Create Azure AD User & Group (Portal)

(LAB-103-09-02)

Part A: 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, select & copy your default domain name

   Note: Default Domain Name ended with **"*.onmicrosoft.com**". You need to copy the complete domain name

Part B: Create Azure AD User

1. Sign in to the Azure Portal

2. Go to the left-side, select "**Azure Active Directory"**

3. Under the manage, select the "**User"**, the select "**+New user**" & fill out the required information:

   a. **Name** (required): The first and last name of the new user

   b. **User name** (required): The user name of the new user "**user1**"

      Note: Your user name should be,   *name@domainname.com*, like ahmad@contoso.onmicrosoft.com

   c. **Profile** (optional): You can add more information about the user

   d. **Groups** (optional): You can add the user to one or more existing groups. You can skip this step now.
   e. **Directory role**: Select directory role as "**user**"

      Note: You can assign the user to be a global administrator, or to one or more of the other local administrators.
4. Copy the auto-generated password provided in the "**Password"** box. You'll need to give this password to the user for the initial sign-in process.

5. Select "**Create**". The user is created and added to your Azure AD tenant.

Part C: How to Sign-in using Azure AD Id

1. Open the below URL from new browser

   portal.azure.com

2. Login with Azure AD **user1** Id

Part D: Create additional users

3. Create two more Azure AD IDs
   o User2
   o User3

4. Login to *portal.azure.com* & reset their password

Part E: Create Azure AD Group

1. Sign-in to the Azure Portal

2. Go to the left-side, select "***Azure Active Directory***"

3. Under the manage, select the "**Groups**", the select "**+New group**" & fill out the required information:

   a. **Group type** (required):   Select "***Security***"

   b. **Group name** (required):   Provide the group name of the new Group "***SSPWDGroup***"

   c. **Group description** (optional): Add an optional description to your group

   d. **Membership type** (required): Select "***Assigned***"

   e. **Members:**   Search the members to add to your group from the Select members page. Select "***user2***", created in Part B & Click on "***Select***"

4. Select "***Create***"