


😊 Azure DevOps – Adding Users

1. In this lab we are going to add users in our Azure DevOps Organization.
2. To add user first you need to go to the organization then choose organization settings.

The screenshot shows the Azure DevOps organization dashboard for user fabricUser0529. On the left sidebar, the 'Organization settings' link is highlighted with a red rectangular box. The main content area displays two project cards: 'devProject' and 'AgileProject'. A 'New project' button is located in the top right corner of the main area.

3. Here in the users, you can see that we only have the admin user. Click on Add users.

The screenshot shows the 'Organization Settings' page for fabricUser0529, specifically the 'Users' section. The left sidebar lists various settings categories, with 'Users' selected. The main area shows a table of users. The 'Add users' button is highlighted with a red rectangular box. The table contains one user entry:

	Name ↑	Access Level	Date Added	Last Accessed
<input type="checkbox"/>	 fabricUser fabricUser@behalriteshgmail.onmicrosoft.com	Basic	3/6/2025	3/8/2025

4. Then you need to give the email ID of the user you want to add then choose their access level as basic and other settings as shown in the snapshot. Click on Add.

Add new users



Required fields are marked with an asterisk

Users or Service Principals *

 Users or Service Principals

Access level

Basic



Add to projects

AgileProject



Azure DevOps Groups

Project Contributors



☒ Send email invites (to Users only)

5. Once you have invited the user, the user will get an email like this. The user needs to click on Join now. Then you have to sign in and you will see that the user has the access for the Agile project.

You have been invited to a project in Azure DevOps! 



Azure DevOps <azuredevops@microsoft.com>
to me ▾

3:18 PM (0 minutes ago) ☆ 😊 ↶ ⋮









Azure DevOps

You've been invited to Azure DevOps

Join your organization at dev.azure.com/fabricUser0529

Join now

New to Azure DevOps?


-  Unlimited, free, private code repositories
-  Use IntelliJ, Visual Studio Code, Xcode, or your favorite editor
-  Track issues, user stories, feedback, and more
-  Enterprise grade services, priced to be small-team friendly
-  Develop with any language and OS
-  Continuous integration and delivery on Linux, macOS, and Windows

Get started

 Azure DevOps

 Search




 fabricUser0529

[New organization](#)

fabricUser0529

Projects My work items My pull requests

 Filter projects



AgileProject



6. Once you have added the user now you can assign task to the user and they can start working.