

INTRODUCTION TO CLOUD COMPUTING

Lab Task 01 (Manage Microsoft Entra ID Identities)

Module: Administer Identity

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BS SE 7-B

Task 1: Create and configure user accounts

The screenshot displays the Microsoft Azure portal interface. The top navigation bar includes the Microsoft Azure logo, a search bar, and the user profile for 'bsse2280143@szabist.pk'. The main content area is divided into two sections: 'Default Directory | Overview' and 'Manage tenants'.

Default Directory | Overview

The 'Overview' section shows a summary of the Default Directory. It includes a search bar for tenants and a table of basic information:

Basic information			
Name	Default Directory	Users	1
Tenant ID	325d9070-2465-40ee-be80-4120f284ad8b	Groups	0
Primary domain	bsse2280143szabist.onmicrosoft.com	Applications	0
License	Microsoft Entra ID Free	Devices	0

Manage tenants

The 'Manage tenants' section shows a list of tenants. The current tenant is 'Default Directory'. The table below lists the tenants:

Organization name	Domain name	Tenant type	Organization ID	Favorite
<input type="checkbox"/> Default Directory (Default)	bsse2280143szabist.onmicrosoft.com	Microsoft Entra ID	325d9070-2465-40ee-be80-4120f284ad8b	<input checked="" type="checkbox"/>

- Create a new user

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

bsse2280143@szabist.pk
DEFAULT DIRECTORY (BSSE2280143@szabist.onmicrosoft.com)

[Home](#) > [Default Directory | Users](#) > [Users](#) >

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 *

az104-user1 @ bsse2280143szabist.on...

Domain not listed? [Learn more](#)

Mail nickname *

az104-user1

☒ Derive from user principal name

Display name *

az104-user1

Password *

☒ Auto-generate password

Account enabled

☒

Review + create

< Previous

Next: Properties >

[Give feedback](#)

Microsoft Azure

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Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Basics

User principal name

az104-user1@bsse2280143szabist.onmicrosoft.com

Display name

az104-user1

Mail nickname

az104-user1

Password

Account enabled

Yes

Properties

User type

Member

Job title

IT Lab Administrator

Department

IT

Usage location

United States

Create

< Previous

Next >

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Microsoft Azure

Search resources, services, and docs (G+)

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DEFAULT DIRECTORY (BSSE2280143@szabist.onmicrosoft.com)

[Home](#) > [Default Directory | Users](#) >

Users

Default Directory

+ New user

Edit

Delete

Download users (Preview)

Bulk operations

Refresh

Manage view

Per-user MFA

Got feedback?

All users

Azure Active Directory is now Microsoft Entra ID.

Search

Add

2 users found

	Display name ↑	User principal name ↕	User type	Is Agent	On-premises sy...	Identities	Company na
<input type="checkbox"/>	A az104-user1	az104-user1@bss...	Member	No	No	bsse2280143szabist.on...	
<input type="checkbox"/>	HN Hamd Naseem	bsse2280143_sza...	Member	No	No	MicrosoftAccount	

Audit logs

Sign-in logs

Diagnose and solve problems

Deleted users

Password reset

User settings

Bulk operation results

Bulk operation results (Preview)

New support request

- Invite an external user

Microsoft Azure

Search resources, services, and docs (G+)

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bsse2280143@szabist.pk
DEFAULT DIRECTORY (BSSE22801...)

Home > Default Directory | Users > Users >

Invite external user

Invite an external user to collaborate with your organization

Basics Properties Assignments **Review + invite**

Basics

Email	hamadnaseem2019@gmail.com
Display name	Hamad Naseem
Send invite message	Yes
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL	https://myapplications.microsoft.com/?tenantid=325d9070-2465-40ee-be80-4120f284ad8b

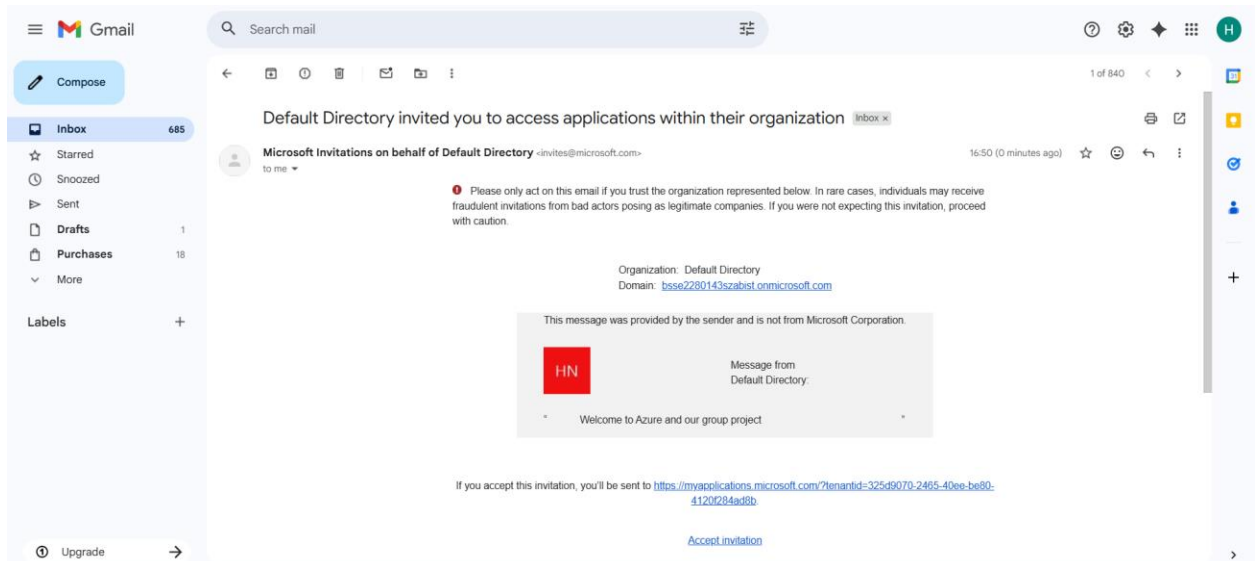
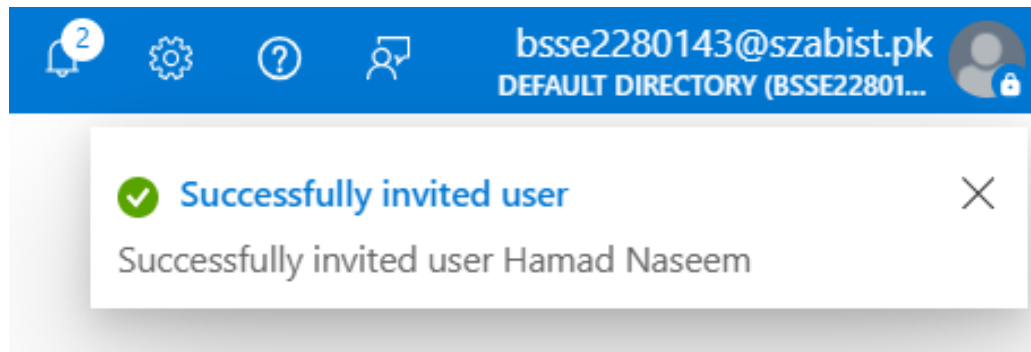
Properties

User type	Guest
Job title	IT Lab Administrator
Department	IT
Usage location	United States

Assignments

Invite < Previous Next >

[Give feedback](#)



Task 2: Create groups and add members

The screenshot shows the Microsoft Azure Groups Overview page. The top navigation bar includes the Microsoft Azure logo, a search bar, and the user profile 'bsse2280143@szabist.pk'. The left sidebar contains a navigation menu with 'Overview' selected, and sub-items like 'All groups', 'Deleted groups', 'Diagnose and solve problems', 'Settings', 'Activity', and 'Troubleshooting + Support'. The main content area has tabs for 'Overview' and 'Tutorials'. Below the tabs is a search bar 'Search your tenant'. The 'Basic information' section displays statistics: Total groups (0), Dynamic groups (0), M365 groups (0), Cloud groups (0), Security groups (0), and On-premises groups (0). The 'Alerts' section is empty. The 'Feature highlights' section includes a card for 'Access reviews' with the text 'Make sure only the right people have continued access.'

The screenshot shows the 'Add owners' dialog for a new group in Microsoft Azure. The dialog is titled 'Add owners' and has a search bar 'Search' with the text '3 results found'. Below the search bar is a table of users:

	Name	User principal name
<input checked="" type="checkbox"/>	az104-user1	az104-user1@bsse2280143szabist.onmicrosoft.com
<input type="checkbox"/>	Hamad Naseem	hamadnaseem2019@gmail.com
<input type="checkbox"/>	Hamd Naseem	bsse2280143@szabist.pk

On the right side of the dialog, there is a section 'Owners (1)' with a 'Reset' button and a list of owners: 'az104-user1' with the email 'az104-user1@bsse2280143szabist.onmicr...'. At the bottom of the dialog, there is a 'Select' button. The background shows the 'New Group' form with fields for 'Group type' (Security), 'Group name' (IT Lab Administrators), 'Group description' (Administrators that manage the IT lab), and 'Membership type' (Assigned). The 'Owners' section shows 'No owners selected' and the 'Members' section shows 'No members selected'.

Microsoft Azure

Search resources, services, and docs (G+I)

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Home > Default Directory | Groups > Groups

New Group

Got feedback?

Group type *
Security

Group name *
IT Lab Administrators

Group description
Administrators that manage the IT lab

Membership type
Assigned

Owners
1 owner selected

Members
No members selected

Create

Add members

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

Search
100 results found

All Users Groups Devices Enterprise applications

	Name	Type	Details
<input type="checkbox"/>	AR AAD Request Verification Service - P	Enterprise ap...	c728155f-7b2a-4502-a08b-b8af9b269319
<input checked="" type="checkbox"/>	A az104-user1	User	az104-user1@bsse2280143szabist.onmicro
<input type="checkbox"/>	A AADReporting	Enterprise ap...	1b912ec3-a9dd-4c4d-a53e-76aa7adb28d7
<input checked="" type="checkbox"/>	HN Hamad Naseem	User	hamadnaseem2019@gmail.com

Selected (2)
Reset
az104-user1
az104-user1@bsse2280143szabist.onmicr...
Hamad Naseem
hamadnaseem2019@gmail.com

Select

Microsoft Azure

Search resources, services, and docs (G+I)

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Home > Default Directory | Groups > Groups

Groups | All groups

Overview

All groups

Deleted groups

Diagnose and solve problems

Settings

Activity

Troubleshooting + Support

New group Download groups Refresh Manage view Delete Got feedback?

Microsoft Entra has a simpler, integrated experience for managing all your Identity and Access Management needs. Try the new Microsoft Entra admin center!

Search
Add filter

Search mode Contains

1 group found

	Name	Object Id	Group type	Membership type	Email
<input type="checkbox"/>	IL IT Lab Administrators	0c2696e1-8616-40ac-aabd-f7648cdb5736	Security	Assigned	

Microsoft Azure

Search resources, services, and docs (G+I)

Copilot

bsse2280143@szabist.pk

Home > Default Directory | Groups > Groups | All groups

IT Lab Administrators

Overview

Diagnose and solve problems

Manage

Activity

Troubleshooting + Support

Overview

Basic information

IL IT Lab Administrators

Administrators that manage the IT lab

Membership type	Assigned	Total direct members	2
Source	Cloud	User(s)	2
Type	Security	Group(s)	0
Object ID	0c2696e1-8616-40ac-aabd-f7648cdb5736	Device(s)	0
Created on	12/11/2025, 5:03 PM	Other(s)	0

Group memberships

0

View group memberships

Owners

1

View group owners

Total members

2

View group members

Add or remove favorites by pressing Ctrl+Shift+F

Home > Default Directory | Groups > Groups | All groups > IT Lab Administrators

IT Lab Administrators | Owners

Group


◊ ◀ + Add owners ↻ Refresh ⚙ Manage view ✕ Remove 🗨 Got feedback?

- Overview
- Diagnose and solve problems
- Manage
- Activity
- Troubleshooting + Support

Search

Add filter

1 group owner found

<input type="checkbox"/>	Name ↑	Type	Email	User type	Object
<input type="checkbox"/>	 az104-user1	User		Member	e83db

Add or remove favorites by pressing Ctrl+Shift+F

Home > Default Directory | Groups > Groups | All groups > IT Lab Administrators

IT Lab Administrators | Members

Group

◊ ◀ + Add members ⚙ Bulk operations ↻ Refresh ⚙ Manage view ✕ Remove 🗨 Got feedback?

- Overview
- Diagnose and solve problems
- Manage
- Activity
- Troubleshooting + Support



Direct members

All members

Search

Add filter

2 group members found

<input type="checkbox"/>	Name ↑	Type	Email	User type	Object
<input type="checkbox"/>	 az104-user1	User		Member	e83db
<input type="checkbox"/>	 Hamad Naseem	User	hamadnaseem2019@gmail.com	Guest	779bb

Add or remove favorites by pressing Ctrl+Shift+F