To create a user in Microsoft Entra ID (formerly Azure Active Directory), follow these steps:

**Step 1: Sign in to the Azure Portal**

1. **Go to the Azure portal**: [Azure Portal](https://portal.azure.com/)
2. **Sign in** with your Azure account credentials.

**Step 2: Navigate to Azure Active Directory**

1. **Open Azure Active Directory**:
   * In the left-hand navigation pane, click on **Azure Active Directory**.

**Step 3: Create a New User**

1. **Go to Users**:
   * In the Azure Active Directory pane, select **Users**.
2. **Create a New User**:
   * Click **+ New user**.
   * Select **Create new user**.

**Step 4: Fill in User Details**

1. **Basics**:
   * **User name**: Enter the user's user name (e.g., johndoe).
   * **Name**: Enter the full name of the user (e.g., John Doe).
   * **First name**: Enter the first name of the user.
   * **Last name**: Enter the last name of the user.
2. **Password**:
   * **Password**: Set a password or let Azure generate a password automatically.
   * **Password settings**: Select the option for the user to change the password on the first sign-in, if desired.
3. **Groups and roles**:
   * You can assign the user to groups and roles directly from this screen if needed.
4. **Job info**:
   * You can fill in job-related information such as job title, department, and manager if needed.

**Step 5: Review and Create**

1. **Review the Information**:
   * Ensure all the details are correct.
2. **Create the User**:
   * Click **Create**.

**Optional: Assigning Licenses to the User**

1. **Navigate to the User Profile**:
   * In the Azure Active Directory pane, go to **Users** and click on the user you just created.
2. **Assign Licenses**:
   * In the user profile pane, click on **Licenses**.
   * Click **+ Assignments**.
   * Select the licenses you want to assign to the user and click **Save**.

**Optional: Adding the User to Groups**

1. **Navigate to the User Profile**:
   * In the Azure Active Directory pane, go to **Users** and click on the user you just created.
2. **Add to Groups**:
   * In the user profile pane, click on **Groups**.
   * Click **+ Add membership**.
   * Select the groups you want to add the user to and click **Select**.

By following these steps, you can create a new user in Microsoft Entra ID through the Azure portal and assign them the necessary licenses and group memberships as needed.