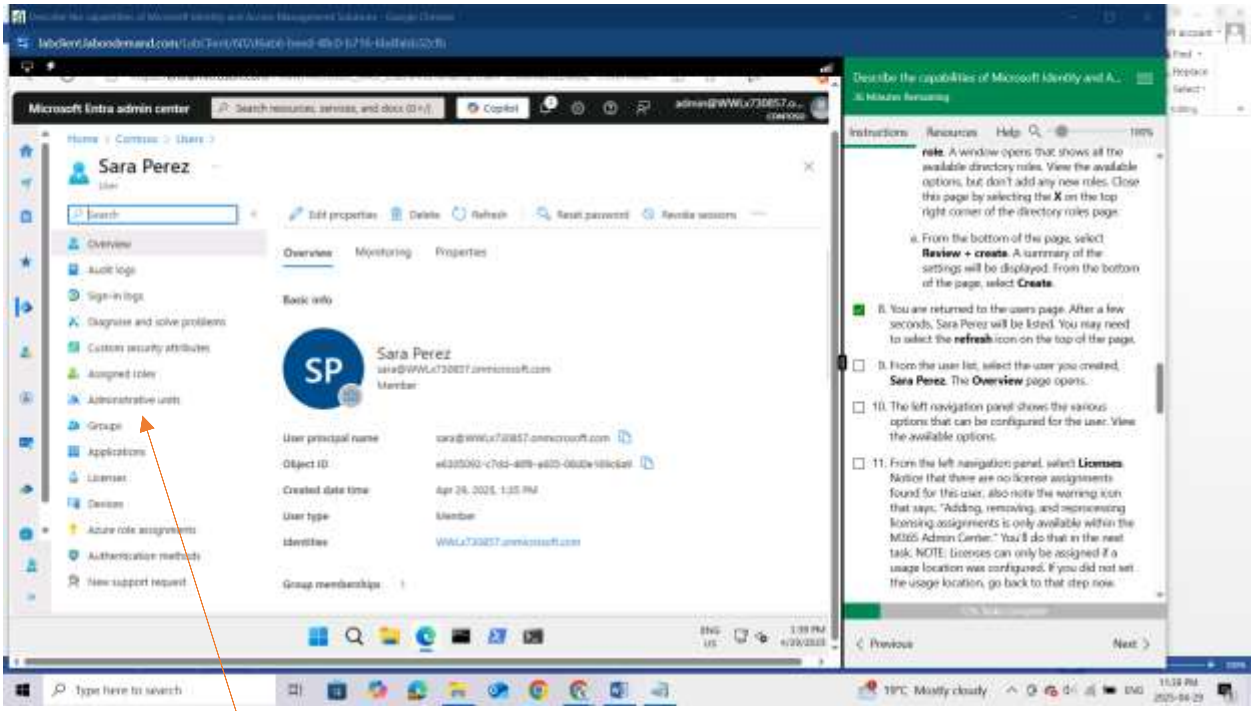
b. Mail nickname: leave the default, which is set to derive from user principal name.

c. Display name: T Sara Perez.

d. Password: uncheck the box that says auto-generate password and enter a temporary password that adheres to the password requirements and make note of it, as you will need it to complete the subsequent task.

e. Account enabled: Leave the checkmark to ensure the account is enabled.

From the user list, select the user you created, **Sara Perez**. The Overview page opens.



Sara Perez

User

Basic info

SP Sara Perez
sara@WWLx730857.onmicrosoft.com
Member

User principal name	sara@WWLx730857.onmicrosoft.com
Object ID	e6335092-c7dd-40f9-a605-06d0e18bc6a8
Created date time	Apr 29, 2025, 1:35 PM
User type	Member
Identities	WWLx730857.onmicrosoft.com

Group memberships 1

Describe the capabilities of Microsoft Identity and A...

36 Minutes Remaining

role. A window opens that shows all the available directory roles. View the available options, but don't add any new roles. Close this page by selecting the **X** on the top right corner of the directory roles page.

e. From the bottom of the page, select **Review + create**. A summary of the settings will be displayed. From the bottom of the page, select **Create**.

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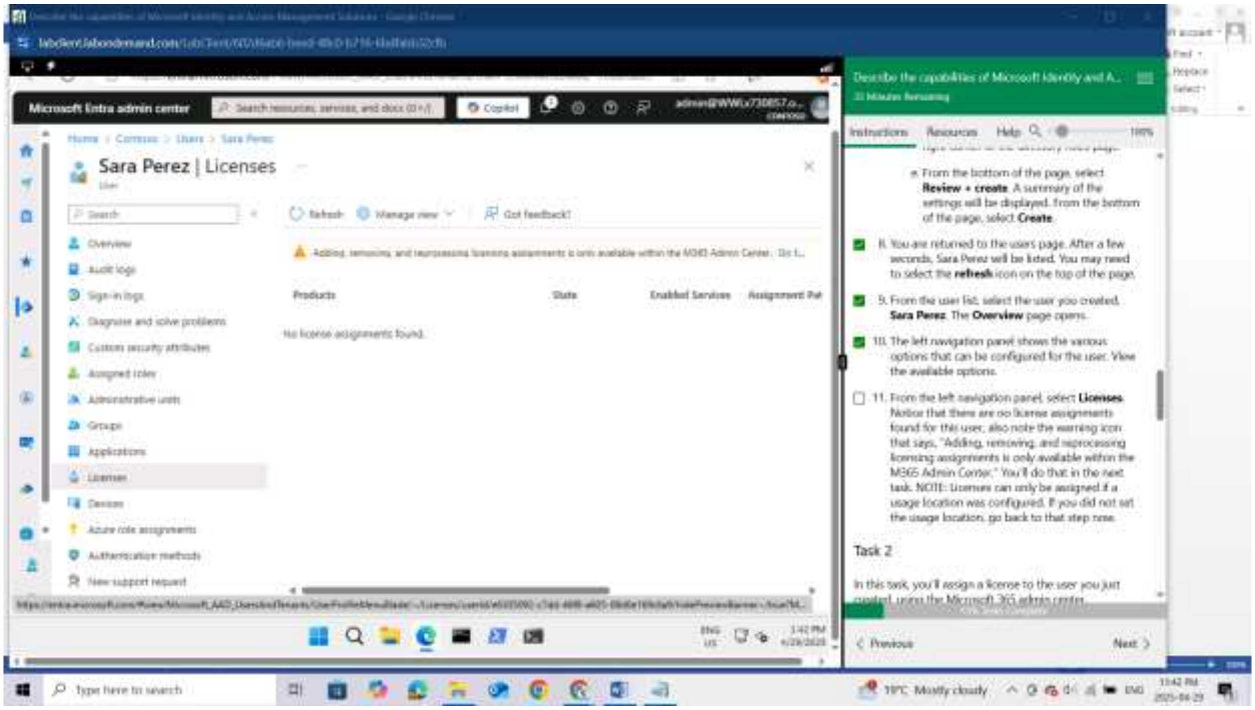

Adding, removing, and reprocessing licensing assignments is only available within the M365 Admin Center. Do t...

No license assignments found.

Describe the capabilities of Microsoft Identity and A...

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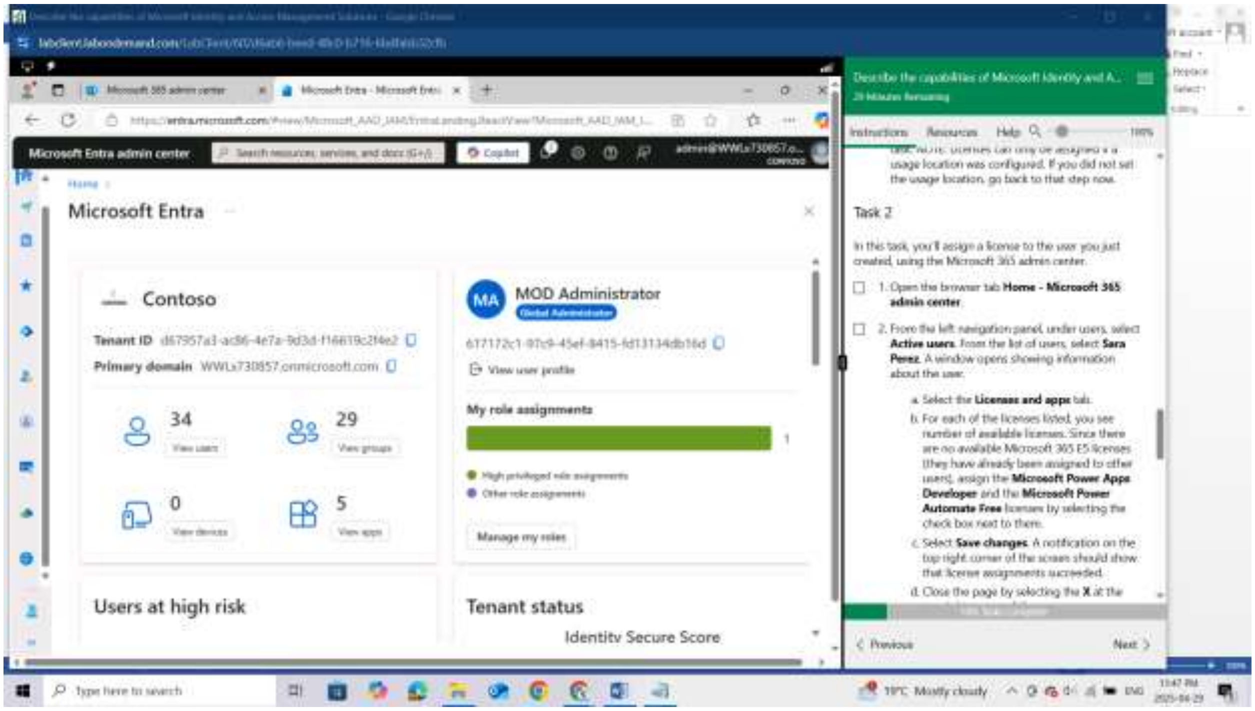
Task 2

In this task, you'll assign a license to the user you just created, using the Microsoft 365 admin center.

Task 2

In this task, you’ll assign a license to the user you just created, using the Microsoft 365 admin center.

Open the browser tab **Home - Microsoft 365 admin center**.



Tenant ID d67957a3-ac86-4e7a-9d3d-f16619c2f4e2

Primary domain WWLx730857.onmicrosoft.com

677172c1-97c9-45ef-8415-fd13134db16d

Describe the capabilities of Microsoft Identity and A...

NOTE: Licenses can only be assigned if a usage location was configured. If you did not set the usage location, go back to that step now.

Task 2

In this task, you'll assign a license to the user you just created, using the Microsoft 365 admin center.

☐ 1. Open the browser tab **Home - Microsoft 365 admin center**.

☐ 2. From the left navigation panel, under users, select **Active users**. From the list of users, select **Sara Perez**. A window opens showing information about the user.

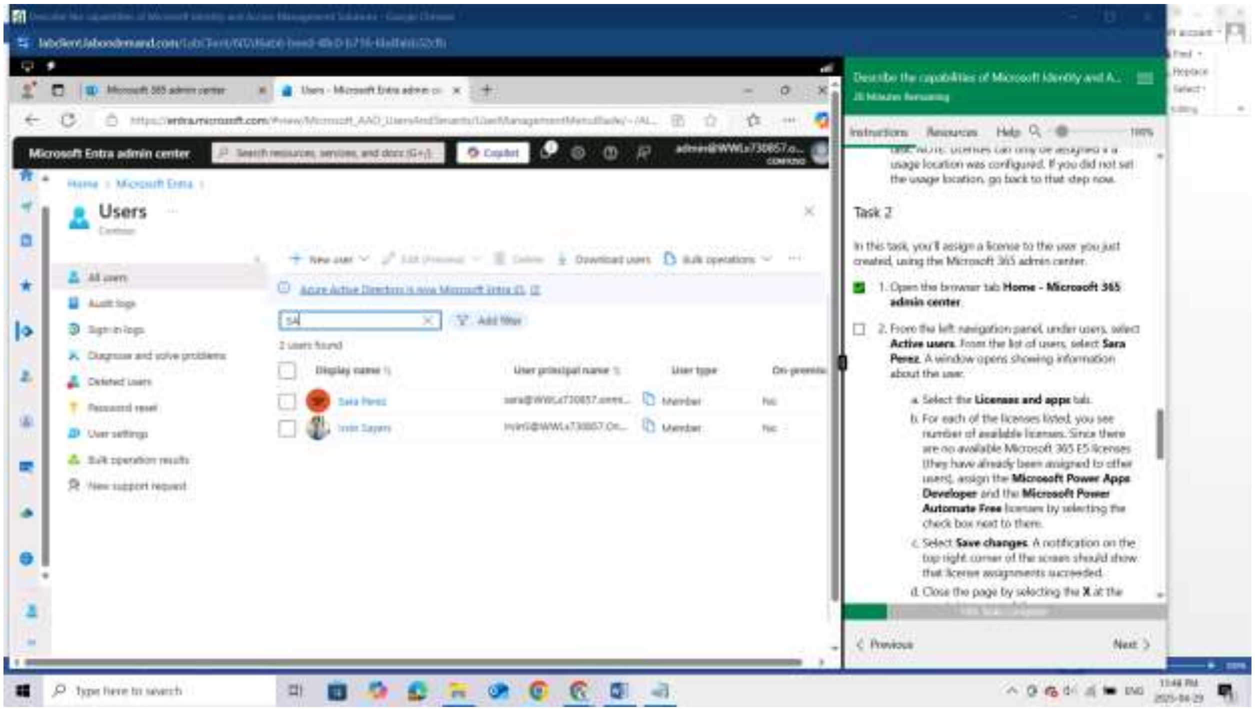
a. Select the **Licenses and apps** tab.

b. For each of the licenses listed, you see number of available licenses. Since there are no available Microsoft 365 E5 licenses (they have already been assigned to other users), assign the **Microsoft Power Apps Developer** and the **Microsoft Power Automate Free** licenses by selecting the check box next to them.

c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

d. Close the page by selecting the **X** at the

From the left navigation panel, under users, select **Active users**. From the list of users, select **Sara Perez**.



SA

2 users found

Display name	User principal name	User type	On-premis
Sara Perez	sara@WWLx730857.onmi...	Member	No
Irvin Sayers	IrvinS@WWLx730857.On...	Member	No

Describe the capabilities of Microsoft Identity and A...

usage location was configured. If you did not set the usage location, go back to that step now.

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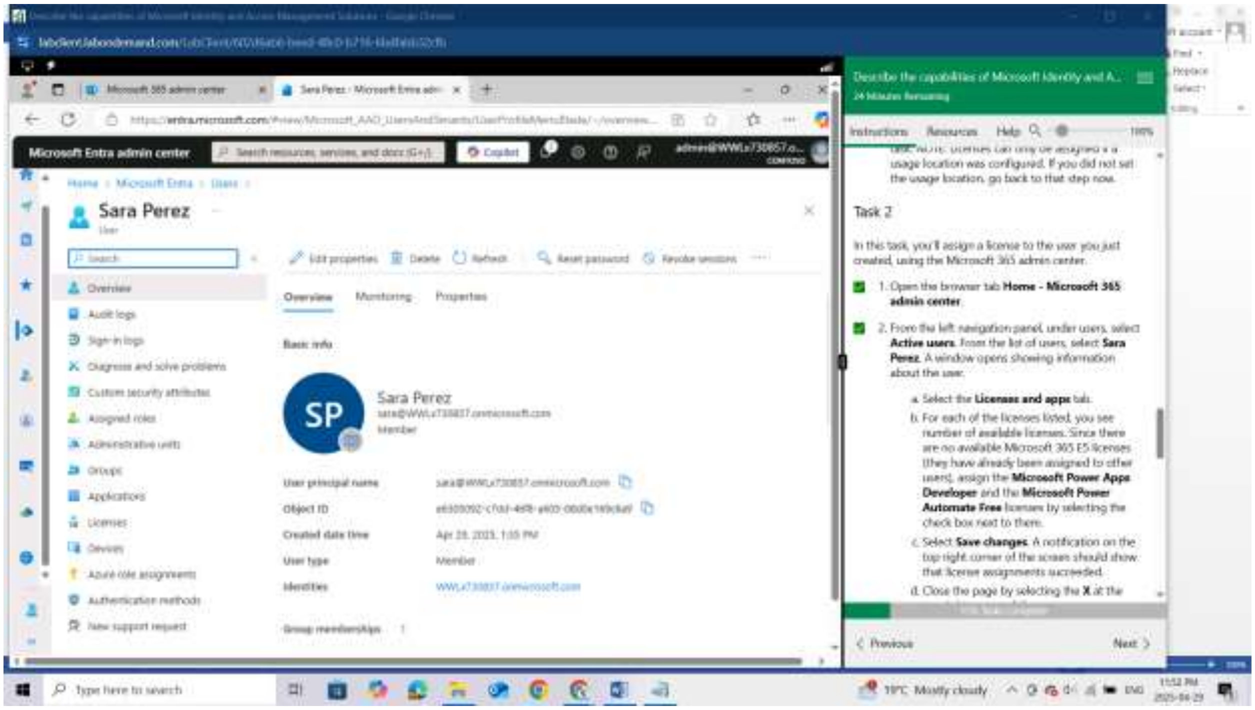
A window opens showing information about the user



Sara Perez
User

Basic info

Sara Perez
sara@WWLx730857.onmicrosoft.com
Member

User principal name: sara@WWLx730857.onmicrosoft.com

Object ID: e6309092-c7dd-46f8-a603-0b0be1e9cba9

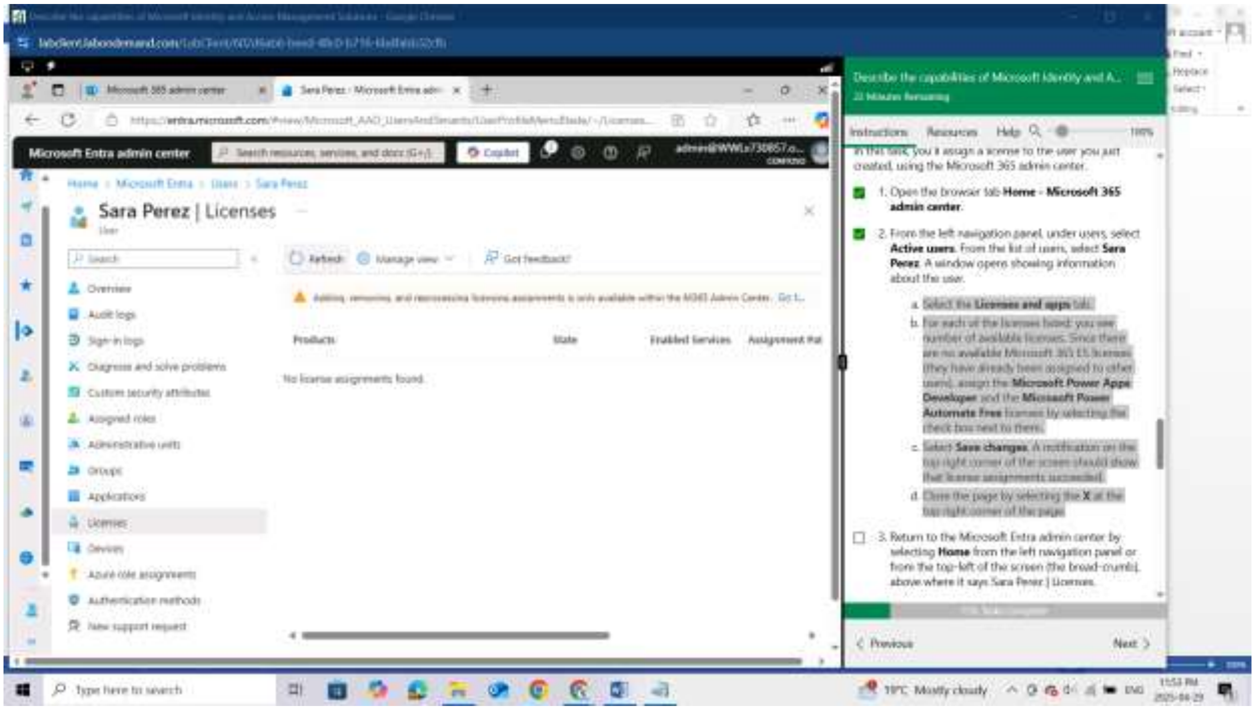
Created date time: Apr 28, 2025, 1:05 PM

User type: Member

Identities: WWLx730857.onmicrosoft.com

Group memberships: 1

a. Select the **Licenses and apps** tab.


Microsoft Entra admin center
Home > Microsoft Entra > Users > Sara Perez

Sara Perez | Licenses

User

Adding, removing, and reprocessing licenses assignments is only available within the M365 Admin Center. Go t...

Products	State	Enabled Services	Assignment Pat

No license assignments found.

In this task, you'll assign a license to the user you just created, using the Microsoft 365 admin center.

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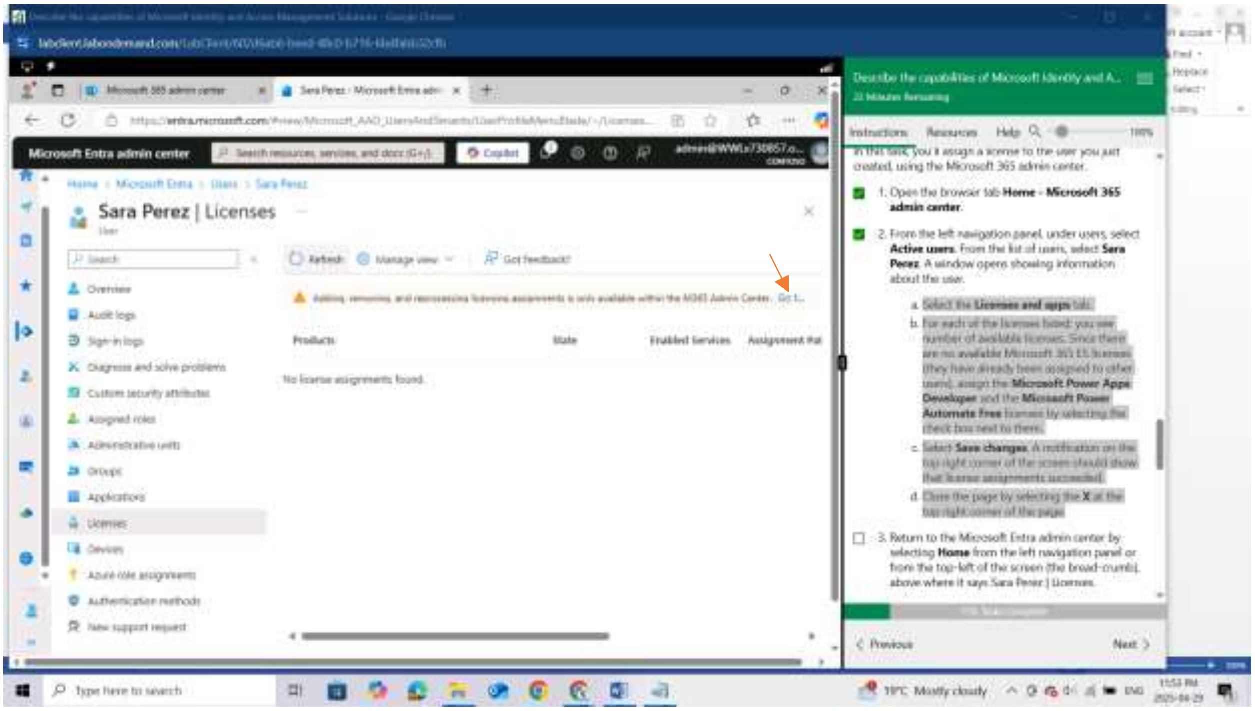
c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

d. Close the page by selecting the **X** at the top right corner of the page.

□ 3. Return to the Microsoft Entra admin center by selecting **Home** from the left navigation panel or from the top-left of the screen (the bread-crumb), above where it says Sara Perez | Licenses.

b. For each of the licenses listed, you see number of available licenses. Since there are no available Microsoft 365 E5 licenses (they have already been assigned to other users

To navigate to the licences click on Go to… link located on the “**Adding,removing and reprocessing warning”**


Sara Perez | Licenses

User

Adding, removing, and reprocessing licenses assignments is only available within the M365 Admin Center. Go t...

No license assignments found.

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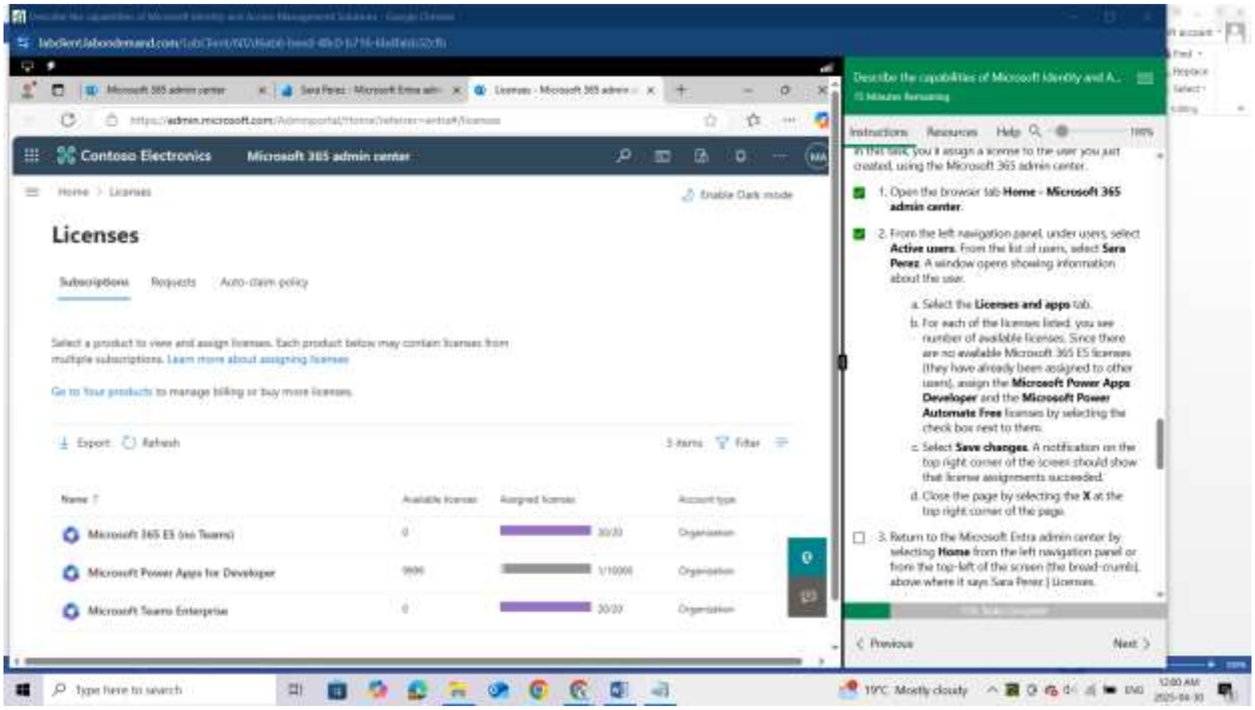
c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

d. Close the page by selecting the **X** at the top right corner of the page.

□ 3. Return to the Microsoft Entra admin center by selecting **Home** from the left navigation panel or from the top-left of the screen (the bread-crumb), above where it says Sara Perez | Licenses.

It opens a new page showing available licenses



Licenses

Subscriptions | Requests | Auto-claim policy

Select a product to view and assign licenses. Each product below may contain licenses from multiple subscriptions. Learn more about assigning licenses

Go to Your products to manage billing or buy more licenses.

Name ↑	Available licenses	Assigned licenses	Account type
Microsoft 365 E5 (no Teams)	0	20/20	Organization
Microsoft Power Apps for Developer	9999	1/10000	Organization
Microsoft Teams Enterprise	0	20/20	Organization

Describe the capabilities of Microsoft Identity and A...

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c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

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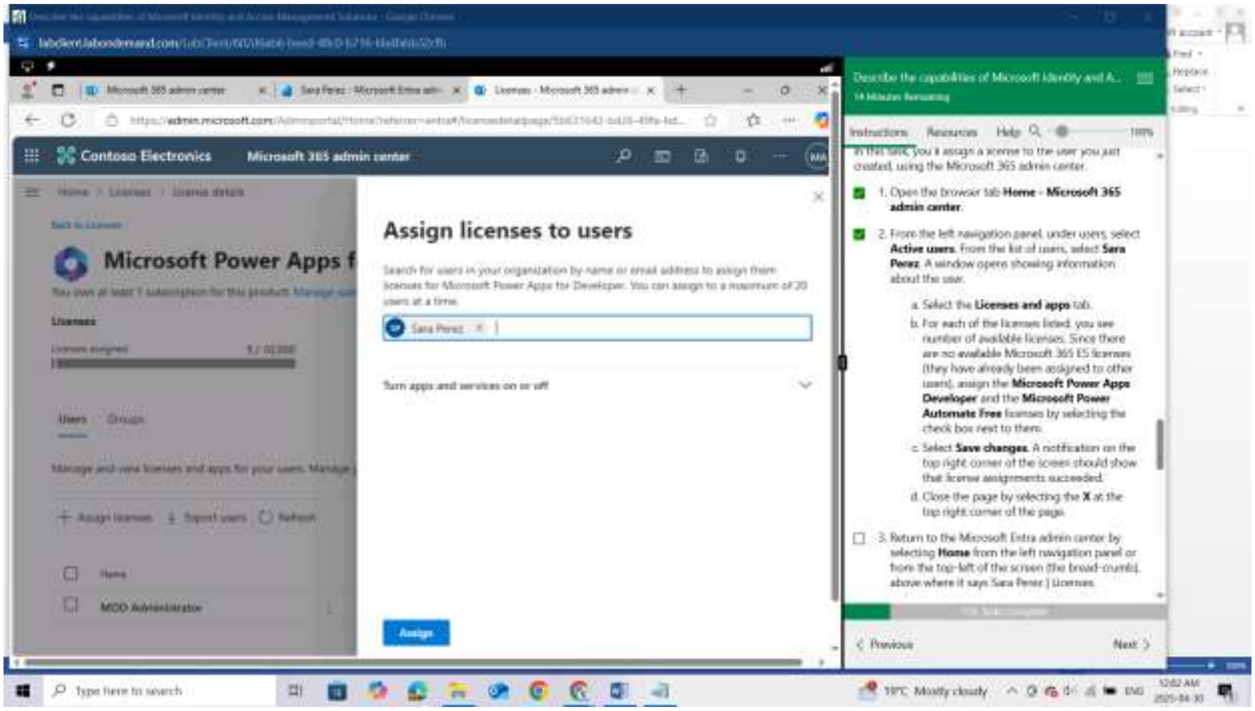
□ 3. Return to the Microsoft Entra admin center by selecting **Home** from the left navigation panel or from the top-left of the screen (the bread-crumbs), above where it says Sara Perez | Licenses.

assign the **Microsoft Power Apps Developer**



Assign licenses to users

Search for users in your organization by name or email address to assign them licenses for Microsoft Power Apps for Developer. You can assign to a maximum of 20 users at a time.

Sara Perez

Turn apps and services on or off

Assign

In this task, you'll assign a license to the user you just created, using the Microsoft 365 admin center.

☑ 1. Open the browser tab **Home - Microsoft 365 admin center**.

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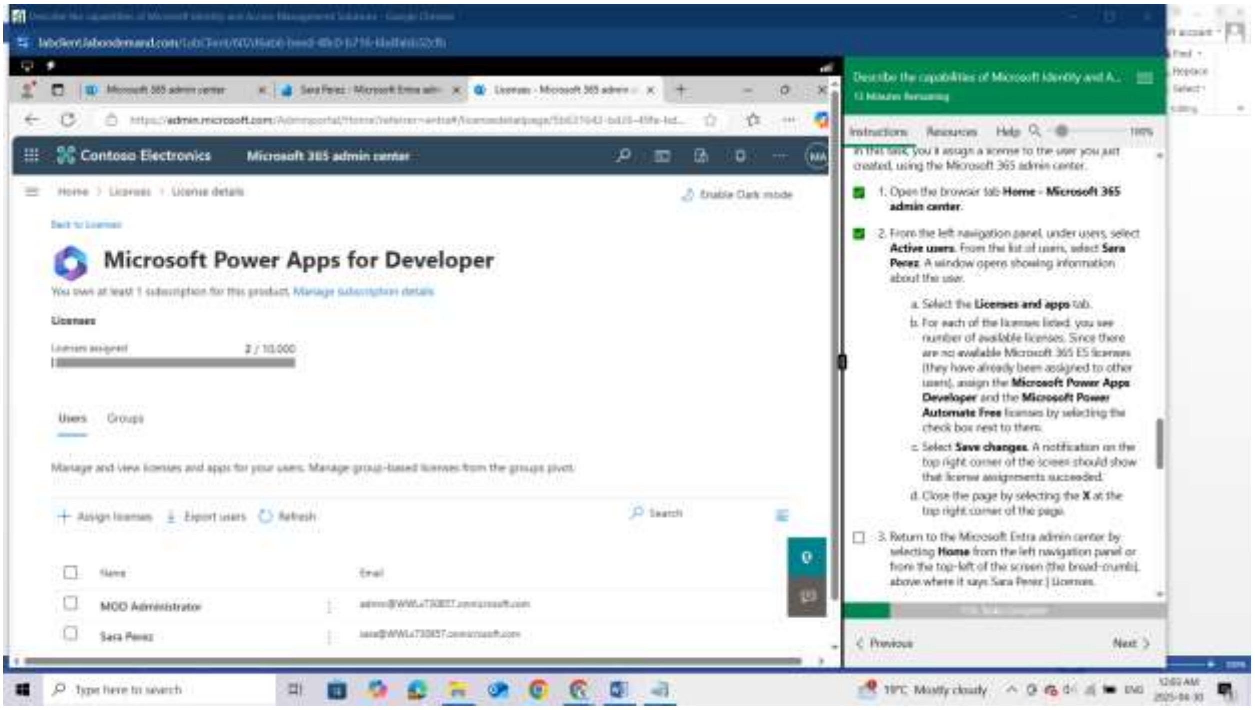

Contoso Electronics Microsoft 365 admin center

Home > Licenses > License details

Back to Licenses

Microsoft Power Apps for Developer

You own at least 1 subscription for this product. Manage subscription details

Licenses

Licenses assigned 2 / 10,000

Manage and view licenses and apps for your users. Manage group-based licenses from the groups pivot.

□	Name	Email
□	MOD Administrator	admin@WWLx730857.onmicrosoft.com
□	Sara Perez	sara@WWLx730857.onmicrosoft.com

Describe the capabilities of Microsoft Identity and A...

12 Minutes Remaining

In this task, you'll assign a license to the user you just created, using the Microsoft 365 admin center.

☑ 1. Open the browser tab **Home - Microsoft 365 admin center**.

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c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

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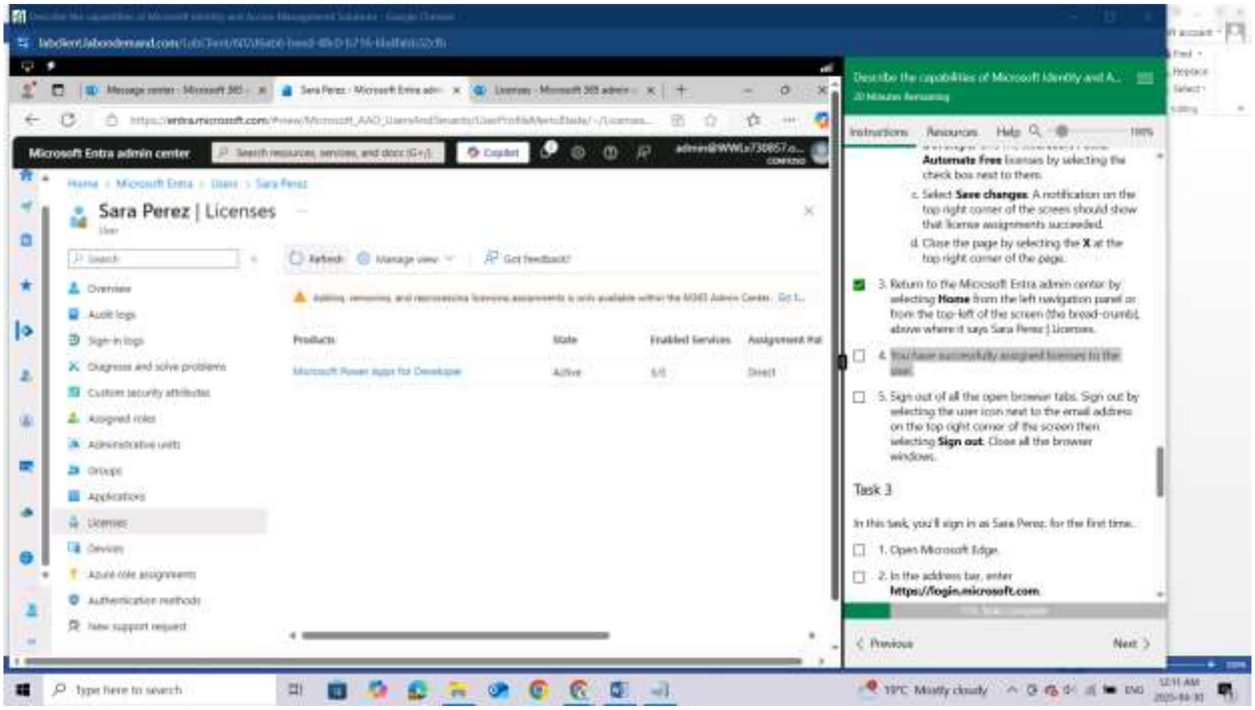
and the **Microsoft Power Automate Free** licenses by selecting the check box next to them.

In my Case the **Microsoft Power Automate Free** is missing

a. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.
b. Close the page by selecting the **X** at the top right corner of the page.
c. Return to the Microsoft Entra admin center by selecting **Home** from the left navigation panel or from the top-left of the screen (the bread-crumb), above where it says Sara Perez | Licenses.
d. You have successfully assigned licenses to the user.



Describe the capabilities of Microsoft Identity and A...

Automate Free licenses by selecting the check box next to them.

c. Select **Save changes**. A notification on the top right corner of the screen should show that license assignments succeeded.

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□ 4. You have successfully assigned licenses to the user.

□ 5. Sign out of all the open browser tabs. Sign out by selecting the user icon next to the email address on the top right corner of the screen then selecting **Sign out**. Close all the browser windows.

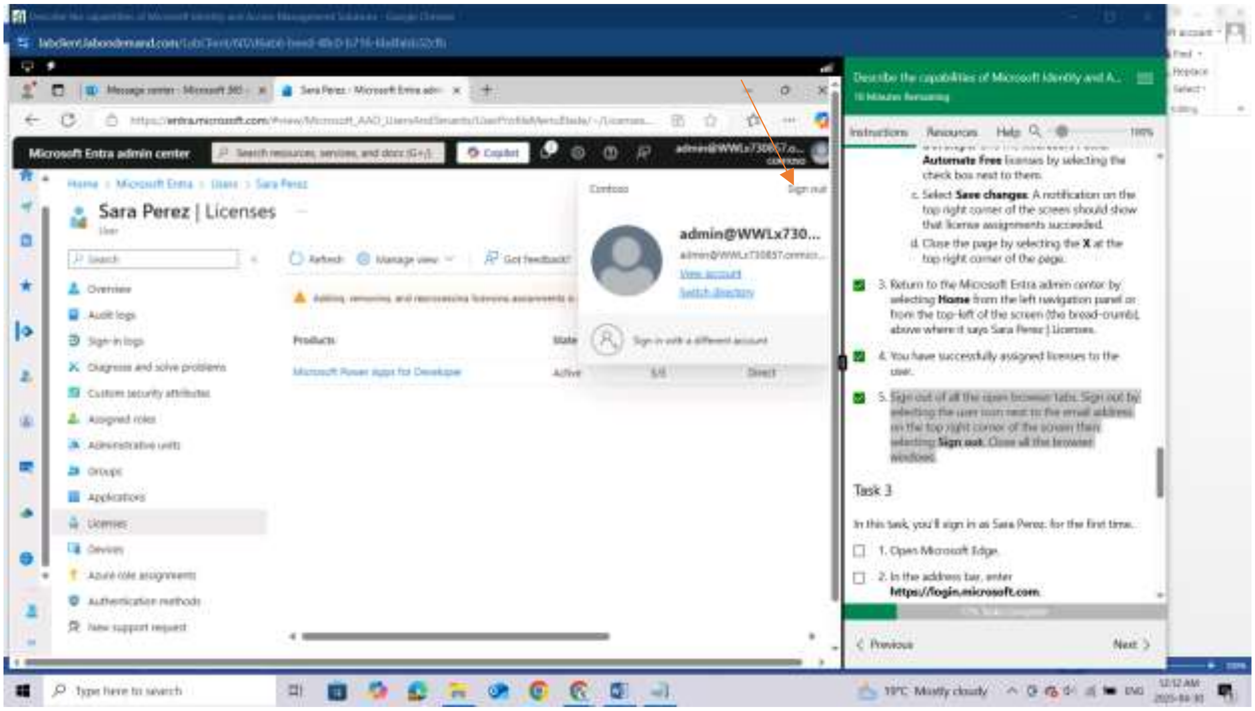
Task 3

In this task, you'll sign in as Sara Perez for the first time.

□ 1. Open Microsoft Edge.

□ 2. In the address bar, enter **https://login.microsoft.com**.

Sign out of all the open browser tabs. Sign out by selecting the user icon next to the email address on the top right corner of the screen then selecting Sign out. Close all the browser windows.



Describe the capabilities of Microsoft Identity and A...

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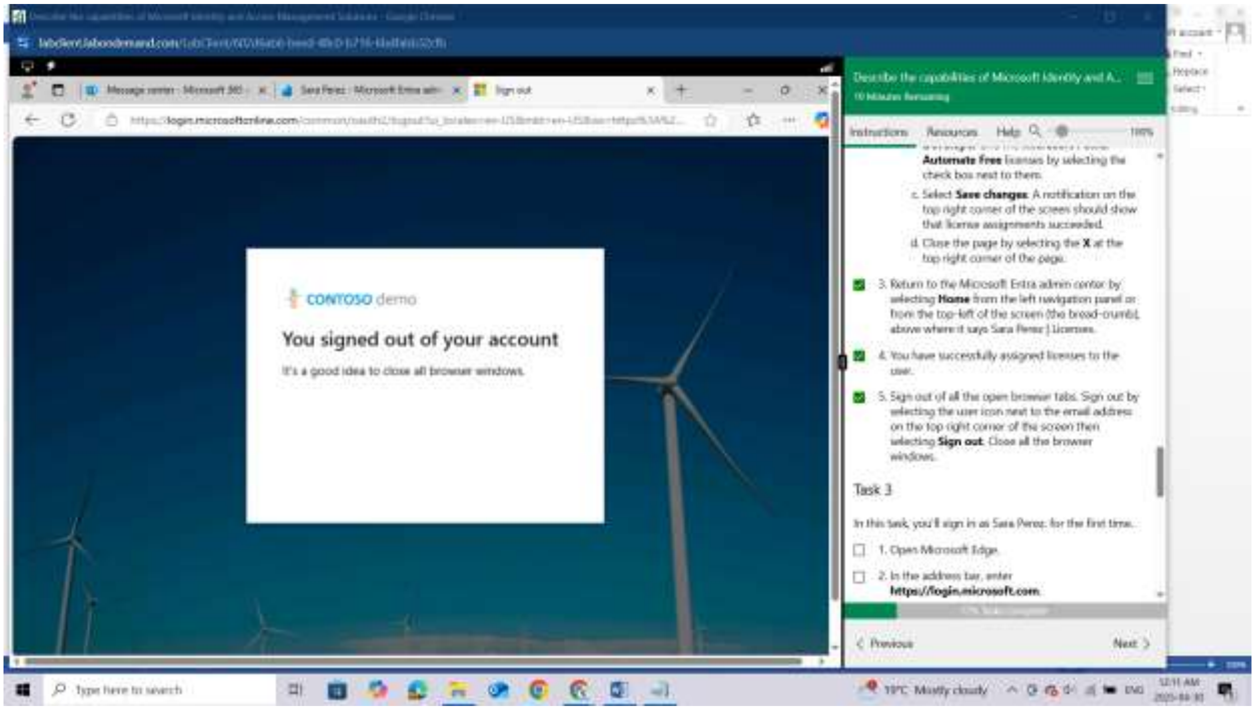

CONTOSO demo

You signed out of your account

It's a good idea to close all browser windows.

Describe the capabilities of Microsoft Identity and A...

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Task 3

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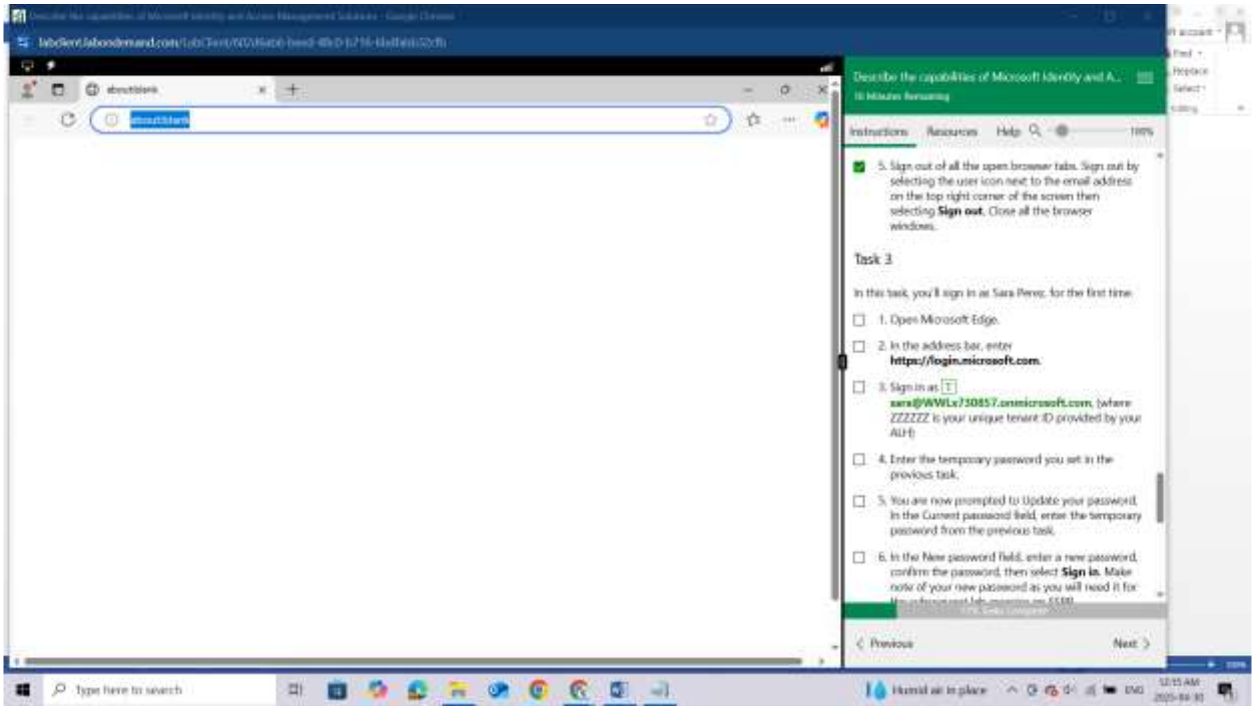

Describe the capabilities of Microsoft Identity and A...

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Task 3

In this task, you'll sign in as Sara Perez, for the first time.

□ 1. Open Microsoft Edge.

□ 2. In the address bar, enter **https://login.microsoft.com**.

□ 3. Sign in as sara@WWLx730857.onmicrosoft.com. (where ZZZZZZ is your unique tenant ID provided by your ALH)

□ 4. Enter the temporary password you set in the previous task.

□ 5. You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

□ 6. In the New password field, enter a new password, confirm the password, then select **Sign in**. Make note of your new password as you will need it for

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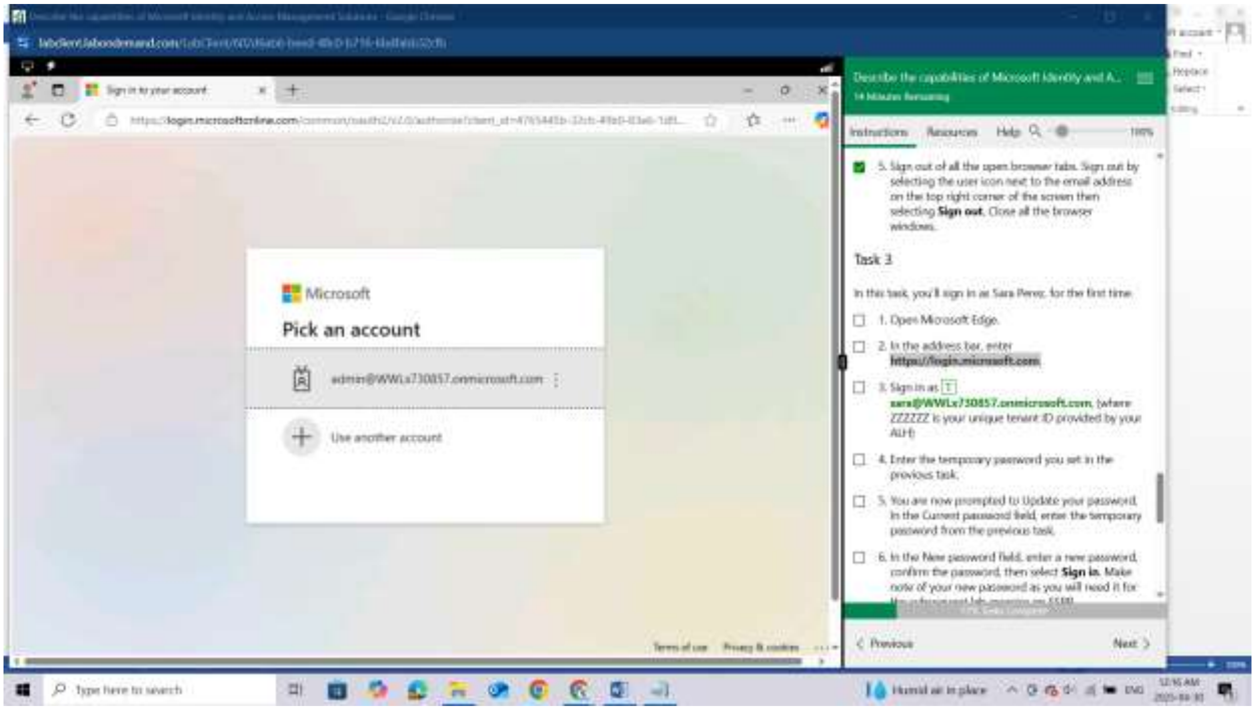

Microsoft

Pick an account

admin@WWLx730857.onmicrosoft.com

Use another account

Describe the capabilities of Microsoft Identity and A...

14 Minutes Remaining

☑ 5. Sign out of all the open browser tabs. Sign out by selecting the user icon next to the email address on the top right corner of the screen then selecting **Sign out**. Close all the browser windows.

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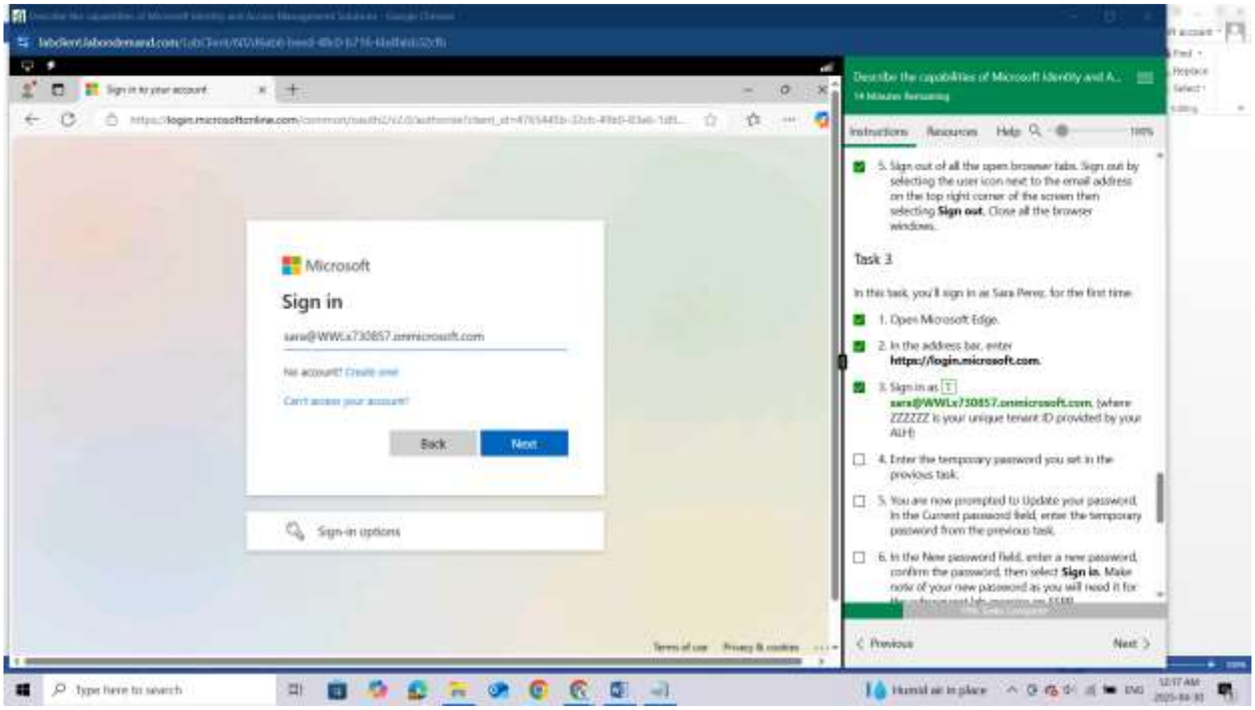

Microsoft

Sign in

sara@WWLx730857.onmicrosoft.com

No account? Create one!

Can't access your account?

Back Next

Sign-in options

Describe the capabilities of Microsoft Identity and A...

14 Minutes Remaining

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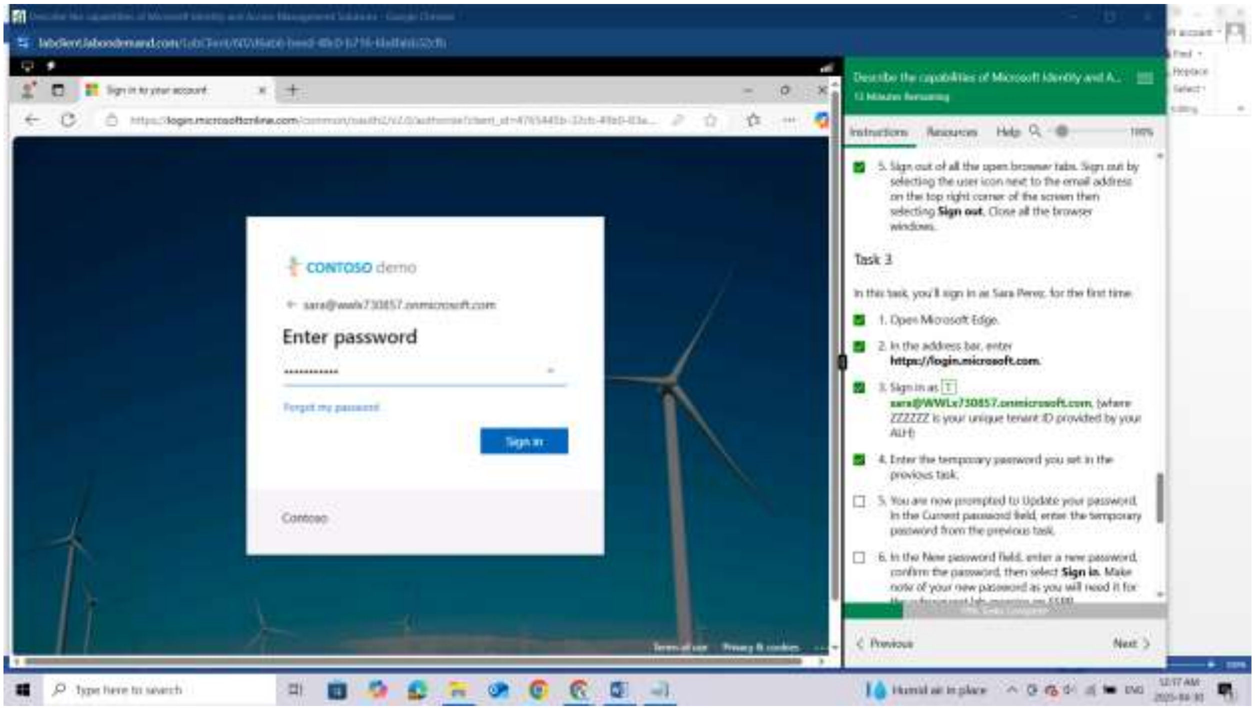
☐ 6. In the New password field, enter a new password, confirm the password, then select **Sign in**. Make note of your new password as you will need it for

Enter the temporary password you set in the previous task.



CONTOSO demo

← sara@wwlx730857.onmicrosoft.com

Enter password

············

Forgot my password

Contoso

Describe the capabilities of Microsoft Identity and A...

☑ 5. Sign out of all the open browser tabs. Sign out by selecting the user icon next to the email address on the top right corner of the screen then selecting **Sign out**. Close all the browser windows.

Task 3

In this task, you'll sign in as Sara Perez, for the first time.

☑ 1. Open Microsoft Edge.

☑ 2. In the address bar, enter **https://login.microsoft.com**.

☑ 3. Sign in as sara@WWLx730857.onmicrosoft.com (where ZZZZZZ is your unique tenant ID provided by your ALH)

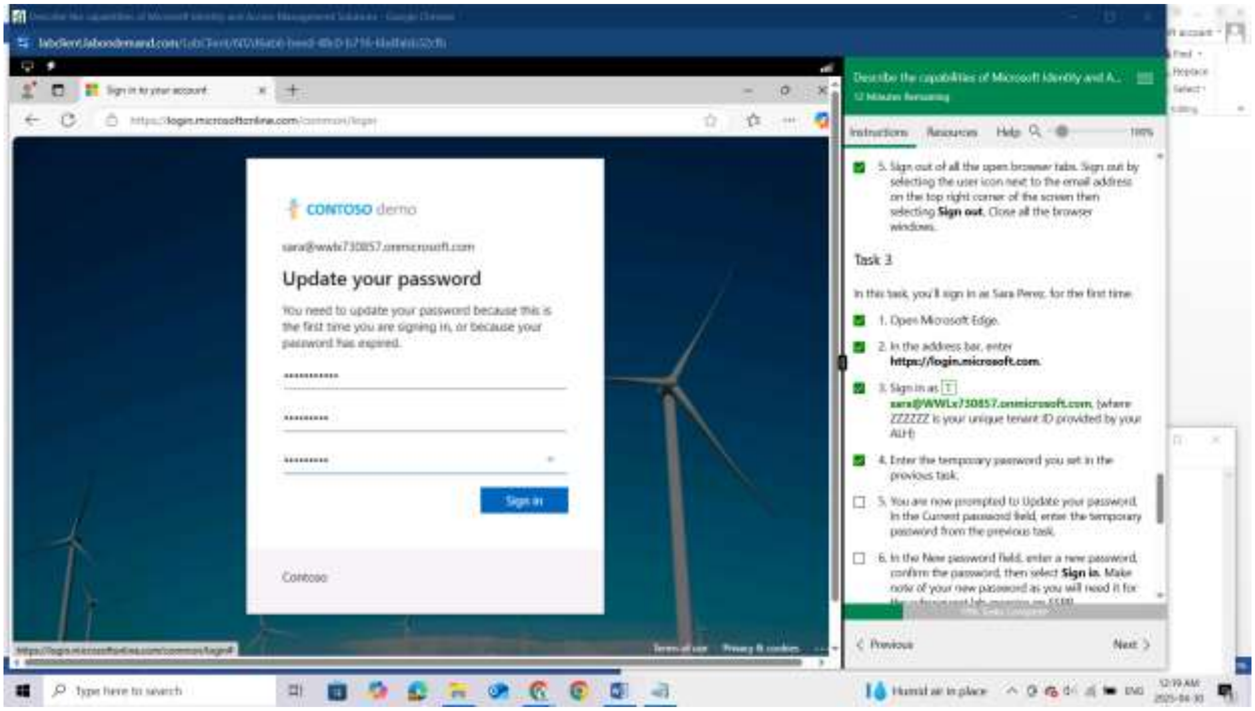
☑ 4. Enter the temporary password you set in the previous task.

☐ 5. You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

☐ 6. In the New password field, enter a new password, confirm the password, then select **Sign in**. Make note of your new password as you will need it for

You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

In the New password field, enter a new password, confirm the password, then select Sign in. Make note of your new password as you will need it for the subsequent lab exercise on SSPR.



CONTOSO demo

sara@wwlx730857.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

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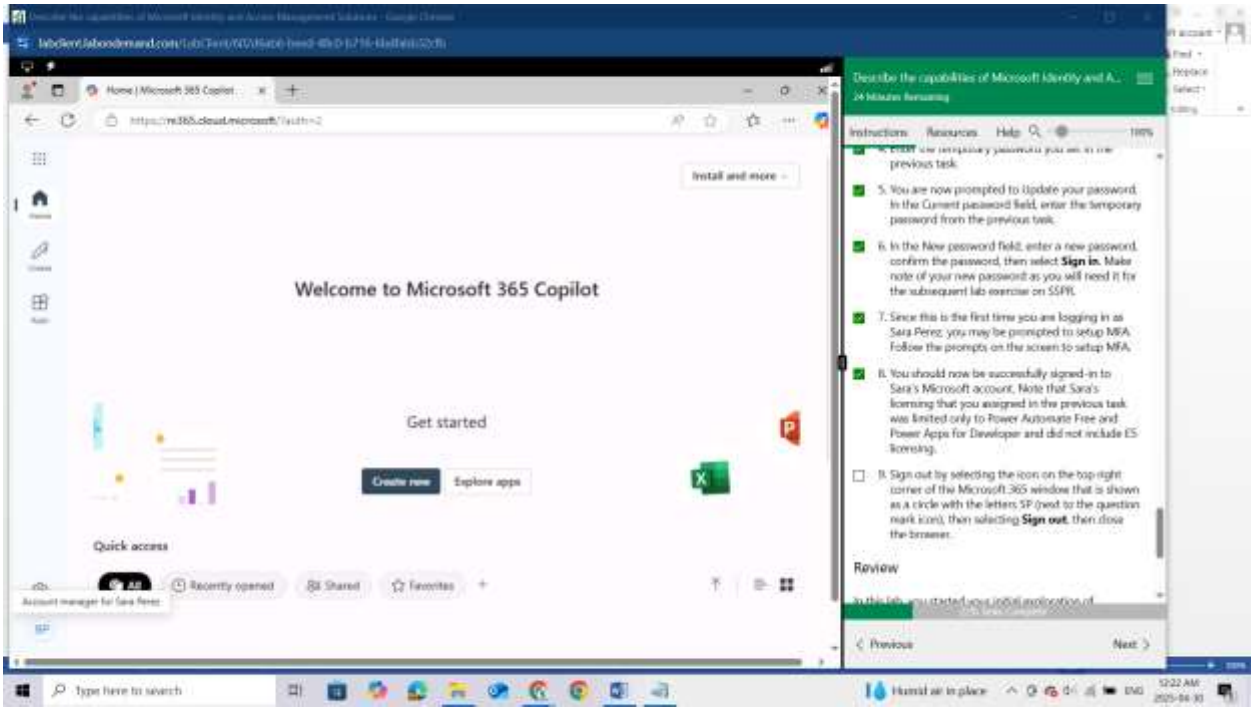
Contoso

Since this is the first time you are logging in as Sara Perez, you may be prompted to setup MFA. Follow the prompts on the screen to setup MFA.

You should now be successfully signed-in to Sara's Microsoft account. Note that Sara's licensing that you assigned in the previous task was limited only to Power Automate Free and Power Apps for Developer and did not include E5 licensing.



Describe the capabilities of Microsoft Identity and A...

24 Minutes Remaining

Instructions Resources Help 100%

☑ 4. Enter the temporary password you set in the previous task.

☑ 5. You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

☑ 6. In the New password field, enter a new password, confirm the password, then select **Sign in.** Make note of your new password as you will need it for the subsequent lab exercise on SSPR.

☑ 7. Since this is the first time you are logging in as Sara Perez, you may be prompted to setup MFA. Follow the prompts on the screen to setup MFA.

☑ 8. You should now be successfully signed-in to Sara's Microsoft account. Note that Sara's licensing that you assigned in the previous task was limited only to Power Automate Free and Power Apps for Developer and did not include E5 licensing.

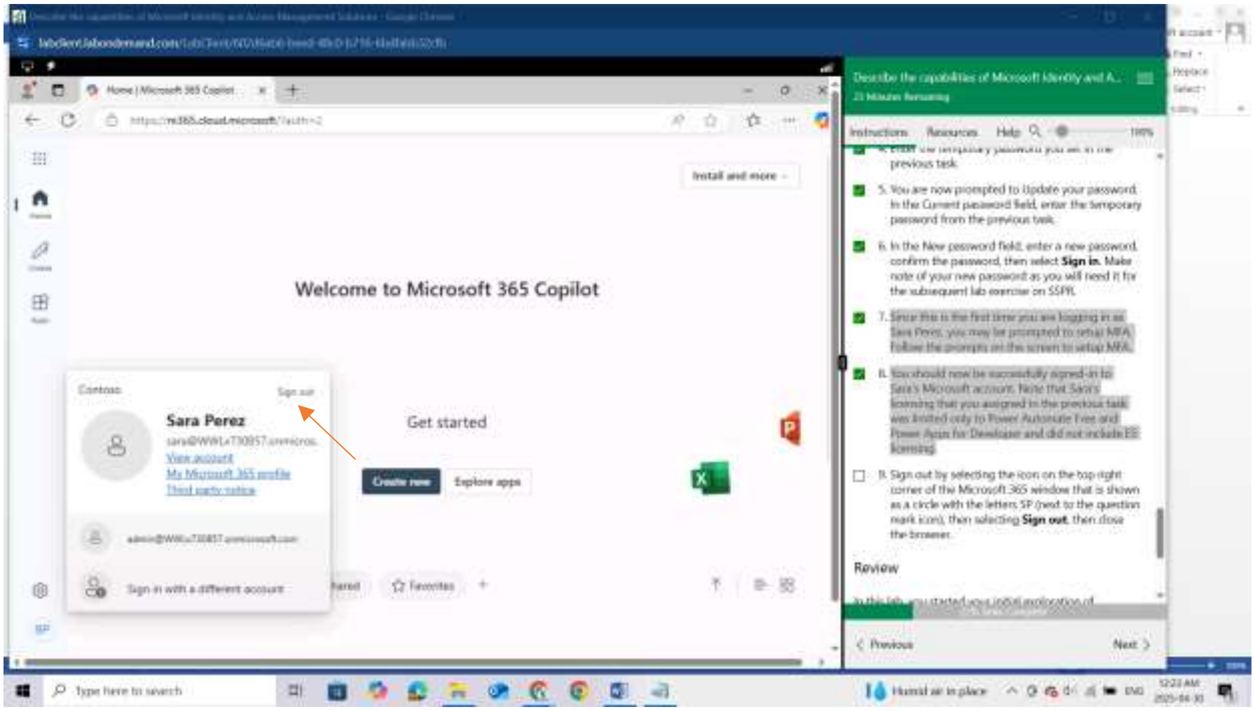
□ 9. Sign out by selecting the icon on the top right corner of the Microsoft 365 window that is shown as a circle with the letters SP (next to the question mark icon), then selecting **Sign out**, then close the browser.

Review

In this lab, you started your initial exploration of

< Previous Next >

Sign out by selecting the icon on the top right corner of the Microsoft 365 window that is shown as a circle with the letters SP (next to the question mark icon), then selecting Sign out, then close the browser.



Contoso Sign out

Sara Perez

sara@WWLx730857.onmicros...

View account

My Microsoft 365 profile

Third party notice

admin@WWLx730857.onmicrosoft.com

Sign in with a different account

Describe the capabilities of Microsoft Identity and A...

23 Minutes Remaining

☑ 4. Enter the temporary password you set in the previous task.

☑ 5. You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

☑ 6. In the New password field, enter a new password, confirm the password, then select **Sign in.** Make note of your new password as you will need it for the subsequent lab exercise on SSPR.

☑ 7. Since this is the first time you are logging in as Sara Perez, you may be prompted to setup MFA. Follow the prompts on the screen to setup MFA.

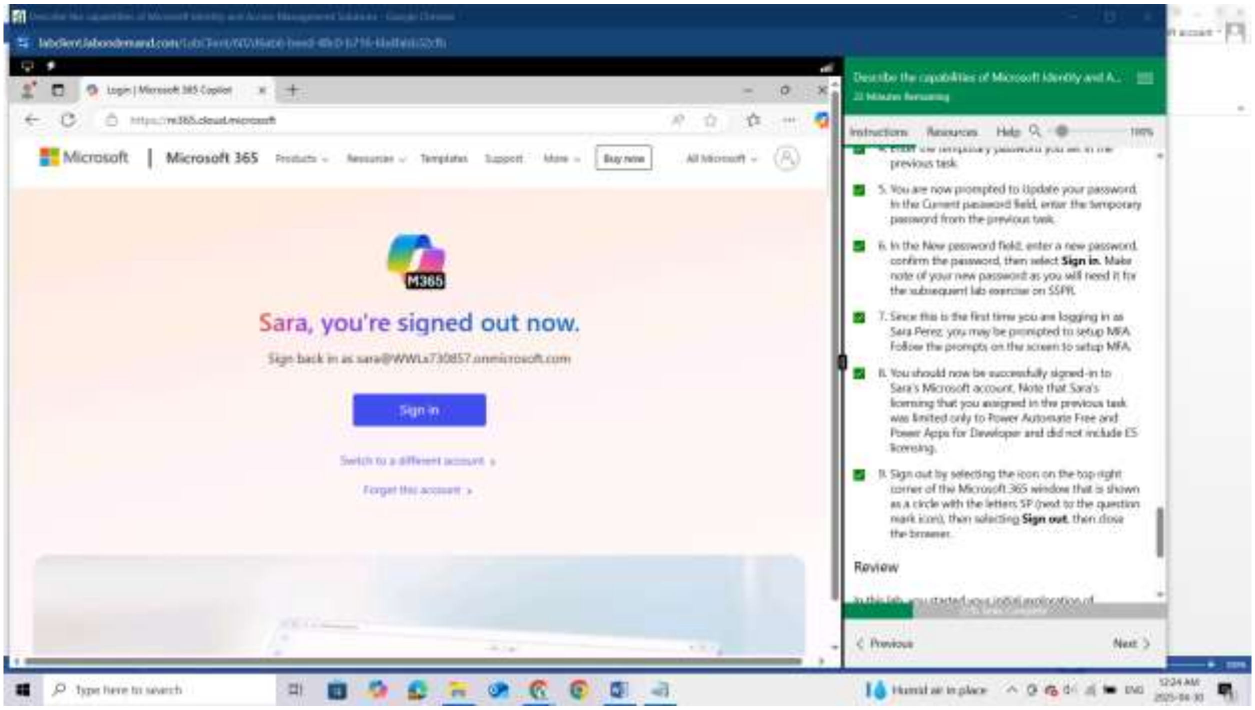
☑ 8. You should now be successfully signed-in to Sara's Microsoft account. Note that Sara's licensing that you assigned in the previous task was limited only to Power Automate Free and Power Apps for Developer and did not include E5 licensing.

□ 9. Sign out by selecting the icon on the top right corner of the Microsoft 365 window that is shown as a circle with the letters SP (next to the question mark icon), then selecting **Sign out**, then close the browser.

Review

In this lab, you started your initial exploration of

< Previous Next >


labclient.labondemand.com
Login | Microsoft 365 Copilot
https://m365.cloud.microsoft
Microsoft | Microsoft 365
Products
Resources
Templates
Support
More
Buy now
All Microsoft
M365

Sara, you're signed out now.

Sign back in as sara@WWLx730857.onmicrosoft.com

Sign in
Switch to a different account
Forget this account
Describe the capabilities of Microsoft Identity and A...
Instructions
Resources
Help
100%

previous task.

☑ 5. You are now prompted to Update your password. In the Current password field, enter the temporary password from the previous task.

☑ 6. In the New password field, enter a new password, confirm the password, then select **Sign in.** Make note of your new password as you will need it for the subsequent lab exercise on SSPR.

☑ 7. Since this is the first time you are logging in as Sara Perez, you may be prompted to setup MFA. Follow the prompts on the screen to setup MFA.

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☑ 9. Sign out by selecting the icon on the top right corner of the Microsoft 365 window that is shown as a circle with the letters SP (next to the question mark icon), then selecting **Sign out**, then close the browser.

Review

In this lab, you started your initial exploration of

Review

In this lab, you started your initial exploration of Microsoft Entra ID. Since subscribers to Microsoft 365 are automatically using Microsoft Entra ID, you found that you access Microsoft Entra ID features and services through either the Microsoft 365 admin portal or through the Azure portal. Whichever approach you prefer to get to the same place. You also walked through the process of creating a new user and the different setting that can be configured, including groups to which the user can be assigned, the availability of roles, and assigning of user licenses.