AZ-104-Microsoft Azure Administrator Kateryna Bakhmat

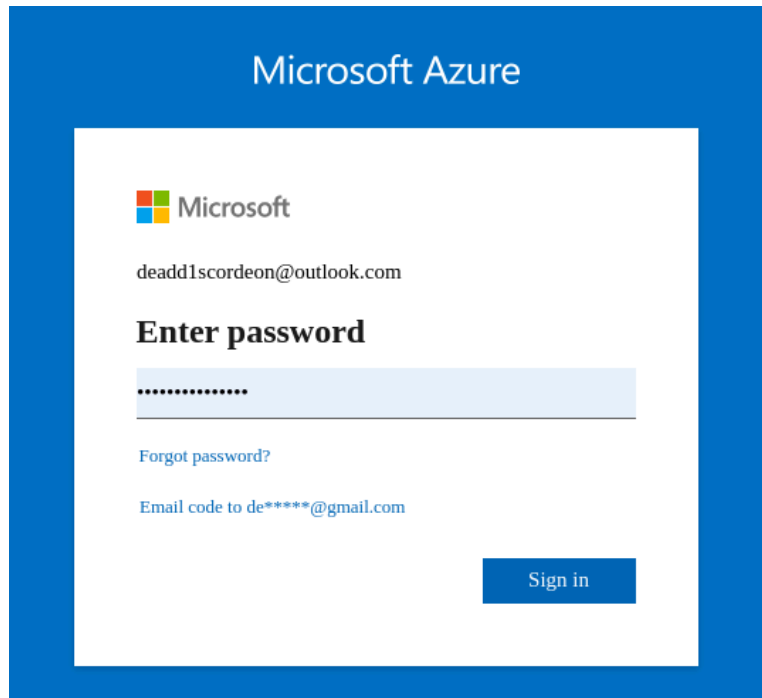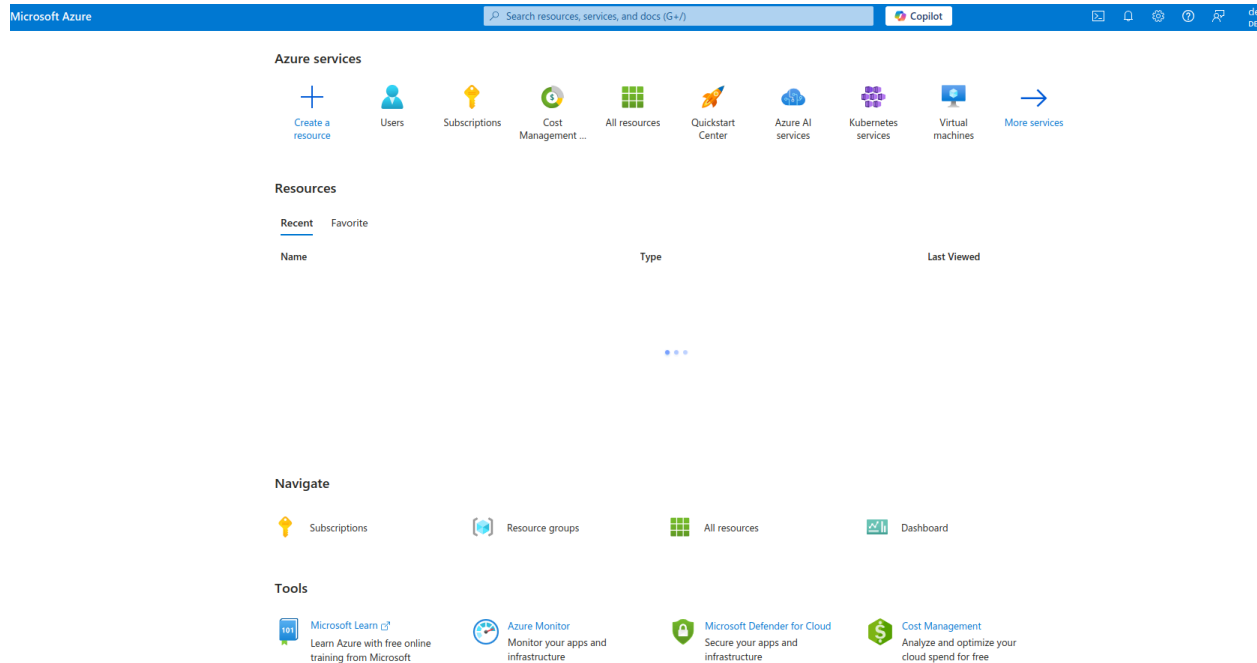**Lab 01 - Manage Microsoft Entra ID Identities**
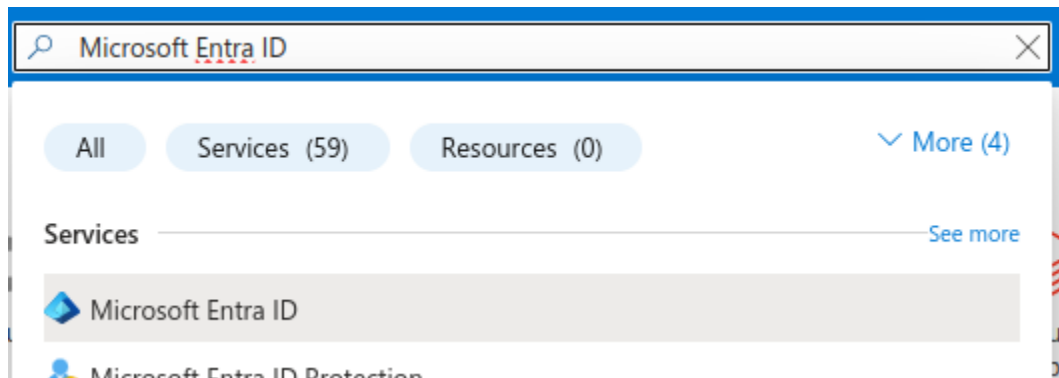Task 1: Create and configure user accounts.

1. Sign in to the Azure portal - https://portal.azure.com.

2. To proceed to the portal, select Cancel on the Welcome to Azure splash screen.

3. Search for and select Microsoft Entra ID. Microsoft Entra ID is Azure's cloud-based identity and access management solution. Take a few minutes to familiarize yourself with some of the features listed in the left pane.

4. Select the Overview blade and then the Manage tenants tab.

5. Return to the Entra ID page by pressing back in the browser or selecting the option in the breadcrumb menu.

Manage tenants ...

+ Create   ↺ Refresh   ≡≡ Columns | ⇄ Switch   🗑 Delete   ⊖ Leave tenant   ✓ Make default tenant   ⓘ More information

Current tenant: Default Directory

🔍 Search tenants   ⁺ᵧ Add filters

Showing 1 of 1 results

	Organization name	↑↓	Domain name
☐	◆ Default Directory (Default)		deadd1scordeonoutlook.onmicrosoft.com

6. Select Licenses. From here you can purchase a license, manage the licenses you have, and assign licenses to users and groups. Select Licensed features to see what is available.

⊞ Enterprise applications

🖵 Devices

⊞ App registrations

⊛ Identity Governance

⊞ Application proxy

▤ Custom security attributes

👤 Licenses   ☆

⊘ Cross-tenant synchronization

◆ Microsoft Entra Connect

▥ Custom domain names

Primary domain   deadd1scordeonoutlook.onmicrosoft.com

License   Microsoft Entra ID Free

Alerts

⚠ **Service Change to Microsoft Entra Connect**
We are making security-related service changes to Microsoft Entra Connect Sync and Connect Health. Upgrade to the latest version to avoid any feature disruptions.

Learn more ↗

⚠ **Migrate to the** **methods policy**
Please migrate y legacy MFA and avoid any servic

Learn more ↗

My feed

Licenses | Overview
Default Directory

- Overview
- Diagnose and solve problems
- Manage
  - Licensed features
  - All products
  - Self-service sign up products
- Activity
- Troubleshooting + Support

Got feedback?

Get started with license management

We are making it easier than ever to manage all your licenses. You can easily:

- Get a trial or purchase license
- See your purchased licenses and see the number of assigned licenses and the product expiry
- Manage licenses to a user or group
- View and delete your self-sign up subscriptions
- See all Microsoft Entra ID features available based on your licenses level

Users   Groups   Self-service sign up products

Licenses | Licensed features
Default Directory

- Overview
- Diagnose and solve problems
- Manage
  - Licensed features
  - All products
  - Self-service sign up products
- Activity
- Troubleshooting + Support

The current license plan for this Microsoft Entra tenant is Microsoft Entra ID Free. For how to purchase/upgrade a Microsoft Entra ID paid license, or if you just want to know the features included in each edition, see Microsoft Entra ID pricing page.

Search features

Filter by category

All features

Features	Description	Feature available
Directory objects	Object limit of 500,000 with Microsoft Entra ID Free license; no limit for other licenses. Learn more	Yes
Single Sign-On (SSO)	Support for unlimited apps with Microsoft Entra ID Free. Learn more	Yes
User provisioning	Learn more	Yes
Federated Authentication (ADFS or 3rd party IDP)	Learn more	Yes
User management (add/update/delete)	Learn more	Yes
Group management (add/update/delete)	Learn more	Yes
Device registration	Learn more	Yes
Cloud Authentication (Pass-Through Auth, Password Hash sync, Seamless SSO)	Learn more	Yes
Microsoft Entra Connect Sync (extend on-premises directories to Microsoft Entra ID)	Learn more	Yes
Self-Service Password Change for cloud users	Learn more	Yes
Microsoft Entra join: desktop SSO and administrator bitlocker recovery	Learn more	Yes
Password Protection (global banned password)	Learn more	Yes
Multifactor authentication for administrator roles	Learn more	Yes
Basic security and usage reports	Learn more	Yes
Microsoft Entra ID features for guest users	Learn more	Yes
Company branding (customization of logon and logout pages, access panel)	Learn more	Try Microsoft Entra ID P2 Available in Microsoft Entra ID for Office 365 / Microsoft Entra ID P1 / Microsoft Entra ID P2

Create a new user

1. Select Users, then in the New user drop-down select Create new user.

Users
Національний університет "Львівська політехніка"

Search

+ New user ⌄   🗑 Delete   ↓ Download users   Bulk operations ⌄   🔄 Refresh   ⚙ Manage view ⌄   Per-user MFA   Got feedback?
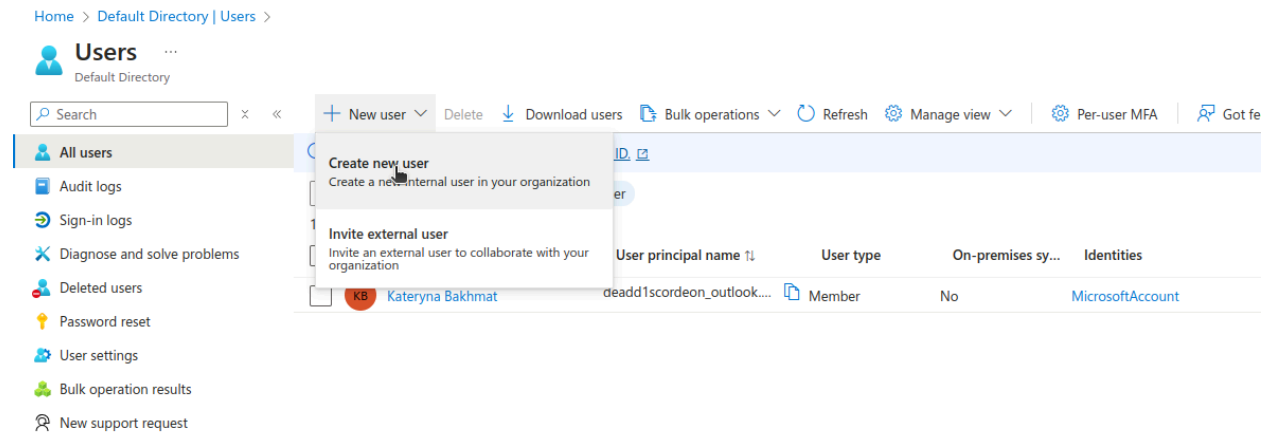
- All users
- Audit logs
- Sign-in logs

Azure Active Directory is now Microsoft Entra ID.

Search   Add filter

125.546 users found

👤 Users
Default Directory

🔍 Search   ✕   «

+ New user ∨   Delete   ↓ Download users   ⯐ Bulk operations ∨   ⟳ Refresh   ⚙ Manage view ∨ | ⚙ Per-user MFA   ⅋ Got fe

👤 All users	
🖥 Audit logs	
⮑ Sign-in logs	
🔧 Diagnose and solve problems	
👥 Deleted users	
🔑 Password reset	
👥 User settings	
👥 Bulk operation results	
👤 New support request	

Create new user
Create a new internal user in your organization

Invite external user
Invite an external user to collaborate with your organization

ID. 🗗

		User principal name ↑↓	User type	On-premises sy...	Identities
☐	KB Kateryna Bakhmat	deadd1scordeon_outlook.... 📋	Member	No	MicrosoftAccount

2. Create a new user with the following settings (leave others with their defaults). On the Properties tab notice all the different types of information that can be included in the user account.

2. Create a new user with the following settings (leave others with their defaults). On the **Properties** tab notice all the different types of information that can be included in the user account.

Setting	Value
User principal name	`az104-user1`
Display name	`az104-user1`
Auto-generate password	**checked**
Account enabled	**checked**
Job title (Properties tab)	`IT Lab Administrator`
Department (Properties tab)	`IT`
Usage location (Properties tab)	**United States**

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 * [az104-user1] @ [deadd1scordeonoutlo... ∨] 🗐

Domain not listed? Learn more ⊡

Mail nickname * [az104-user1]

☑ Derive from user principal name

Display name * [az104-user1]

Password * [●●●●●●●●●●] 👁 🗐

☑ Auto-generate password

Account enabled ⓘ ☑

Job Information

Job title [IT Lab Administrator]

Company name [ ]

Department [IT]

Employee ID [ ]

Settings

Usage location [United States ∨]

[Review + create] [< Previous] [Next: Assignments >]

3. Once you have finished reviewing, select Review + create and then Create.

Create new user ...

Create a new internal user in your organization

Basics   Properties   Assignments   **Review + create**

Basics

User principal name	az104-user1@deadd1scordeonoutlook.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

Assignments

Administrative units

Groups

Roles

4.Refresh the page and confirm your new user was created.

Users
Default Directory

	Display name ↑	User principal name ↑↓	User type	On-premises sy...	Identities
A	az104-user1	az104-user1@deadd1scor...	Member	No	deadd1scordeonoutlook.c
KB	Kateryna Bakhmat	deadd1scordeon_outlook....	Member	No	MicrosoftAccount

2 users found

All users

Audit logs

Sign-in logs

Diagnose and solve problems

Deleted users

Password reset

User settings

Bulk operation results

New support request

Azure Active Directory is now Microsoft Entra ID.

Invite an external user

1. In the New user drop-down select Invite an external user.

Setting	Value
Email	your email address
Display name	your name
Send invite message	**check the box**
Message	Welcome to Azure and our group project

Users ···

Default Directory

🔍 Search   ✕   «

➕ New user ∨   🗑 Delete   ↓ Download

👤 **All users**

📘 Audit logs

➔ Sign-in logs

✖ Diagnose and solve problems

👥 Deleted users

Create new user
Create a new internal user in your organization

Invite external user
Invite an external user to collaborate with your organization

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Invite external user ···

Invite an external user to collaborate with your organization

Basics   Properties   Assignments   Review + invite

Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin collaborating. Learn more ⧉

Identity

Email ⓘ *	deadd1scordeon@outlook.com
Display name	Kateryna Bakhmat

Invitation message

Send invite message	☑
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL ⓘ *	https://myapplications.microsoft.com/?tenantid=a91ad3f2-839c-4...

2. Move to the Properties tab. Complete the basic information, including these fields.

Setting	Value
Job title	IT Lab Administrator
Department	IT
Usage location (Properties tab)	**United States**

Job Information

Job title	IT Lab Administrator
Company name	
Department	IT

Settings

Usage location	United States

Review + invite   < Previous   Next: Assignments >

3. Select Review + invite, and then Invite.

Basics

Email	deadd1scordeon@outlook.com
Display name	Kateryna Bakhmat
Send invite message	Yes
Message	Welcome to Azure and our group project
Cc recipient	
Invite redirect URL	https://myapplications.microsoft.com/?tenantid=a91ad3f2-839c-4e1b-b0e8-0c2e83334265

Properties

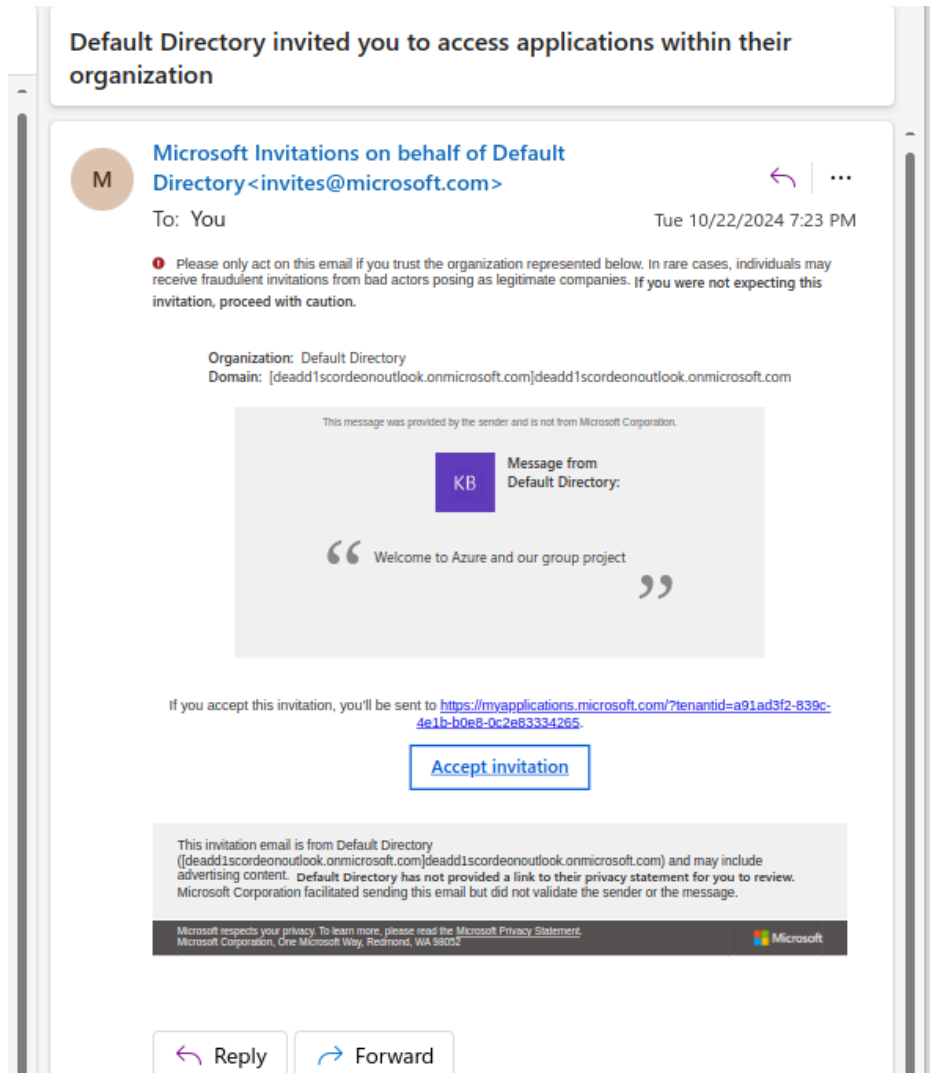|	
User type	Guest
Job title	IT Lab Administrator
Department	IT
Usage location	United States

Assignments

Groups

Roles

Invite   ‹ Previous   Next ›

✅ **Successfully invited user**   ✕

Successfully invited user Kateryna Bakhmat

Refresh   ⚙ Manage view ⌄ | ⚙ Per-user MFA   · · ·

Default Directory invited you to access applications within their organization

Microsoft Invitations on behalf of Default Directory<invites@microsoft.com>

To: You   Tue 10/22/2024 7:23 PM

❗ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

Organization: Default Directory
Domain: [deadd1scordeonoutlook.onmicrosoft.com]deadd1scordeonoutlook.onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.

KB   **Message from Default Directory:**

66 Welcome to Azure and our group project 99

If you accept this invitation, you'll be sent to https://myapplications.microsoft.com/?tenantid=a91ad3f2-839c-4e1b-b0e8-0c2e83334265.

Accept invitation

This invitation email is from Default Directory ([deadd1scordeonoutlook.onmicrosoft.com]deadd1scordeonoutlook.onmicrosoft.com) and may include advertising content. **Default Directory has not provided a link to their privacy statement for you to review.** Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

▪️ Microsoft

↩ Reply   ➔ Forward
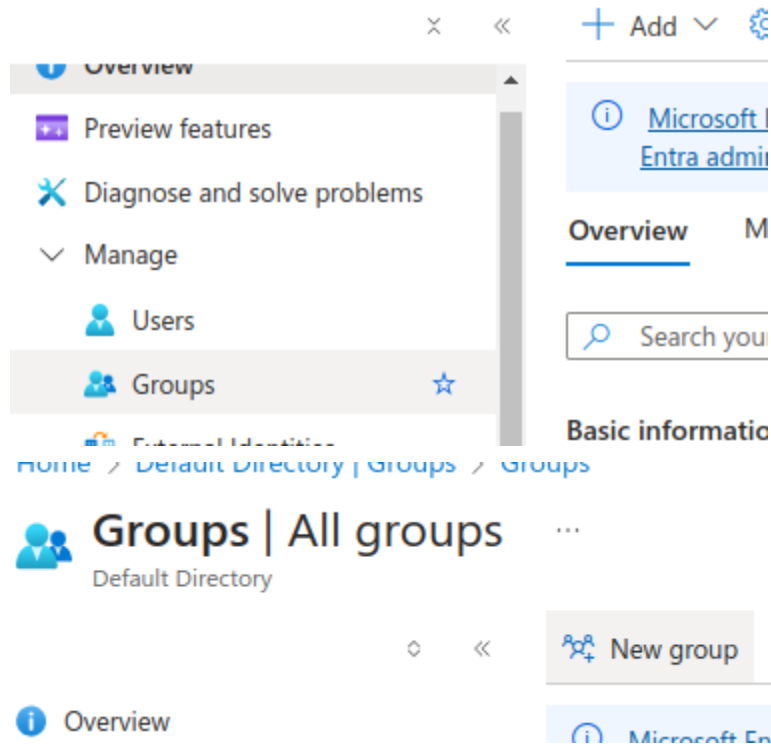
Task 2: Create groups and add members
1. In the Azure portal, search for and select Microsoft Entra ID. In the Manage blade, select Groups.
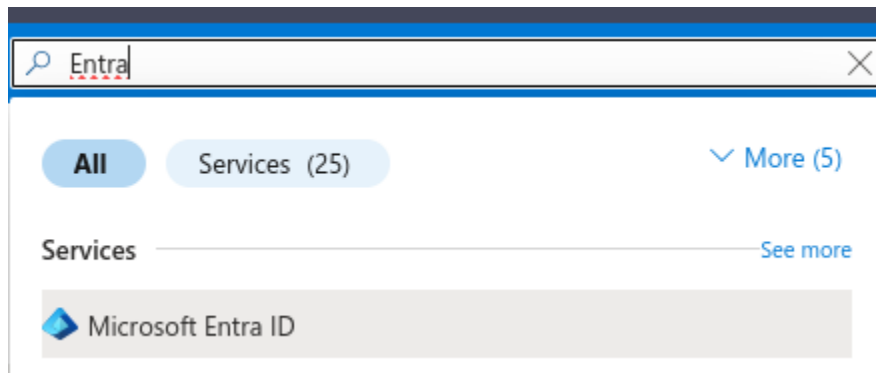
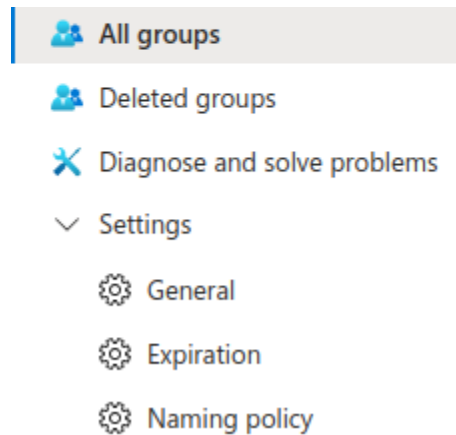2. Take a minute to familiarize yourself with the group settings in the left pane.

3.In the All groups blade, select + New group and create a new group.

Setting	Value
Group type	**Security**
Group name	IT Lab Administrators
Group description	Administrators that manage the IT lab
Membership type	**Assigned**

Groups | All groups
Default Directory

◇   ≪   ᯥ New group   ⤓

ⓘ Overview

ᯥ All groups

ᯥ Deleted groups

✖ Diagnose and solve problems

⌄ Settings

    ⚙ General

ⓘ   Microsoft Entr
       Entra admin ce

🔍 Search

Search mode ⬤

0 groups found

New Group ...

Got feedback?

Group type * ⓘ
| Security | ⌄ |

Group name * ⓘ
| IT Lab Administrators | ✓ |

Group description ⓘ
| Administrators that manage the IT lab | ✓ |

Membership type ⓘ
| Assigned | ⌄ |

Owners
No owners selected

Members
No members selected

4. Select No owners selected.

Owners

No owners selected

5. In the Add owners page, search for and select yourself (shown in the top right corner) as the owner. Notice you can have more than one owner.

Add owners   ⟩

ⓘ Try changing or adding filters if you don't see what you're looking for.   **Owners (0)**

                                                                                   ↺ Reset

Search ⓘ   No owners selected
| 🔍 |

2 results found

All Users

		Name	Type	Details
☐	👤	az104-user1	User	az104-user1@deadd1scordeonoutlook.onmicr
☐	👤	Kateryna Bakhmat	User	deadd1scordeon@outlook.com

6. Select No members selected.

Members

No members selected

7. In the Add members pane, search for and select the az104-user1 and the guest user you invited. Add both of the users to the group.

8. Select Create to deploy the group.

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

2 members selected

Create

`

9. Refresh the page and ensure your group was created.

👥 **Groups** | All groups ...
Default Directory

| | ◇ | ≪ | 👥 New group | ⬇ Download groups | ↻ Refresh | ⚙ Manage view ⌄ | | 🗑 Delete | 👥 Got feedback? |

ⓘ Overview

👥 All groups

👥 Deleted groups

✖ Diagnose and solve problems

∨ Settings

  ⚙ General

  ⚙ Expiration

  ⚙ Naming policy

∨ Activity

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

🔍 Search

Search mode ⬤ Contains

Add filter

1 group found

		Name ↑	Object Id	Group type
☐	IL	IT Lab Administrators	594dbcd8-93ab-4c68-84bc-28c0c527793b	Security

10. Select the new group and review the Members and Owners information.

IT Lab Administrators
Group

Edit properties   Delete   Got feedback?

Overview   Properties

Basic information

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	594dbcd8-93ab-4c68-84bc-28c0c527793b	Device(s)	0
Created on	10/22/2024, 7:33 PM	Other(s)	0

Feed

Group memberships
0
View group memberships

Owners
1
View group owners

Total members
2
View group members

Owners
IT Lab Administrators

+ Add owners   ✕ Remove   ↻ Refresh   ≡≡ Columns   Got feedback?

Search by name   + Add filters

Name	Type	Email	User type
KB Kateryna Bakhmat	User		Member

Members
IT Lab Administrators

+ Add members   ✕ Remove   ↻ Refresh   Bulk operations ∨   ≡≡ Columns   Got feedback?

Direct members   All members

Search by name   + Add filters

Name	Type	Email	User type
A az104-user1	User		Member
KB Kateryna Bakhmat	User		Member