

Microsoft Entra admin center

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Bianca Pisani

Bob Jones

Brian Johnson (TAILSPIN)

Cameron White

Christie Cline

Conf Room Adams

Conf Room Baker

Conf Room Crystal

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Create a new internal user in your organization

Invite external user

Invite an external user to collaborate with your organization

	User principal name TL	User type	On-premises sy...	Identities	Company name	Creation type
<input type="checkbox"/>	Adele Vance	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Alex Wilber	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Allan Deyoung	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Andy's booking page	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Automate Bot	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Beverly Crusher	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Bianca Pisani	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Bob Jones	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Cameron White	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Christie Cline	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Adams	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Baker	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Crystal	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Hood	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Rainier	Member	No	M365x93168372.onmicrosoft.com		
<input type="checkbox"/>	Conf Room Stevens	Member	No	M365x93168372.onmicrosoft.com		

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Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

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

Identity

User principal name

PicardJ @ M365v93168372.en...
Domain not listed

Mail nickname *

PicardJ

Derive from user principal name

Display name *

Jean Luc Picard

Password *

Auto-generate password

Account enabled

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Identity

First name

Jean Luc

Last name

picard

User type

Member

Authorization info

+ Edit Certificate user IDs

Job information

Job title

Manager

Company name

Department

Sales

Employee ID

Employee type

Employee hire date

Office location

Océ

Manager

+ Add manager

Contact information

Street address

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Make up to 20 group or role assignments. You can only add a user to a maximum of 1 administrative unit.

+ Add administrative unit + Add group + Add role

No assignments to display.

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Basics Properties Assignments Review + create

Make up to 20 group or role assignments. You can only add a user to a maximum of 1

+ Add administrative unit + Add group + Add role

No assignments to display.

Select group

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

Search

Oslo

All Groups

	Name	Type	Details
	Oslo Engineering	Group	Dynamic groups are not allowed.
<input type="checkbox"/>	Oslo HR Project	Group	
	Oslo IT Support Team	Group	Dynamic groups are not allowed.
<input checked="" type="checkbox"/>	Oslo Office	Group	OsloOffice@M365v93168372.onmicrosoft.com

Selected (0)
Reset
No items selected

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+ Add administrative unit + Add group + Add role

Type	Name
Group	Oslo Office

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Directory roles

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+ Add administrative unit + Add group + Add role

Type	Name
Group	Oslo Office

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Directory roles

<input type="checkbox"/>	Directory Readers	Can read basic directory information. Commonly used to grant directory read access to applications and guests.
<input type="checkbox"/>	Directory Writers	Can read and write basic directory information, for granting access to applications, not intended for users.
<input type="checkbox"/>	Domain Name Administrator	Can manage domain names in cloud and on-premises.
<input type="checkbox"/>	Dynamics 365 Administrator	Can manage all aspects of the Dynamics 365 product.
<input type="checkbox"/>	Edge Administrator	Manage all aspects of Microsoft Edge.
<input checked="" type="checkbox"/>	Exchange Administrator	Can manage all aspects of the Exchange product.
<input type="checkbox"/>	Exchange Recipient Administrator	Can create or update Exchange Online recipients within the Exchange Online organization.
<input type="checkbox"/>	Extended Directory User Administrator	Manage all aspects of external user profiles in the extended directory for Teams.
<input type="checkbox"/>	External ID User Flow Administrator	Can create and manage all aspects of user flows.
<input type="checkbox"/>	External ID User Flow Attribute Administrator	Can create and manage the attribute schema available to all user flows.
<input type="checkbox"/>	External Identity Provider Administrator	Can configure identity providers for use in direct federation.
<input type="checkbox"/>	Fabric Administrator	Can manage all aspects of Microsoft Fabric.
<input type="checkbox"/>	Global Administrator	Can manage all aspects of Azure AD and Microsoft services that use Azure AD identities.
<input type="checkbox"/>	Global Reader	Can read everything that a Global Administrator can, but not update anything.
<input type="checkbox"/>	Global Secure Access Administrator	Create and manage all aspects of Microsoft Entra Internet Access and Microsoft Entra Private Access, including managing access to public and private endpoints.
<input type="checkbox"/>	Groups Administrator	Members of this role can create/manage groups, create/manage groups settings like naming and expiration policies, and view groups activity and audit reports.
<input type="checkbox"/>	Guest Inviter	Can invite guest users independent of the 'members can invite guests' setting.
<input type="checkbox"/>	Helpdesk Administrator	Can reset passwords for non-administrators and Helpdesk Administrators.
<input type="checkbox"/>	Hybrid Identity Administrator	Can manage AD to Azure AD cloud provisioning, Azure AD Connect, and federation settings.
<input type="checkbox"/>	Identity Governance Administrator	Manage access using Azure AD for identity governance scenarios.
<input type="checkbox"/>	Intake Administrator	Manages administrative access in the Microsoft 365 Intake app.

Select

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+ Add administrative unit

+ Add group

+ Add role

Type	Name	
Group	Oslo Office	
Role	Exchange Administrator	

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Basics

User principal name: PicardJ@M365w93168372.onmicrosoft.com

Display name: Jean Luc Picard

Mail nickname: PicardJ

Password:

Account enabled: Yes

Properties

City: Oslo

First name: Jean Luc

Last name: picard

User type: Member

Job title: Manager

Department: Sales

Office location: Oslo

Usage location: United States

Assignments

Administrative units

Groups: Oslo Office

Roles: Exchange Administrator

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Basic info

JP

Jean Luc Picard

Picard.J@M365x93168372.onmicrosoft.com

Member

User principal name

Picard.J@M365x93168372.onmicrosoft.com

Object ID

c8441c70-4114-4e98-9745-c38ba9170710

Created date time

Jul 17, 2023, 12:41 PM

User type

Member

Identities

M365x93168372.onmicrosoft.com

Group member...

1

Applications

0

Assigned roles

1

Assigned licen...

0

My feed

Account status

Enabled

Edit

B2B collaboration

Convert to external user