

Azure Activities 3

Activities

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3-9: Implementing Azure Active Directory

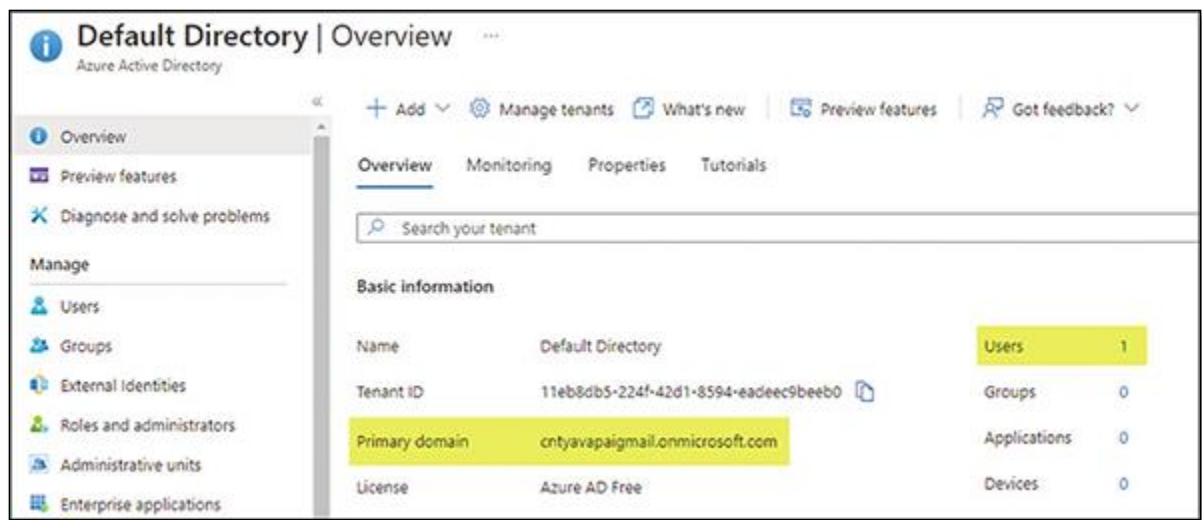
Time Required: 30 minutes

Objective: Examine Azure Active Directory and then create a user and group.

Required Tools and Equipment: An Azure subscription and access to the Azure portal

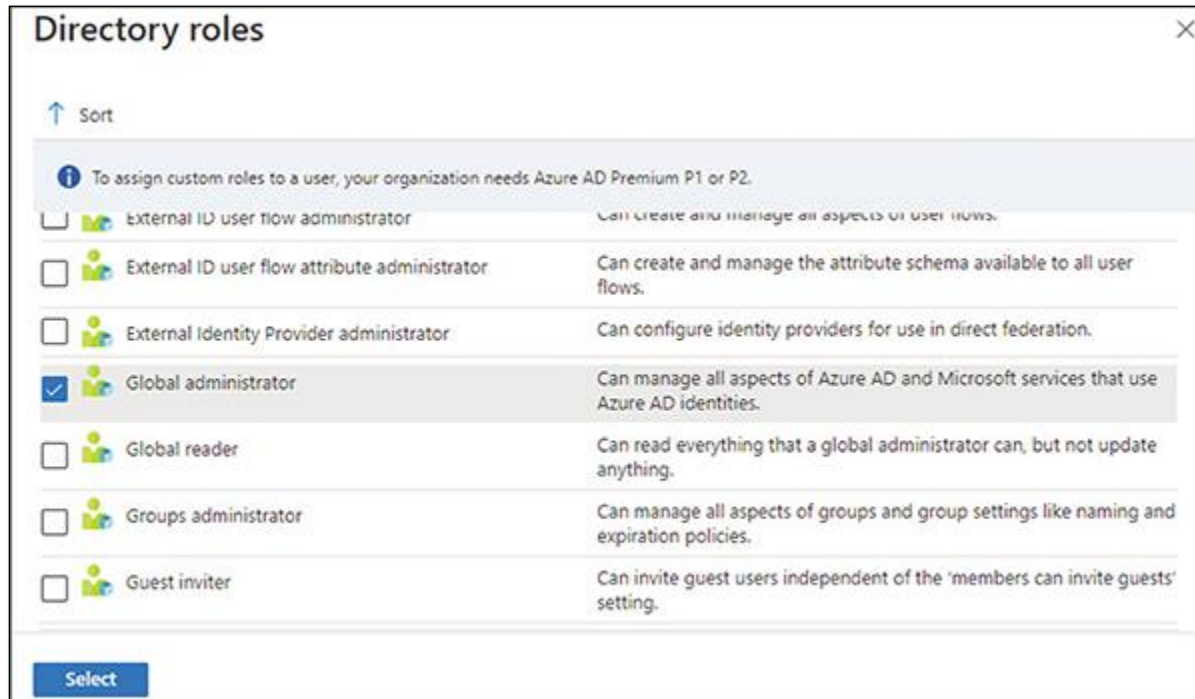
Description: In this activity, you use the default version of Azure Active Directory and add user and group accounts.

1. Sign in to your Azure portal account. From the home screen, click Azure Active Directory if you see it under Azure services. Otherwise, type Azure Active Directory in the search box and then click Azure Active Directory in the search results.
2. From the Overview page, you see the default domain name assigned to your directory. You also see that one user is already created. The user is the account you used to sign in to the Azure portal.



1. Click the number 1 next to Users or click Users in the left pane to see the account information.
2. From the user page, click Assigned roles in the left pane. You'll see that the default user is the Global administrator for Azure AD and services that use Azure AD.
3. Click the browser's back arrow until you get back to the Default Directory | Overview page, or click Home on the upper-left side of the page and click Azure Active Directory on the home page.
4. If you have on-premises Windows Active Directory, you can create a custom domain name in Azure Active Directory and use the same name as your on-premises Active Directory. However, the domain name must be registered, and you must be able to add DNS records to verify ownership. To see where to add a custom domain, click Custom domain names in the left pane of the Overview page.
5. You'll see the default domain name listed. Click Add custom domain at the top of the page. You'll be prompted to type the name of the custom domain. Click the information circle above the text box to see the message about updating the DNS records of the registered domain. You won't create a custom domain name in this activity, so click Overview in the left pane to get back to the Overview page.
6. To create a user account, click Users in the left pane. Click New user and then Create new user.
7. From the New user page, you can choose to create a new user or invite a user that will be added as a guest. Guest users are usually users from other organizations that you want to collaborate with using Azure services and applications. Click Create user if necessary.
8. Type **AZGlobal** in the User name box. The box after the @ is the domain name you want to use for the user.
9. Type **Azure Global Admin** in the Name box. Note that you aren't required to enter a first name and last name; only the fields marked with an asterisk are required.
10. Under Password, click Let me create the password and type Password01 in the Initial password box. The user will be required to change the password at the first login. The password has complexity requirements that are the same as Windows complexity requirements. Click the information circle next to Initial password for more information.

11. You can assign the user group memberships and roles if desired. The default role is User. If desired, you can block the user from signing in and choose a country where the user is located. Additionally, you can fill in the user's job information. This information will be used to install the Azure AD Connect software in the next activity, which requires the Azure AD Global Administrator role. Click User next to Roles to open the Directory roles dialog box and click to select Global administrator (see Figure below. Click **Select**.



12. The figure below shows the New user page filled out. Scroll to the bottom of the page, if necessary, and click Create. You are brought back to the Users page. Click Refresh to see the new user, if necessary.

Home > Default Directory > Users >

New user

Default Directory

Got feedback?

Select template

☒ **Create user**
Create a new user in your organization.

☐ **Invite user**
Invite a new guest user to collaborate with your organization. The user will be emailed.

[Help me decide](#)

Identity

User name *
The domain name I need isn't shown here

Name *

First name

Last name

Password

☐ Auto-generate password

☒ Let me create the password

Initial password *

Groups and roles

Groups 0 groups selected

Roles **Global administrator**

[Create](#)

13. Click Default Directory at the top of the page. Click Groups. On the Groups page, click New group.

14. On the New Group page, leave the default Group type of Security selected. The other option is Microsoft 365. If you choose Microsoft 365, a group email address field is added to the page. Type TestGroup in the Group name box; you can also enter a description if you want. The Membership type can be Assigned or Dynamic. The Dynamic option is only available if you have an Azure AD Premium P1 license for each user that will use the option. With the Dynamic option, users are automatically added or removed from the group based on rules that you create.

15. If you want other users to be able to manage the group, you can make them owners. Click No members selected to add members to the group. In the dialog box on the

right, click the Azure Global Admin option that you just created and click Select. You can also add users later, after creating the group.

16. The figure below shows the New Group page after the user has been added.

Home > Default Directory > Groups >

New Group ...

Got feedback?

Group type * ⓘ
Security

Group name * ⓘ
TestGroup

Group description ⓘ
Enter a description for the group

Membership type ⓘ
Assigned

Owners
No owners selected

Members
1 member selected

Create

17. Click Create. Click Refresh on the Groups page to see the new group.

18. Sign out of Azure and sign in as the new user you created. Click your username in the upper-right section of the browser and click Sign out. After you are signed out, you are prompted to pick an account to sign in with. Click Use another account and use the account name you just created. Your sign-in information will look something like AZGlobal@yourdomain.onmicrosoft.com. The yourdomain part of the domain name is automatically created by Azure. Type **Password01** when prompted for the password.

19. When prompted to change your password, change it to AZ800Pass or a password of your choice.

Assignment Submission

1. Attach a screenshot to the assignment showing your User and Group page.