

# Create Azure Active Directory User

(LAB-103-09-01)

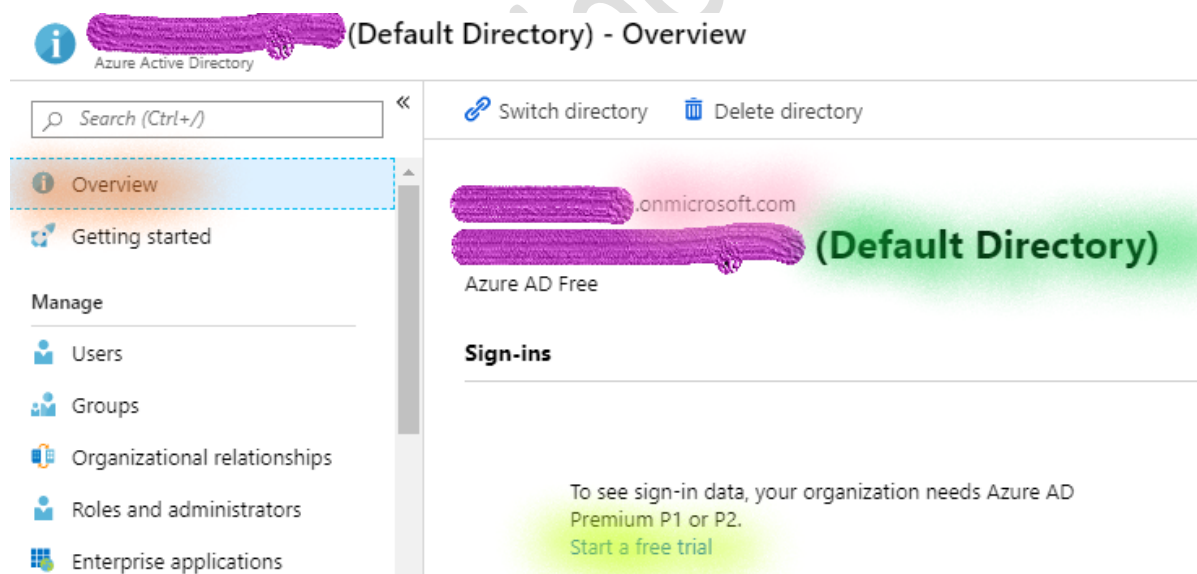
## Note:

1. Go to the **Step-1** of **Part-A**, (follow up to **Step-3**) if you have access to default Azure Active Directory.
2. Go to the **Step-4** of **Part-B**, (follow up to **Step-8**) if you don't have access to Azure Default Active Directory.

## Part A

### Step 1: Identify Default Domain Name

1. Sign in to the Azure Portal
2. Go to the left-side, select **Azure Active Directory**
3. Under the **Overview**, check your **default directory domain name**



4. Click on **Start a free trial** to enable **Azure AD Premium P2**
5. Click on **Activate** under **Azure AD Premium P2**

## Activate

Browse available plans and features

Premium P2 and P3 includes Microsoft Entra and Azure rights management.

[More information](#)

✓ Free trial

### AZURE AD PREMIUM P2

With Azure Active Directory Premium P2 you can gain access to advanced security features, richer reports and rule based assignments to applications. Your end users will benefit from self-service capabilities and customized branding.

[More information](#)

^ Free trial

Azure Active Directory Premium P2 enhances your directory with additional features that include multi-factor authentication, policy driven management and end-user self-service. [Learn more about features](#)

The trial includes 100 licenses and will be active for 30 days beginning on the activation date. If you wish to upgrade to a paid version, you will need to purchase Azure Active Directory Premium P2. [Learn more about pricing](#)

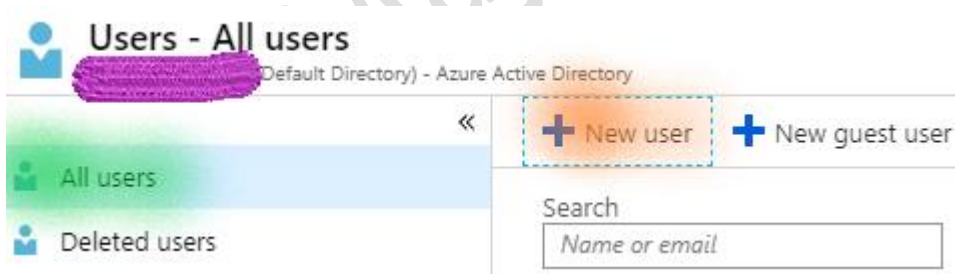
Azure Active Directory Premium P2 is licensed separately from Azure Services. By confirming this activation you agree to the [Microsoft Online Subscription Agreement](#) and the [Privacy Statement](#).

Activate

6. Once activated, you will get successful activation message

## Step 2: Create Azure AD User in Default Azure AD Directory

1. Select the **Users**, under the **manage**
2. Select **New user**



3. Select **Create user** & fill out the required information:

- a. **User Name:** Provide username **User1**

**Note:** You can see your default directory domain name are showing after @

- b. **Name:** Provide name of the new user **Lab User 1**
- c. **First name:** Provide First name **Lab**
- d. **Last name:** Provide Last name **User 1**

- e. Enable the **Show password** to view your temporary password.  
Copy the auto-generated password
- f. **Job Title:** Provide title name **Executive**
- g. **Department:** Provide department name **Security**

**Note:** Leave other details as default.

**Identity**

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

\* Name

First name

Last name

**Password**

Initial password  ☒ Show Password

**Settings**

Block sign in ☐ Yes ☒ No

Usage location

**Job info**

Job title

Department

- h. Select **Create**

4. Once user created, you can see the newly created user in **All users**

**Users - All users** Azure Active Directory

+ New user + New guest user Reset password Delete user Multi-Factor Authentication Refresh

Search  Search attributes  Show

NAME	USER NAME	USER TYPE	SOURCE
First Lab User	User1@ahmaddom1.onmicrosoft.com	Member	Azure Active Directory

5. **Copy** the user name (like *user1@name.onmicrosoft.com*)

**Note:** Name is your AD Directory name.

### Step 3: Sign-in using Azure AD using User1

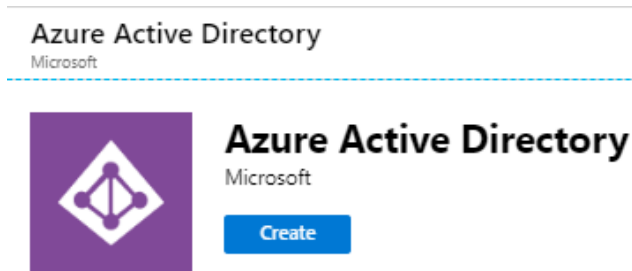
1. Open the below URL from **new browser** (*Not new page of same browser*)  
**portal.azure.com**
2. Login with Azure AD Id and **temporary password**
3. **Change** the password
4. **Log-off** from Portal
  - a. Go to the left top side and **Click** on **User1**
  - b. Select **Sign out**



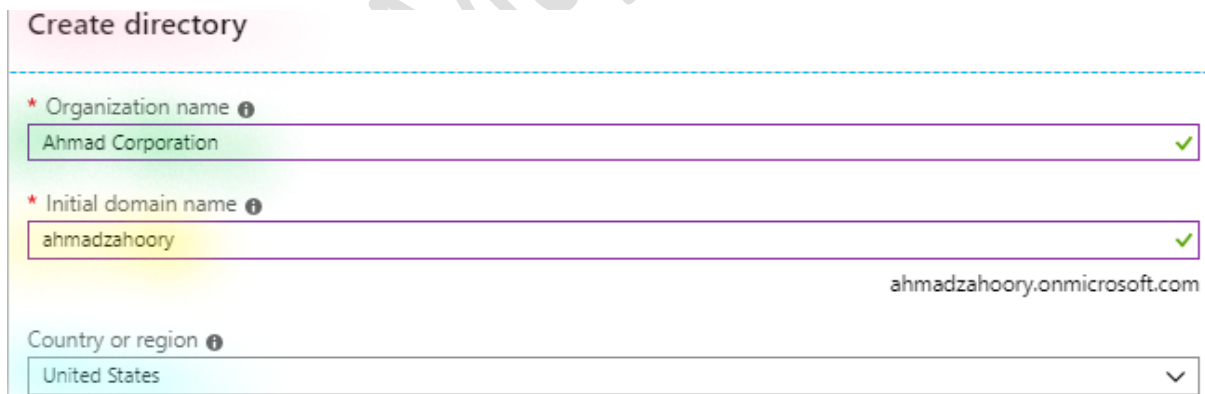
## Part B

### Step 4: Create new AD Tenant

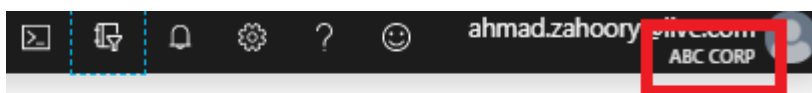
1. Sign in to the Azure Portal
2. Go to the left-side, select **Create a resource**
3. Search & Select **Azure Active Directory**



4. Select **Create**, and configure
  - a. **Organisation name**: Provide **LAB-103**
  - b. **Initial domain name**: Provide **unique name**
  - c. **Country or region**: Select your **country**
  - d. Select **Create**



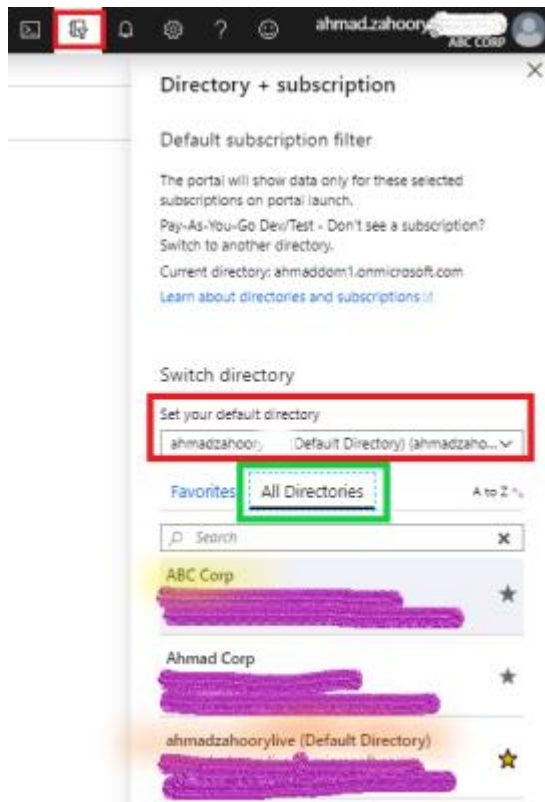
5. Once your new AD Tenant created, you will see the **LAB-103** **Organisation name** changes to the **new name** on the **right top corner**



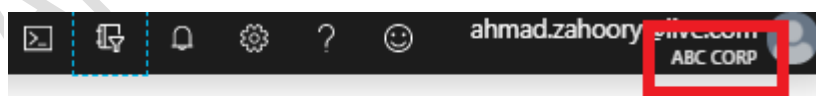
## Step 5: Change the Subscription to new Directory

1. Click on the **Directory**, from the top middle (next to **Cloud Shell**) as shown below
2. Select **All Directories**

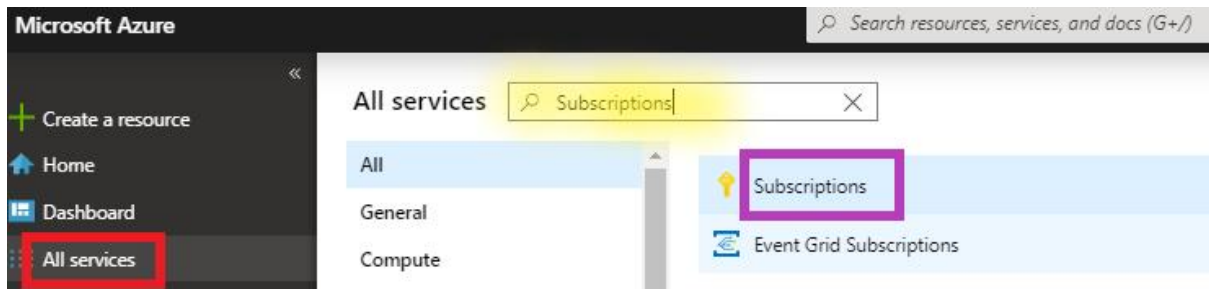
**Note:** Here you can see your **default & newly created directory**.



3. Select **Old directory**, to hange the directory to the **Old directory**
4. Once your new AD directory changed, you will see the **Old Organisation name**

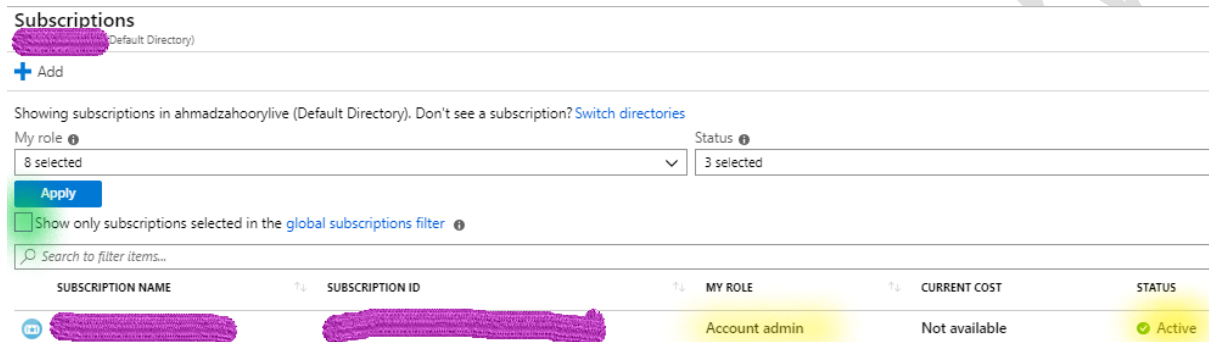


5. Go to the left side, Select **All services**
6. Under **search**, write **Subscriptions**
7. Select **Subscriptions**

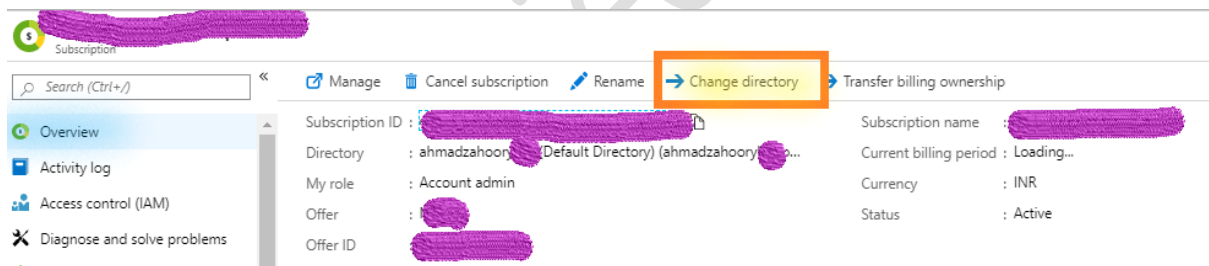


8. **Remove** the **check mark** from **Show only subscription**

9. Click on your **active subscriptions**



10. Click on Change directory, under Overview



11. Select your **new directory** under **To**

12. Select **change**



13. Click on the **Directory**, from the top middle (next to **Cloud Shell**) as shown below

14. Select **All Directories**

15. Select **New directory**, to change the directory to the **New directory**

16. Once your new AD directory changed, you will see the **New Organisation name**



17. Go to the left side, Select **All services**

18. Under **search**, write **Subscriptions**

19. **Remove** the **check mark** from **Show only subscription**

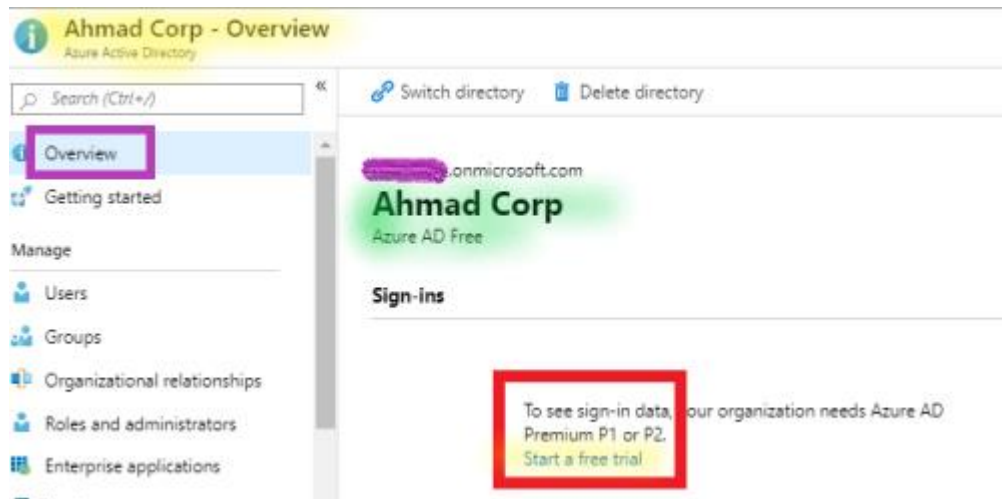
**Note:** Here you will see the **active subscriptions**

**Note:** Change of subscription will take some time. Don't wait, go to the next step. You can verify the subscription later on.

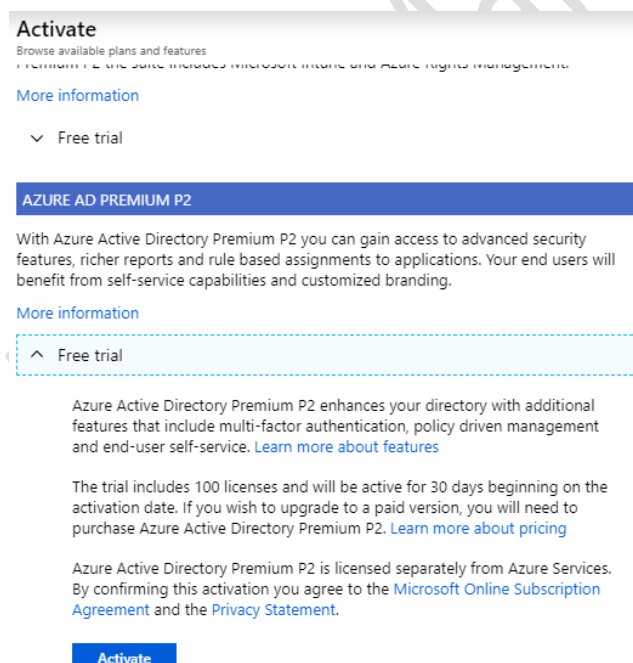


## Step 6: Identify Domain Name

1. Go to the left-side, select **Azure Active Directory**
2. Under the **Overview**, check your **directory domain name**



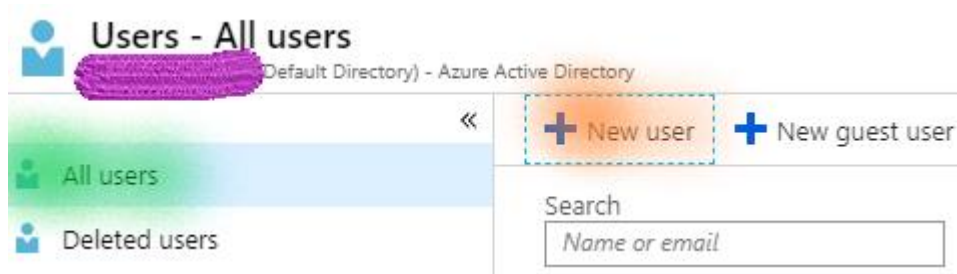
3. Click on **Start a free trial** to enable **Azure AD Premium P2**
4. Click on **Activate** under **Azure AD Premium P2**



5. Once activated, you will get successful activation message

## Step 7: Create Azure AD User

1. Select the **Users**, under the **manage**
2. Select **New user**



3. Select **Create user** & fill out the required information:
  - a. **User Name:** Provide username **User1**  
**Note:** You can see your default directory domain name are showing after @
  - b. **Name:** Provide name of the new user **Lab User 1**
  - c. **First name:** Provide First name **Lab**
  - d. **Last name:** Provide Last name **User 1**
  - e. Enable the **Show password** to view your temporary password. Copy the auto-generated password
  - f. **Job Title:** Provide title name **Executive**
  - g. **Department:** Provide department name **Security**

**Note:** Leave other details as default

**Identity**

User name  @

\* Name

First name

Last name

**Password**

Initial password

☒ Show Password

## Settings

Block sign in

Yes No

Usage location

## Job info

Job title

Administrator

Department

IT

i. Select **Create**

4. Once user created, you can see the newly created user in **All users**



5. **Copy** the user name (like `user1@name.onmicrosoft.com`)

**Note:** Name is your AD Directory name

## Step 8: Sign-in using Azure AD using User1

5. Open the below URL from **new browser**

[portal.azure.com](https://portal.azure.com)

6. Login with Azure AD Id and **temporary password**

7. **Change** the password

8. **Log-off** from Portal

a. Go to the left top side and **Click** on **User1**

b. Select **Sign out**

