

Service Health

At the end of this episode, I will be able to:

1. Create and manage users
2. Create and manage guest users
3. Create and manage contacts
4. Create and manage groups, including Microsoft 365 groups

Learner Objective: *Manage user and groups accounts in Microsoft 365.*

Description: In this episode, you will learn how to create users and groups in Microsoft 365. You will also learn to create guest users and contacts.

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- Create a user account for each team member that needs to access the Microsoft products and services
 - Easiest method - add them individually in MS 365 Admin Center
 - Once this step is accomplished, users have:
 - MS 365 license
 - Sign in credentials
 - MS 365 mailboxes
 - You must be a Global Admin, License Admin, or User Admin to add accounts
 - Go to Users > Active users > Add a user
 - Need to add multiple users - various methods:
 - CSV file
 - PowerShell
 - Active Directory synchronization
 - Migration from Microsoft Exchange
 - Microsoft 365 Groups allows you to give groups of people access to shared resources
 - Groups have the following roles:
 - Owners, members, guests
 - Contacts are people outside your organization that you'd like everyone to be able to find. Anyone listed here can be found in Outlook under People in Microsoft 365. You can add Contacts with the Users > Contacts menu item.
 - Guest users - by default, guest access is turned on
 - Any guest users that you create are added to a Guest Users group
 - Currently, you are brought to Azure Active Directory when you are ready to create your guest user
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Additional Resources:

Add users and assign licenses at the same time

<https://learn.microsoft.com/en-us/microsoft-365/admin/add-users/add-users?view=o365-worldwide>