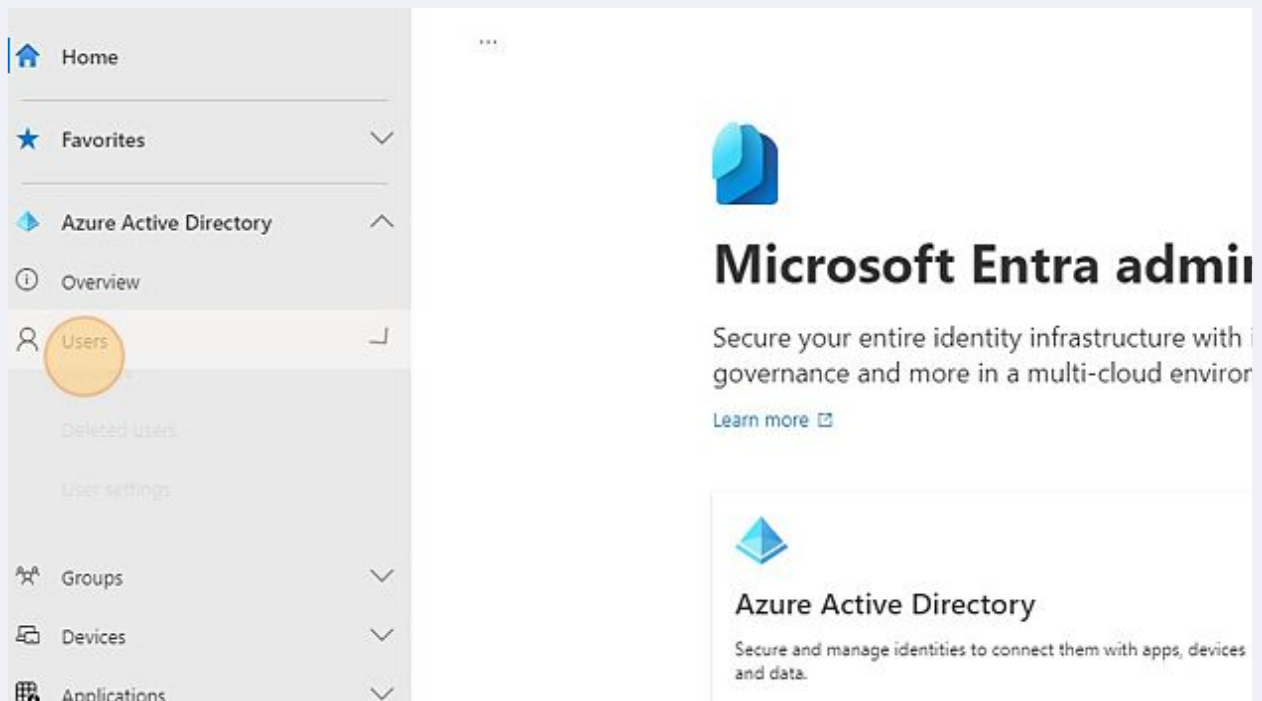


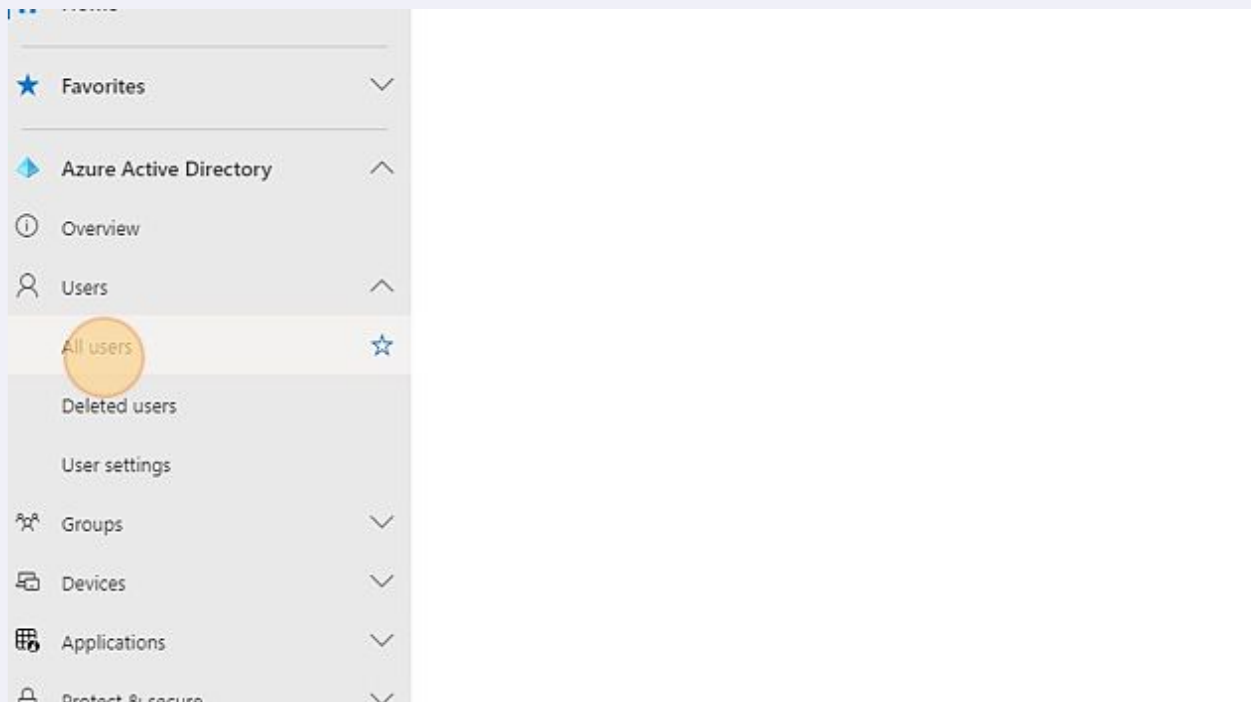
SOP: How to Create a User in Microsoft 365

1 Navigate to entra.microsoft.com

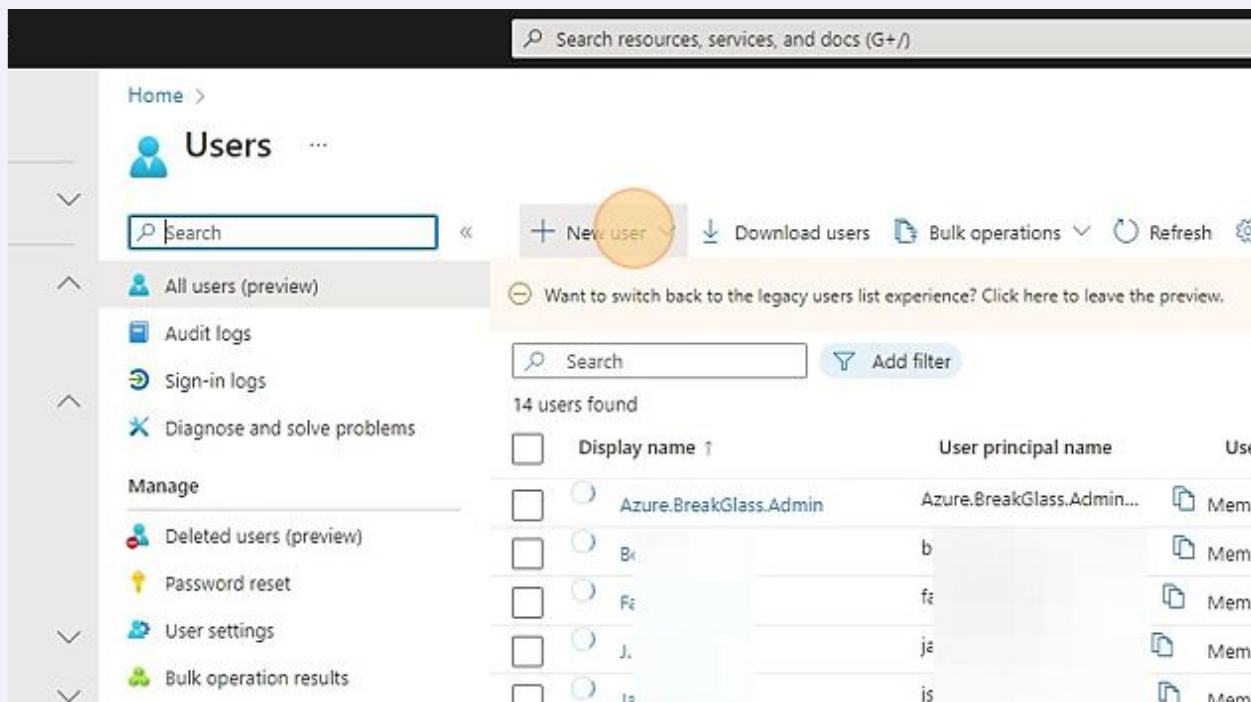
2 Click "Users"



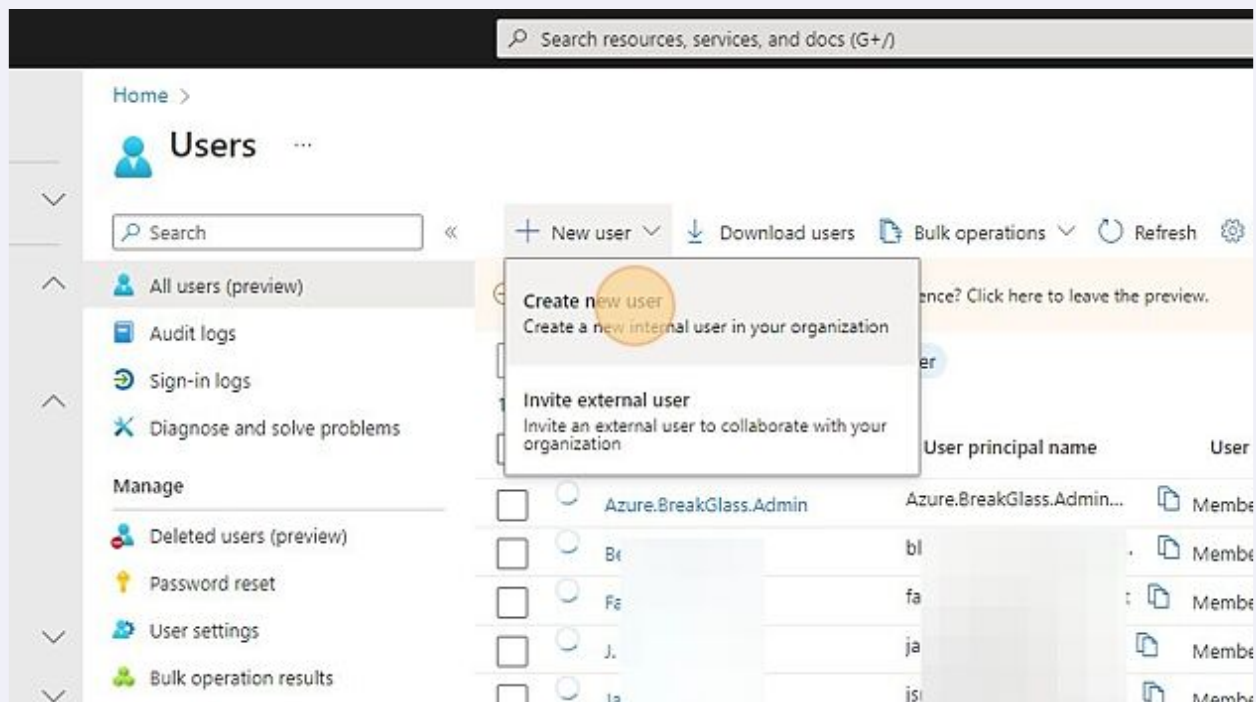
3 Click "All Users"



4 Click "New user"



5 Click "Create new user"



Alert!

The user naming convention is "first initial" & last name.
Ted Mosby = tmosby@clientdomain.com

- 6 Click the "User name" field and enter their username.

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 an invitation.

[Help me decide](#)

Identity

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

Name * ⓘ

First name

Last name

Groups and roles

Groups 0 groups selected

- 7 Enter the user's data into the name fields

Identity

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

[Help me decide](#)

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

Name * ⓘ

First name

Last name

Groups and roles

Groups 0 groups selected

8 Add the user to any required groups

☒ Auto-generate password
☐ Let me create the password

Initial password:

☐ Show Password

Groups and roles

Groups: 0 groups selected

Roles: User

Settings

Block sign in: Yes No

Usage location:

9 Set "United States" as the usage location

☐ Show Password

Groups and roles

Groups: 0 groups selected

Roles: User

Settings

Block sign in:

Usage location:

Job info

Job title:

Department:

10 Fill the "Job title" field, if applicable

The screenshot shows a user management interface with a sidebar on the left containing navigation links like 'ent' and 'ment'. The main content area is divided into two sections: 'Settings' and 'Job info'. In the 'Settings' section, there are two fields: 'Block sign in' with a toggle switch set to 'No', and 'Usage location' with a dropdown menu showing 'United States'. The 'Job info' section contains four fields: 'Job title', 'Department', 'Company name', and 'Manager'. The 'Job title' field is highlighted with an orange circle. Below the 'Manager' field, it says 'No manager selected'. At the bottom of the 'Job info' section is a blue 'Create' button.

11 Fill the "Department" field, if applicable

This screenshot is identical to the one above, showing the same user management interface. However, in this instance, the 'Department' field in the 'Job info' section is highlighted with an orange circle, indicating the next step in the process.

12 Fill the "Company name" field, if applicable

The screenshot shows a user management interface with a sidebar on the left containing a search bar and navigation links. The main content area is divided into two sections: 'Settings' and 'Job info'. In the 'Settings' section, there are two fields: 'Block sign in' with a toggle switch set to 'No', and 'Usage location' with a dropdown menu set to 'United States'. The 'Job info' section contains four text input fields: 'Job title', 'Department', 'Company name', and 'Manager'. The 'Company name' field is highlighted with an orange circle. Below the 'Manager' field, the text 'No manager selected' is displayed. A blue 'Create' button is located at the bottom of the form.

13 Set the "Manager", if applicable

The screenshot shows the same user management interface as in step 12. In this step, the 'Manager' field in the 'Job info' section is highlighted with an orange circle. The 'Company name' field is no longer highlighted. The 'Manager' field currently displays the text 'No manager selected'. The 'Create' button remains at the bottom of the form.

14 Click "Create"

The screenshot shows a web interface for creating a user. On the left is a sidebar with navigation items: 'e', 'ance', 'BS', 'anagement', and 'rt'. The main content area is divided into two sections: 'Settings' and 'Job info'. The 'Settings' section includes a 'Block sign in' toggle (set to 'No') and a 'Usage location' dropdown menu (set to 'United States'). The 'Job info' section contains input fields for 'Job title', 'Department', and 'Company name', and a 'Manager' field with a selection button. At the bottom of the form, a blue 'Create' button is highlighted with a yellow circle.

Settings

Block sign in: Yes No

Usage location: United States

Job info

Job title:

Department:

Company name:

Manager:

Create