

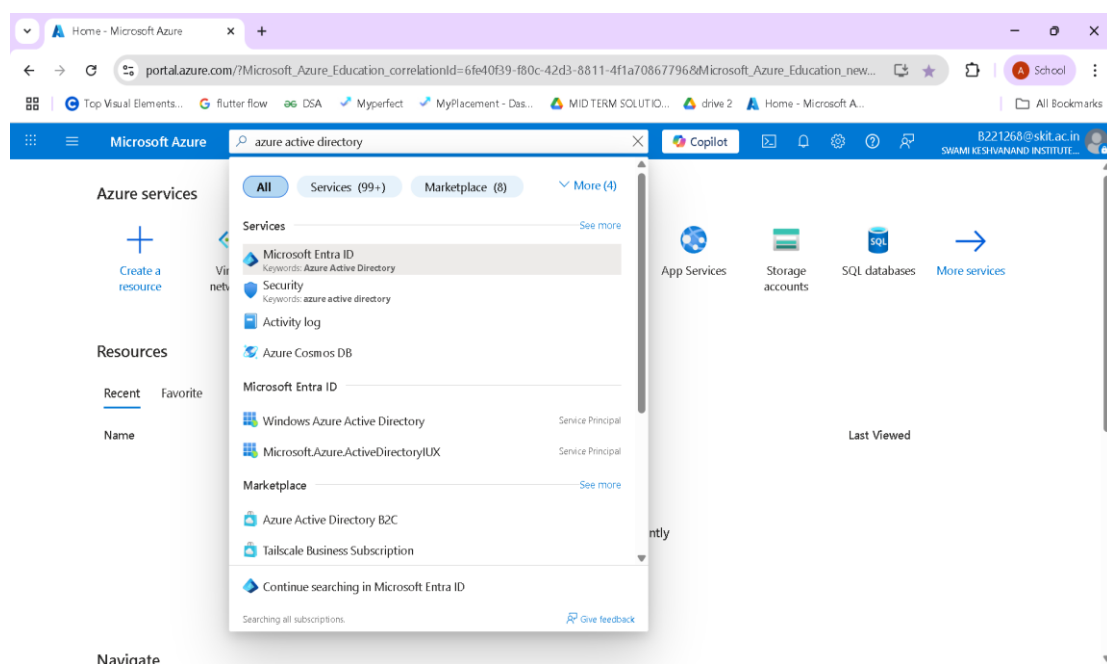
1: Create an Azure AD User & Invite a Guest User

1.1 Create a New Azure AD User

1. Open Azure Portal.
2. In the search bar, type **Azure Active Directory** → Click it.
3. On the left menu, click on **Users** followed by New Users.
4. Choose **Create user**.
5. Fill the details: fill in Username, Name, and Password for the same.
6. Click **Create**.

1.2 Invite a Guest User (External User)

1. Go to **Azure AD -> Users -> + New guest user**.
2. Enter:
 - **Name:** Guest user's name.
 - **Email address:** Their personal or official email.
3. Add a welcome message (optional).
4. Click **Invite**.
5. The user will get an invitation email to join your tenant.



Users - Microsoft Azure

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a70867796&Microsoft_Azure_Education_new...

Microsoft Azure Search resources, services, and docs (G+)

Home > Users

Swami Keshvanand Institute of Technology, Management & Gramothan

+ New user Edit Delete Download users Bulk operations Refresh Manage view Per-user MFA

Create new user
Create a new internal user in your organization

Invite external user
Invite an external user to collaborate with your organization

	User principal name	User type	On-premises s...	Identities	Compar...
<input type="checkbox"/>	AS Aaditya Shah b211053@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	AS Aakriti Sharma aakritivashishtha...	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	AG Aarish Quazi b210860@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	AR Aarti Rajpurohit B210267@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	AJ Abhi Jain B210659@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	AG Abhishek Gupta abhigupta@skit.a...	Member	No	swamikit.onmicrosoft.c...	

Add or remove favorites by pressing Ctrl+Shift+F

Invite external user - Microsoft

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a70867796&Microsoft_Azure_Education_new...

Microsoft Azure Search resources, services, and docs (G+)

Home > Users > Invite external user

Invite an external user to collaborate with your organization

Email * amavsinghisodiya0607@gmail.com

Display name amav

Invitation message

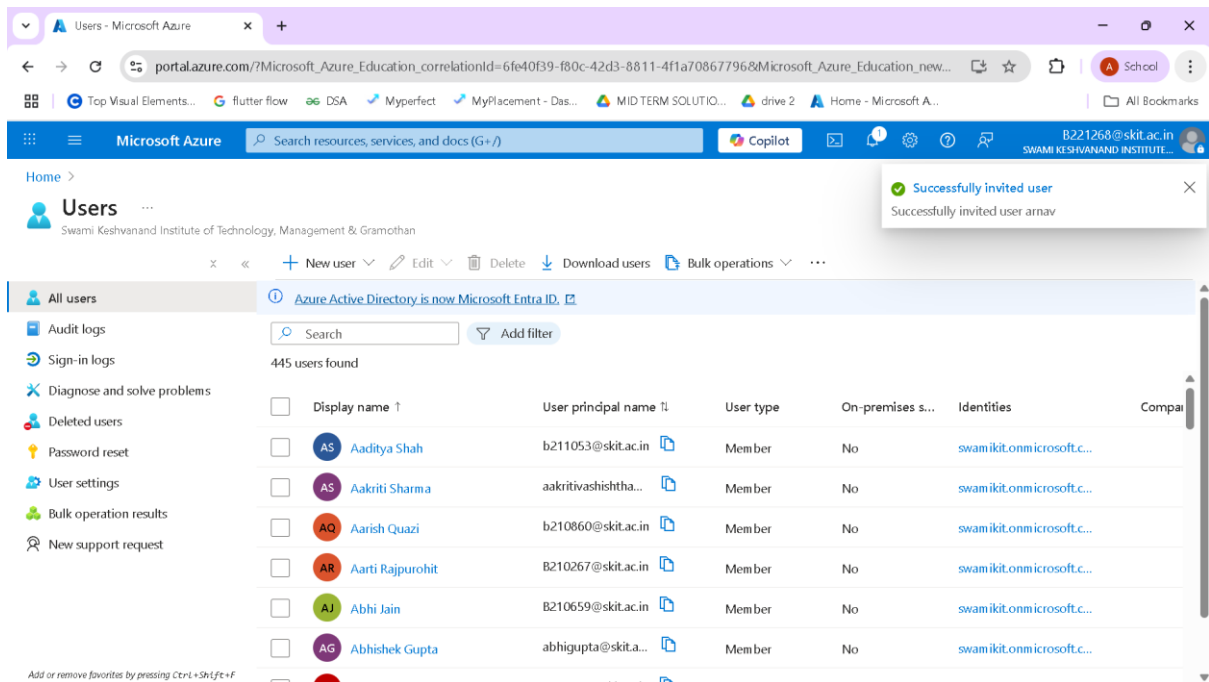
Send invite message ☒

Message

Cc recipient

Invite redirect URL * https://myapplications.microsoft.com/?tenantid=c925dbf2-e67c-...

Review + invite < Previous Next: Properties > Give feedback



2. Create Groups (Security & Microsoft 365) with their differences

2.1 Navigate to Groups

1. Login to azure portal.
2. In the left-hand menu or search bar, type **Azure Active Directory** and select it.
3. In the **Azure AD blade**, select **Groups** from the left menu.
4. Click on **+ New group** to start creating a group.

2.2 Create a Security Group

A **Security group** is used to control access to apps, files, or resources.

Steps:

1. **Group type:** Select **Security**.
2. **Group name:** Enter a name like securitygroup.
3. **Group description:** Enter a meaningful description like *"Provides access to developer resources."*
4. **Membership type:** Select one of the following:

- **Assigned:** You manually add users.
- **Dynamic User:** Users are added automatically based on rules.
- **Dynamic Device:** Devices are added automatically based on rules.

*(For this project, select **Assigned**.)*

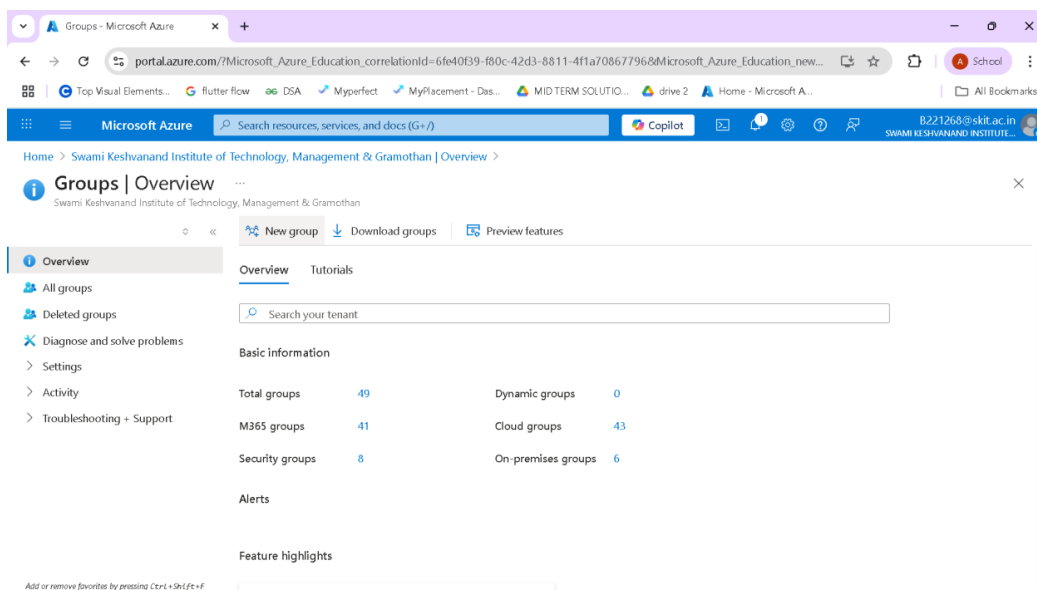
5. Owners:

- Click on **No owners selected** → **+ Add owners**.
- Select the users (like the one you created in Step 1).

6. Members:

- Click **+ Add members** to add the users who should belong to this group.

7. Create: Click **Create** at the bottom.



Microsoft Azure

Search resources, services, and docs (G+)

Home > Swami Keshvanand Institute of Technology, Management & Gramothan | Overview > Groups | Overview >

New Group

Got feedback?

Group type *

Group name *

Group description

Membership type *

Owners

No owners selected

Members

Create

Microsoft Azure

Search resources, services, and docs (G+)

Home > Swami Keshvanand Institute of Technology, Management & Gramothan | Overview >

Groups | Overview

Swami Keshvanand Institute of Technology, Management & Gramothan

New group Download groups Preview features

Overview Tutorials

Search your tenant

Basic information

Total groups	49	Dynamic groups	0
M365 groups	41	Cloud groups	43
Security groups	8	On-premises groups	6

Alerts

Feature highlights

Successfully created group
Successfully created group securitygroup.

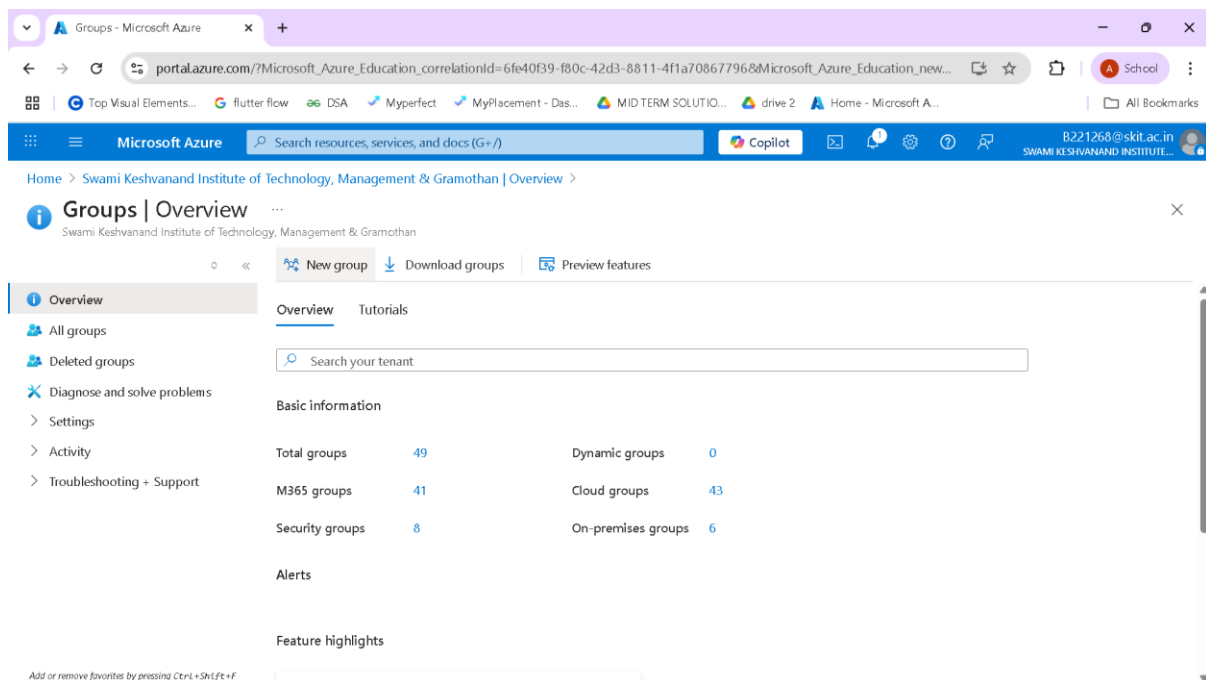
2.3 Create a Microsoft 365 Group

A **Microsoft 365 Group** is designed for collaboration.

It creates: A shared mailbox, Calendar, Integration with Teams, Planner, and SharePoint.

Steps:

1. **Group type:** Select **Microsoft 365**.
2. **Group name:** Enter a name like m365group.
3. **Group description:** Example - *"Team for DevOps collaboration and communication."*
4. **Email address:** A unique email alias will be generated, e.g., m365group@domain.com.
5. **Privacy:**
 - **Private:** Only approved members can join.
 - **Public:** Anyone in the organization can join.
(Choose **Private** for most cases.)
6. **Membership type:** Usually **Assigned** (manually add members).
7. **Owners:**
 - Click **No owners selected** → **+ Add owners**.
8. **Members:** Click **+ Add members** to add required users and click on **CLICK**.



New Group - Microsoft Azure

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a70867796&Microsoft_Azure_Education_new...

Microsoft Azure Search resources, services, and docs (G+/)

Home > Groups | Overview

New Group

Got feedback?

Group type * ⓘ
Microsoft 365

Group name * ⓘ
m365group

Group email address * ⓘ
m365group @swamikit.onmicrosoft.com

Group description ⓘ
collaboration group

Membership type * ⓘ
Assigned

Create

Groups - Microsoft Azure

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a70867796&Microsoft_Azure_Education_new...

Microsoft Azure Search resources, services, and docs (G+/)

Home >

Groups | Overview

Swami Keshvanand Institute of Technology, Management & Gramothan

New group Download groups Preview features

Overview

All groups

Deleted groups

Diagnose and solve problems

Settings

Activity

Troubleshooting + Support

Overview

Search your tenant

Basic information

Total groups	50	Dynamic groups	0
M365 groups	41	Cloud groups	44
Security groups	9	On-premises groups	6

Alerts

Feature highlights

Successfully created group
Successfully created group m365group.

Add or remove favorites by pressing Ctrl+Shift+F

2.4 Key Differences Between Security and Microsoft 365 Groups

Feature	Security Group	Microsoft 365 Group
Purpose	Access control for resources.	Team collaboration & communication.
Email mailbox	No mailbox	Has a mailbox & calendar.
Integration	No direct Teams/SharePoint link	Integrated with Teams, Planner, etc.
Privacy settings	Not applicable	Public or Private option.
Licensing required	No	Yes (Microsoft 365 license needed).
Dynamic Membership	Supported	Supported.

3. Demonstrate Groups in Azure Active Directory (AAD).

3.1 Add Owners to a Group

Owners are the people who can manage the group (add/remove members, edit group properties, etc.).

1. **Navigate to Groups:**
 - Go to **Azure Portal** → **Azure Active Directory** → **Groups**.
2. **Select the Group:**
 - Click on the group where you want to add an owner.
3. **Add Owner:**
 - Go to **Owners** (in the left menu).

- Click + **Add owners**.
- Select a user (e.g., test user you created).
- Click **Select** → Done.

3.2 Assign Members to a Group

Members are the users who are part of the group.

1. Go to the same Group:

- Azure AD → Groups → Select the group.

2. Add Member:

- Click on **Members** (left menu).
- Click + **Add members**.
- Search for a user (e.g., your test user).
- Click **Select**.

3.3 Roles & Administrators

You can assign **Azure AD roles** (like User Administrator, Security Reader, etc.) to **users or groups**.

1. Go to Azure AD Roles:

- Azure Portal → **Azure Active Directory** → **Roles and administrators**.

2. Choose a Role:

- Select any role (e.g., **User Administrator**).

3. Assign Role to Group:

- Click + **Add assignments**.
- In the **Select members** window, search for the group you created.
- Click **Select** → **Add**.

3.4 Licenses Assignment

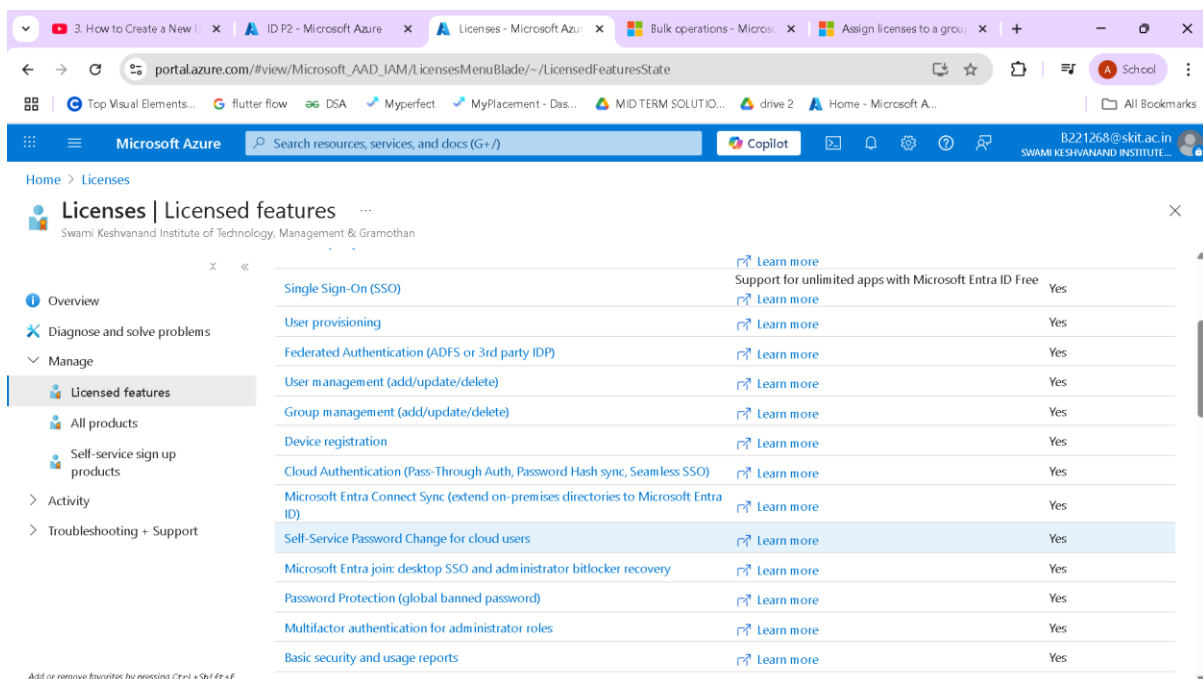
Licenses (like Microsoft 365 E3) can be assigned to groups.

1. Go to the Group:

- Azure AD → Groups → Select the group.

2. Assign License:

- Click on **Licenses** (left menu).
- Click **+ Assignments**.
- Select the **license** (e.g., Microsoft 365 E3 or any available).
- Click **Save**.



3.5 Azure Role Assignment

This is **Role-Based Access Control (RBAC)** at the resource level (e.g., giving the group permission to manage a virtual machine or resource group).

1. Go to an Azure Resource:

- E.g., navigate to a **Resource Group** (Home → Resource Groups → Select a group).

2. Open IAM (Access Control):

- Click **Access control (IAM)** in the left panel.

3. Add Role Assignment:

- Click **+ Add** → **Add role assignment**.

- In **Role**, choose something like **Reader** or **Contributor**.
- In **Members**, select **User, Group, or Service Principal**.
- Search for your **group** and add it.
- Click **Review + Assign**.

3.6 Group Membership

Group membership means understanding **Assigned vs. Dynamic Membership**.

1. Go to the Group:

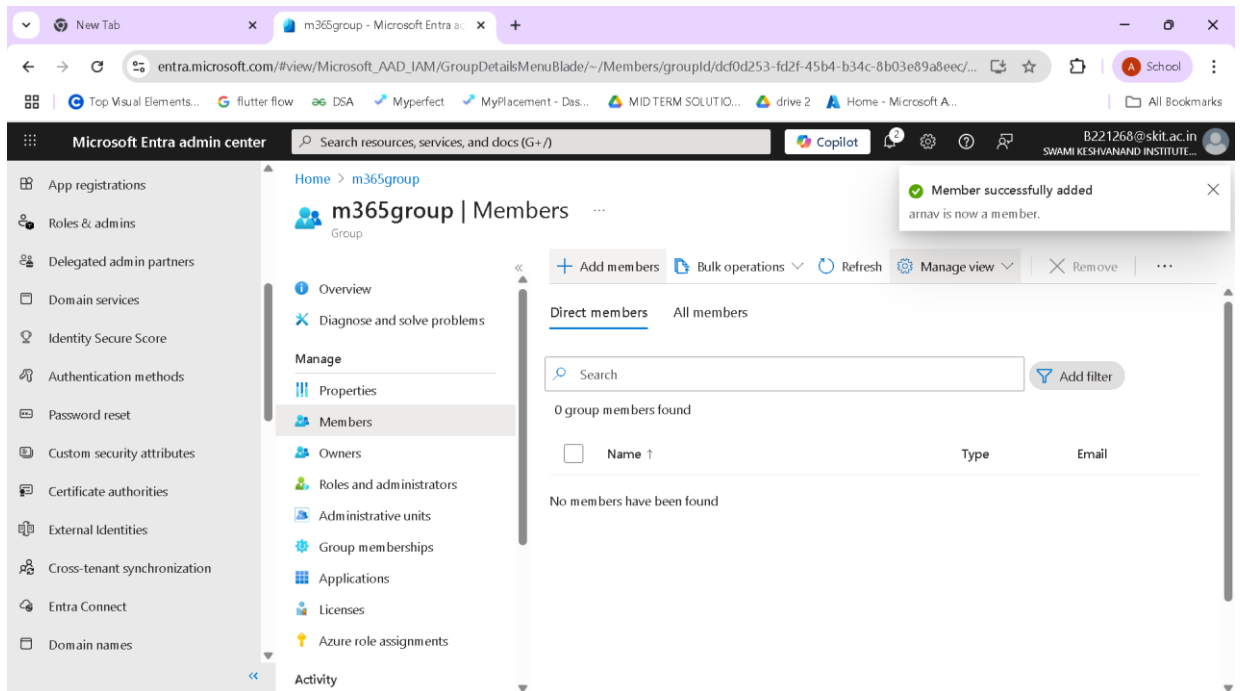
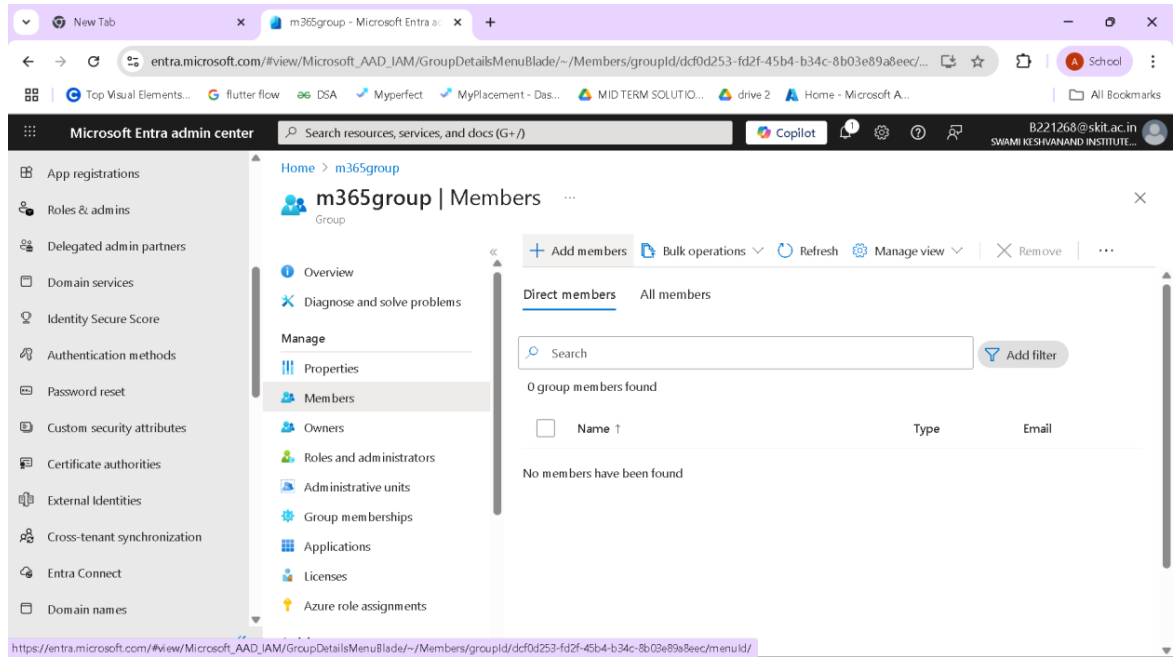
- Azure AD → Groups → Select your group.

2. Membership Type:

- Under **Properties**, check **Membership type**:
 - **Assigned** – You manually add members.
 - **Dynamic User/Device** – Users are auto-added based on rules (e.g., all users from a certain department).

The screenshot shows the Microsoft Entra admin center interface. The left sidebar contains navigation options like App registrations, Roles & admins, and Domain services. The main content area is titled 'All groups' and shows a list of 42 groups. The first five groups are visible in the table below.

	Name ↑	Object Id	Group type	Membr
<input type="checkbox"/>	1. Power BI - (22 May 2024 - 08:30 AM to 09:30 A...	185e4b96-a8c4-4182-b0f8-abfebad7010f	Microsoft 365	Assign
<input type="checkbox"/>	2. RE - (22 May 2024 - 09:45 AM to 10:45 AM)	c92e90f4-c1ad-43e3-a30d-b51f8de10cc9	Microsoft 365	Assign
<input type="checkbox"/>	3. RE - (22 May 2024 - 11:00 AM to 11:45 AM)	a56b43b6-4c33-4f38-9b77-0b922059694d	Microsoft 365	Assign
<input type="checkbox"/>	4. RE - (03 Jun 2024 - 12:00 AM to 01:00 PM)	79cbbbaa-5fa1-4143-9f4f-ce4fa7e6fedd	Microsoft 365	Assign
<input type="checkbox"/>	5. Power BI - (01 Jul 2024 - 08:00 AM to 09:00 AM)	790436b5-6042-4b1b-b1fe-c944e11dfd3d	Microsoft 365	Assign
<input type="checkbox"/>	5. Power BI - (29 Jul 2024 - 11:30 AM to 12:30 AM)	4e5bd721-e156-4fa2-bebe-da3639db5955	Microsoft 365	Assign



Microsoft Entra admin center

Home > m365group

m365group | Members

Group

Overview
Diagnose and solve problems
Manage
Properties
Members
Owners
Roles and administrators
Administrative units
Group memberships
Applications
Licenses
Azure role assignments

+ Add members Bulk operations Refresh Manage view Remove

Direct members All members

Search Add filter

0 group members found

Name	Type	Email
No members have been found		

https://entra.microsoft.com/#view/Microsoft_AAD_IAM/GroupDetailsMenuBlade/~/_/Members/groupId/df0d253-fd2f-45b4-b34c-8b03e89a8eec/menuId/

Microsoft Entra admin center

Home > m365group

m365group | Owners

Group

Overview
Diagnose and solve problems
Manage
Properties
Members
Owners
Roles and administrators
Administrative units
Group memberships
Applications
Licenses
Azure role assignments

+ Add owners Refresh Manage view Remove Got feedback?

Search Add filter

1 group owner found

Name	Type	Email
AS anushka singh	User	B221268@skit.ac.in

Owner successfully added
anushka singh is now an owner.

4.Properties of Security & Microsoft 365 Groups

4.1 How to Access Group Properties

1. Go to **Azure Portal** → **Azure Active Directory**.
2. From the left-hand panel, click **Groups**.
3. Click on the name of the **group** (either Security or Microsoft 365 group).
4. In the group menu, select **“Properties”**.
5. A page opens where you can **view and modify details** like:
 - Group name
 - Description
 - Group type
 - Membership type
 - Email alias (for M365 group)
 - Privacy settings (for M365 group)

4.2 Properties of a Security Group

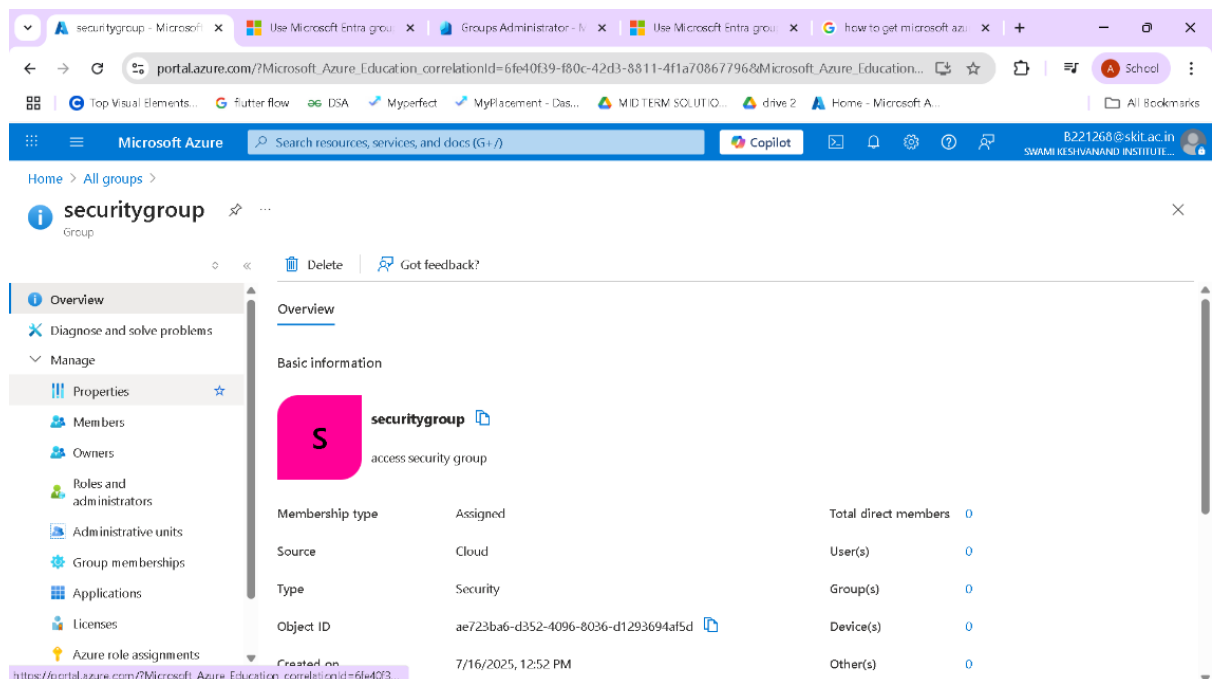
When you select **Properties** of a Security Group, you will see:

1. **Group Name:** Editable name of the group.
2. **Group Description:** Description of what the group is used for.
3. **Group Type:** Security (fixed, cannot be changed once created).
4. **Membership Type:**
 - **Assigned:** Users are manually added.
 - **Dynamic User:** Users are automatically added based on user attributes (requires Azure AD Premium).
 - **Dynamic Device:** Devices are automatically added (also requires Premium).

5. **Object ID:** Unique ID of the group.
6. **Source:** Whether the group was created in Azure AD or synced from on-premises.

Steps to Modify Security Group Properties

1. Open the Security Group.
2. Click **Properties**.
3. Edit **Name** or **Description** if needed.
4. (Optional) Change **Membership Type** (if you have premium license).
5. Click **Save**.



The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes the 'Microsoft Azure' logo, a search bar, and a user profile. The left sidebar contains a navigation menu with options like 'Overview', 'Diagnose and solve problems', 'Manage', 'Properties', 'Members', 'Owners', 'Roles and administrators', 'Administrative units', 'Group memberships', 'Applications', 'Licenses', and 'Azure role assignments'. The main content area displays the 'Overview' page for a security group named 'securitygroup'. The 'Basic information' section shows the group's properties in a table format.

Basic information		
Membership type	Assigned	Total direct members 0
Source	Cloud	User(s) 0
Type	Security	Group(s) 0
Object ID	ae723ba6-d352-4096-8036-d1293694af5d	Device(s) 0
Created on	7/16/2025, 12:52 PM	Other(s) 0

securitygroup - Microsoft | Use Microsoft Entra group | Groups Administrator - | Use Microsoft Entra group | how to get microsoft az... | + | - | |

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a708677968Microsoft_Azure_Education... | School |

Top Visual Elements... flutter flow DSA Myperfect MyPlacement - Das... MID TERM SOLUTIO... drive 2 Home - Microsoft A... | All Bookmarks

Microsoft Azure Search resources, services, and docs (G+/) Copilot B221268@skit.ac.in SWAMI KESHAVANAND INSTITUTE...

Home > All groups > securitygroup

securitygroup | Properties

Group

Save Discard Got feedback?

- Overview
- Diagnose and solve problems
- Manage
 - Properties**
 - Members
 - Owners
 - Roles and administrators
 - Administrative units
 - Group memberships
 - Applications
 - Licenses
 - Azure role assignments

General settings

Group name *

Group description

Group type

Membership type

Object Id

Microsoft Entra roles can be assigned to the group ☐ Yes ☐ No

Add or remove favorites by pressing Ctrl+Shift+F

3. How to Create x All groups - Micro x Swami Keshvanan x Users - Microsoft x Bulk operations - x Assign licenses to x | + | - | |

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a708677968Microsoft_Azure_Education_new... | School |

Top Visual Elements... flutter flow DSA Myperfect MyPlacement - Das... MID TERM SOLUTIO... drive 2 Home - Microsoft A... | All Bookmarks

Microsoft Azure Search resources, services, and docs (G+/) Copilot B221268@skit.ac.in SWAMI KESHAVANAND INSTITUTE...

Home > Swami Keshvanand Institute of Technology, Management & Gramothan | Overview > Groups | Overview >

All groups

New group Download groups Refresh Manage view Delete Got feedback?

Microsoft Entra has a simpler, integrated experience for managing all your Identity and Access Management needs. Try the new Microsoft Entra admin center! [Learn more](#)

sec Add filter Group type: Security Reset filters

Search mode ☒ Contains

1 group found

<input checked="" type="checkbox"/>	Name	Object Id	Group type	Membership type	Email
<input checked="" type="checkbox"/>	securitygroup	ae723ba6-d352-4096-8036-d1293694af5d	Security	Assigned	

Voice call - WhatsApp

4.3 Properties of a Microsoft 365 Group

When you check **Properties** of an M365 Group, you will see extra fields compared to a Security Group:

1. **Group Name:** Editable name.
2. **Description:** Explains the group's purpose.
3. **Group Type:** Microsoft 365.
4. **Membership Type:** Assigned or Dynamic.
5. **Privacy:**
 - **Private:** Only group members can see content.
 - **Public:** Anyone in the organization can see content.
6. **Email Address:** M365 groups automatically have an email alias (e.g., devops@domain.com).
7. **Owners:** Who manages the group.
8. **Associated Apps:** Microsoft Teams, SharePoint, and Planner (if enabled).

Steps to Modify Microsoft 365 Group Properties

1. Open the Microsoft 365 group.
2. Click **Properties**.
3. Edit: **Name** and **Description**.
Along with Privacy setting (Public or Private).
4. Add/modify **Email Alias** (via “General” settings of the group).
5. Save the changes.

Microsoft Azure portal showing the details of the **m365group** collaboration group.

Overview

Basic information

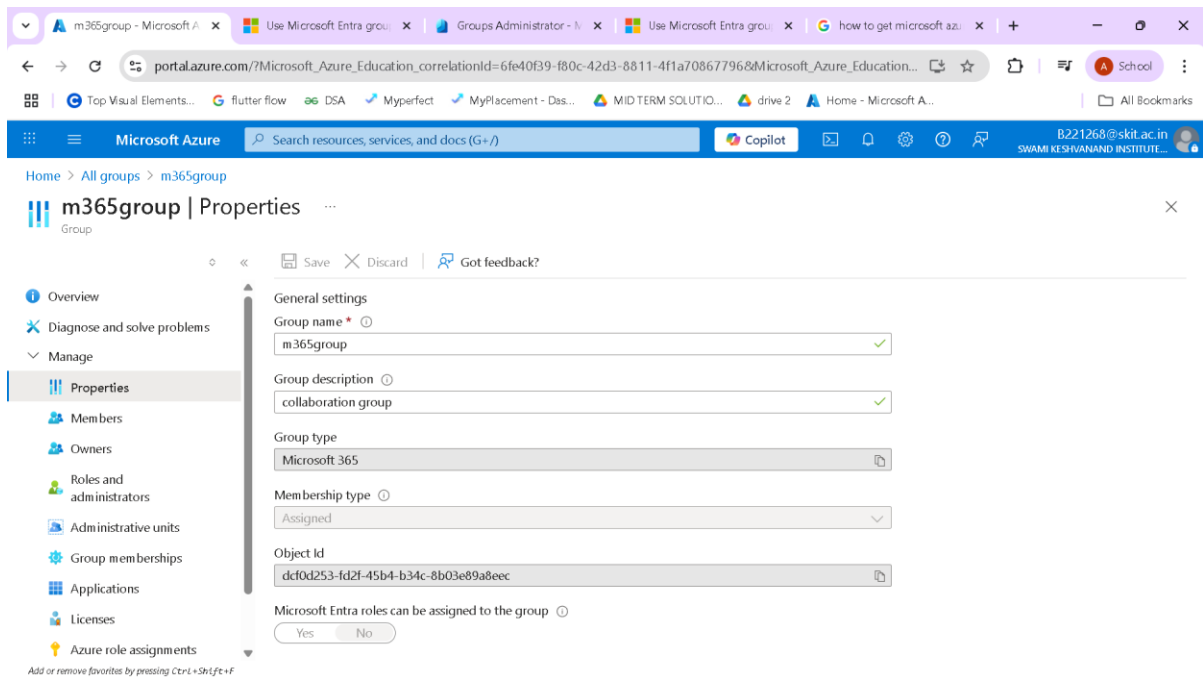
Membership type	Assigned	Total direct members	1
Source	Cloud	User(s)	1
Type	Microsoft 365	Group(s)	0
Object ID	dcf0d253-fd2f-45b4-b34c-8b03e89a8eec	Device(s)	0
Created on	7/16/2025, 12:55 PM	Other(s)	0

Microsoft Azure portal showing the **All groups** overview.

Search mode: **Contains**

1 group found

Name	Object Id	Group type	Membership type	Email
m365group	dcf0d253-fd2f-45b4-b34c-8b03e89a8eec	Microsoft 365	Assigned	m365group@skit.ac.in



4.4 Key Differences in Properties

Property	Security Group	Microsoft 365 Group
Email Address	Not applicable	Automatically assigned
Privacy Setting	Not applicable	Public or Private
App Integration	No integration	Teams, SharePoint, Planner
Purpose	Access control for resources	Collaboration and communication

5: Assign Roles, Add to Group, License, and Administrative Unit

5.1 Assign Roles

Roles define what a user or group can do in Azure AD (e.g., reset passwords, create users).

Steps to Assign a Role to a User:

1. Go to **Azure Active Directory > Roles and administrators**.
2. Select a role (e.g., **User Administrator**).
3. Click **+ Add assignments**.
4. Select the user and click **Add**.

Steps to Assign a Role to a Group

1. Go to **Azure Active Directory > Roles and administrators**.
2. Select a role (e.g., **Global Reader**).
3. Click **+ Add assignments**.
4. Choose the group and click **Add**.

5.2 Add Users to a Group

1. Go to **Azure AD > Groups**.
2. Select the group where you want to add a member
3. Click **Members > + Add members**.
4. Select the user you want to add and click **Select**.

Microsoft Entra admin center

Home > Groups | Overview > All groups > m365group

m365group | Members


Overview
Diagnose and solve problems
Manage
Properties
Members
Owners
Roles and administrators
Administrative units
Group memberships
Applications
Licenses
Azure role assignments

+ Add members Bulk operations Refresh Manage view Remove

Direct members All members

Search Add filter

1 group member found

<input type="checkbox"/>	Name ↑	Type	Email
<input type="checkbox"/>	 arnav	User	arnavsinghsodiya06C

https://entra.microsoft.com/#view/Microsoft_AAD_IAM/GroupDetailsMenuBlade/~/_Members/groupId/df0d253-fd2f-45b4-b34c-8b03e89...

Microsoft Entra admin center

Home > Groups | Overview > All groups > m365group

m365group | Members


Overview
Diagnose and solve problems
Manage
Properties
Members
Owners
Roles and administrators
Administrative units
Group memberships
Applications
Licenses
Azure role assignments

+ Add members Bulk operations Refresh Manage view Remove

Direct members All members

Search Add filter

1 group member found

<input type="checkbox"/>	Name ↑	Type	Email
<input type="checkbox"/>	 arnav	User	arnavsinghsodiya06C

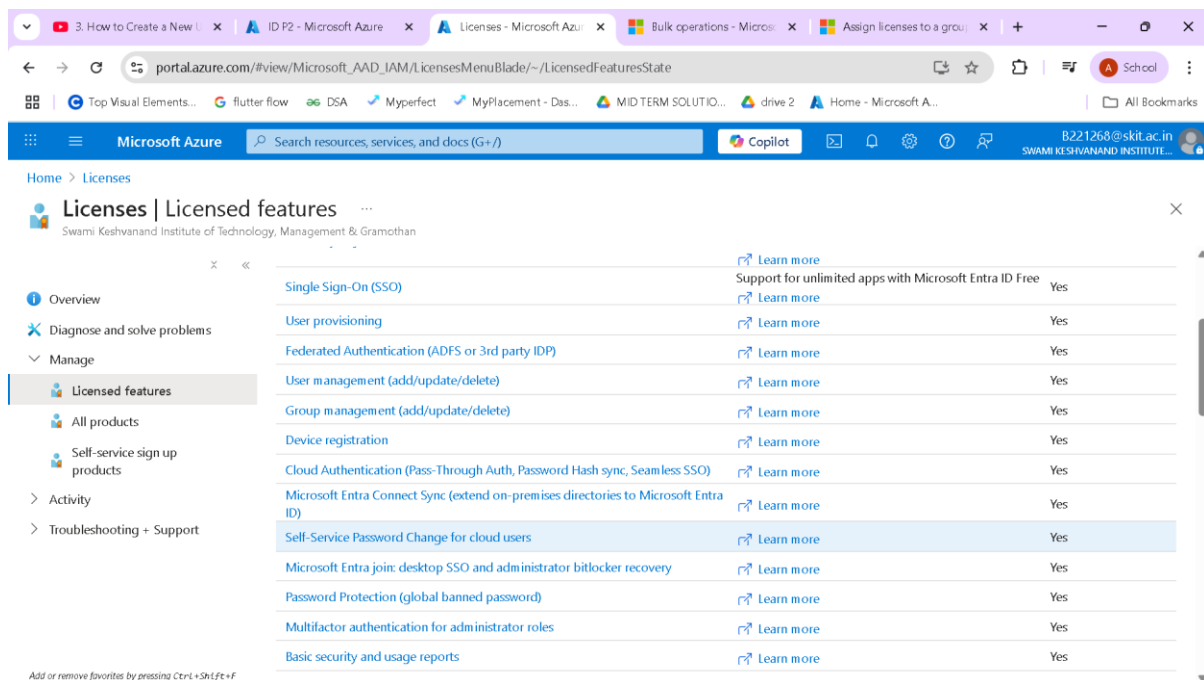
Member successfully added
Kanishk Bhardwaj is now a member.

5.3 Assign Licenses

Licenses give users access to Microsoft services (e.g., Office 365).

Steps:

1. Go to **Azure AD** -> **Users**.
2. Select the user.
3. In the left menu, click **Licenses** -> **+ Assignments**.
4. Select the license (e.g., Microsoft 365 E3 or E5).
5. Click **Save**.



The screenshot shows the Microsoft Azure portal interface. The top navigation bar includes the 'Microsoft Azure' logo and a search bar. The left sidebar contains a navigation menu with options like 'Overview', 'Diagnose and solve problems', 'Manage', 'Licensed features', 'All products', 'Self-service sign up products', 'Activity', and 'Troubleshooting + Support'. The main content area is titled 'Licenses | Licensed features' and displays a table of features and their availability.

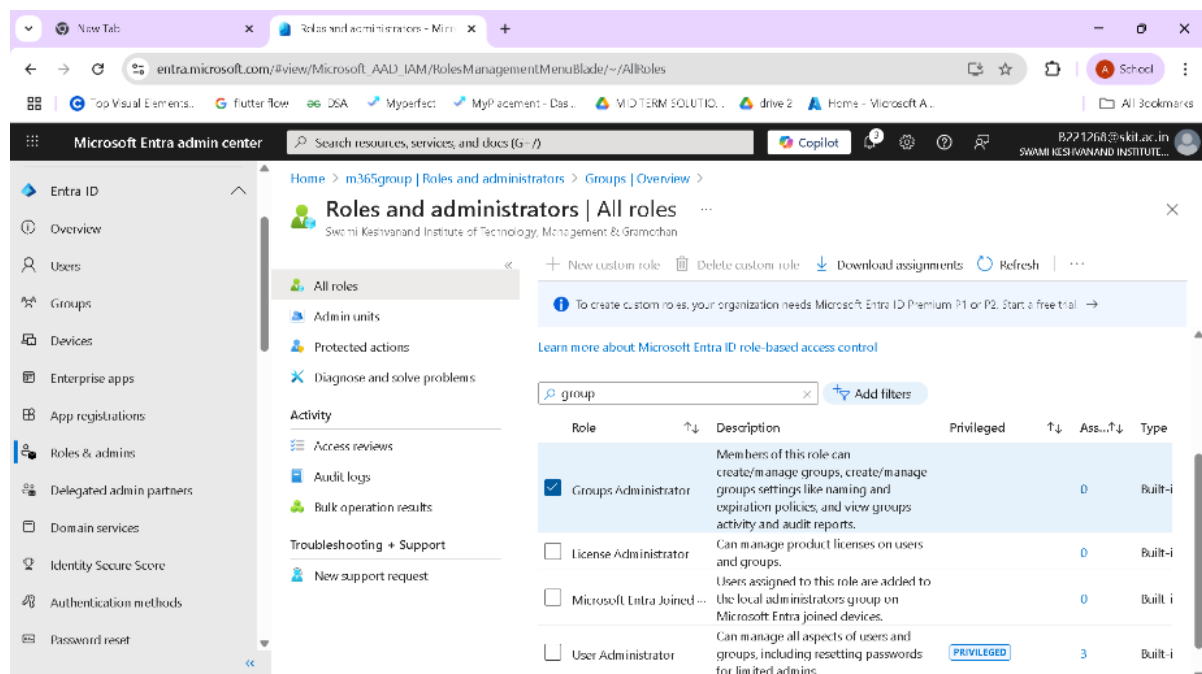
Feature	Learn more	Availability
Single Sign-On (SSO)	Learn more	Yes
Support for unlimited apps with Microsoft Entra ID Free	Learn more	Yes
User provisioning	Learn more	Yes
Federated Authentication (ADFS or 3rd party IDP)	Learn more	Yes
User management (add/update/delete)	Learn more	Yes
Group management (add/update/delete)	Learn more	Yes
Device registration	Learn more	Yes
Cloud Authentication (Pass-Through Auth, Password Hash sync, Seamless SSO)	Learn more	Yes
Microsoft Entra Connect Sync (extend on-premises directories to Microsoft Entra ID)	Learn more	Yes
Self-Service Password Change for cloud users	Learn more	Yes
Microsoft Entra join: desktop SSO and administrator bitlocker recovery	Learn more	Yes
Password Protection (global banned password)	Learn more	Yes
Multifactor authentication for administrator roles	Learn more	Yes
Basic security and usage reports	Learn more	Yes

5.4 Create and Assign an Administrative Unit

Administrative units allow you to delegate management to specific users for a subset of your organization.

Steps:

1. Go to **Azure AD > Administrative units**.
2. Click **+ Add**.
3. Name the unit.
4. Add users/groups under this unit.
5. Assign roles to users **inside the unit**.



Users - Microsoft Azure

Groups Administrator - Micro...

Use Microsoft Entra groups to...

how to get microsoft azure id p...

+

portal.azure.com/?Microsoft_Azure_Education_correlationId=6fe40f39-f80c-42d3-8811-4f1a70867796&Microsoft_Azure_Education...

Top Visual Elements... flutter flow DSA Myperfect MyPlacement - Das... MID TERM SOLUTIO... drive 2 Home - Microsoft A...

Microsoft Azure

Search resources, services, and docs (G+/I)

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SWAMI KESHVANAND INSTITUTE...

Home > Swami Keshvanand Institute of Technology, Management & Gramothan | Overview >

Users

Swami Keshvanand Institute of Technology, Management & Gramothan

+ New user

Edit

Delete

Download users

Bulk operations

Refresh

Manage view

Per-user MFA

All users

Azure Active Directory is now Microsoft Entra ID.

Audit logs

Sign-in logs

Diagnose and solve problems

Deleted users

Password reset

User settings

Bulk operation results

New support request

anu

Add filter

4 users found (1 user selected)

<input type="checkbox"/>	Display name	User principal name	User type	On-premises s...	Identities	Company
<input checked="" type="checkbox"/>	<div>AS</div> anushka singh	B221268@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	<div>AB</div> anubhav bansal	b221267@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	<div>AP</div> Anushka Panicker	b210901@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	
<input type="checkbox"/>	<div>AT</div> Anuj Tomar	b221302@skit.ac.in	Member	No	swamikit.onmicrosoft.c...	

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anushka singh User

Search Edit properties Delete Refresh Reset password Revoke sessions Manage view Got feedback?

Basic info

anushka singh B221268@skit.ac.in Member

User principal name B221268@skit.ac.in Group memberships 0

Object ID 01341bf8-b269-4454-867d-69ee39250cbd Applications 0

Created date time Dec 18, 2023, 10:04 AM Assigned roles 0

User type Member Assigned licenses 1

Identities swamikit.onmicrosoft.com

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Home > anushka singh

anushka singh | Azure role assignments User

Search

Subscription * Azure for Students

Role	Resource Name	Resource Type	Assigned To	Condition
Owner	Azure for Students	Subscription	anushka singh	None
Owner	Azure for Students	Subscription	anushka singh	None

https://portal.azure.com/7/Microsoft_Azure_Education_correlationId=6fe40f3...

Step 6: Configure Bulk Operations

6.1 Bulk Create Groups

1. Go to Groups:

- **Azure Portal → Azure Active Directory → Groups.**

2. Open Bulk Operations:

- **Click Bulk operations → Bulk create.**

3. Download CSV Template:

- **Click Download to get the sample CSV file.**
- **Open it in Excel and fill the required columns:**
 - **DisplayName** - Name of the group.
 - **Description** - Description of the group.
 - **MailNickname** - Short name for the group.
 - **SecurityEnabled** - True for Security group, False for Microsoft 365 group.
 - **MailEnabled** - True for M365 group, False for Security group.
 - **GroupTypes** - Leave blank for Security group, use Unified for Microsoft 365 group.

6.2 Bulk Invite Users to Groups

1. Go to Users:

- **Azure AD → Users.**

2. Open Bulk Operations:

- **Click Bulk operations → Bulk invite.**

3. Download CSV Template:

- **Fill details:**
 - **EmailAddress** - Email of the external user.
 - **DisplayName** - Name of the user.
 - **InviteRedirectURL** - A URL where they are redirected after accepting the invite.

6.3 Bulk Delete Groups

1. Go to Groups:

- **Azure AD → Groups.**

2. Open Bulk Delete:

- **Click Bulk operations → Bulk delete.**

3. Download CSV Template:

- **Add ObjectId of each group you want to delete.**
 - **Find ObjectId: Azure AD → Groups → Select group → Copy Object ID from Overview.**

4. Upload CSV:

- **Upload the CSV → Click Submit.**

6.4 Download Groups (Export List of Groups)

1. Go to Groups:

- **Azure AD → Groups.**

2. Export All Groups:

- **Click Download groups at the top.**
- **It will generate a CSV containing details like:**
 - **Group Name, ObjectId, Type (Security/M365), Description.**

Microsoft Entra admin center

Home > Groups | Overview > All groups > m365group | Azure role assignments >

Users

Swami Keshvanand Institute of Technology, Management & Gramothan

+ New user Edit Delete Download users Bulk operations Refresh

Azure Active Directory is now Microsoft Entra ID.

Search Add filter

448 users found

<input type="checkbox"/>	Display name ↑	User principal name ↑	User type	On-premises
<input type="checkbox"/>	AS Aaditya Shah	b211053@skit.ac.in	Member	No
<input type="checkbox"/>	AS Aakriti Sharma	aakritivashishtha...	Member	No
<input type="checkbox"/>	AQ Aarish Quazi	b210860@skit.ac.in	Member	No
<input type="checkbox"/>	AR Aarti Rajpurohit	B210267@skit.ac.in	Member	No
<input type="checkbox"/>	AJ Abhi Jain	B210659@skit.ac.in	Member	No
<input type="checkbox"/>	AG Abhishek Gupta	abhigupta@skit.a...	Member	No

https://entra.microsoft.com/#view/Microsoft_AAD_UsersAndTenants/UserManagementMenuBlade~/~/AllUsers/menuld/

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Home >

Users

Swami Keshvanand Institute of Technology, Management & Gramothan

+ New user Edit Delete Download users Bulk operations Refresh

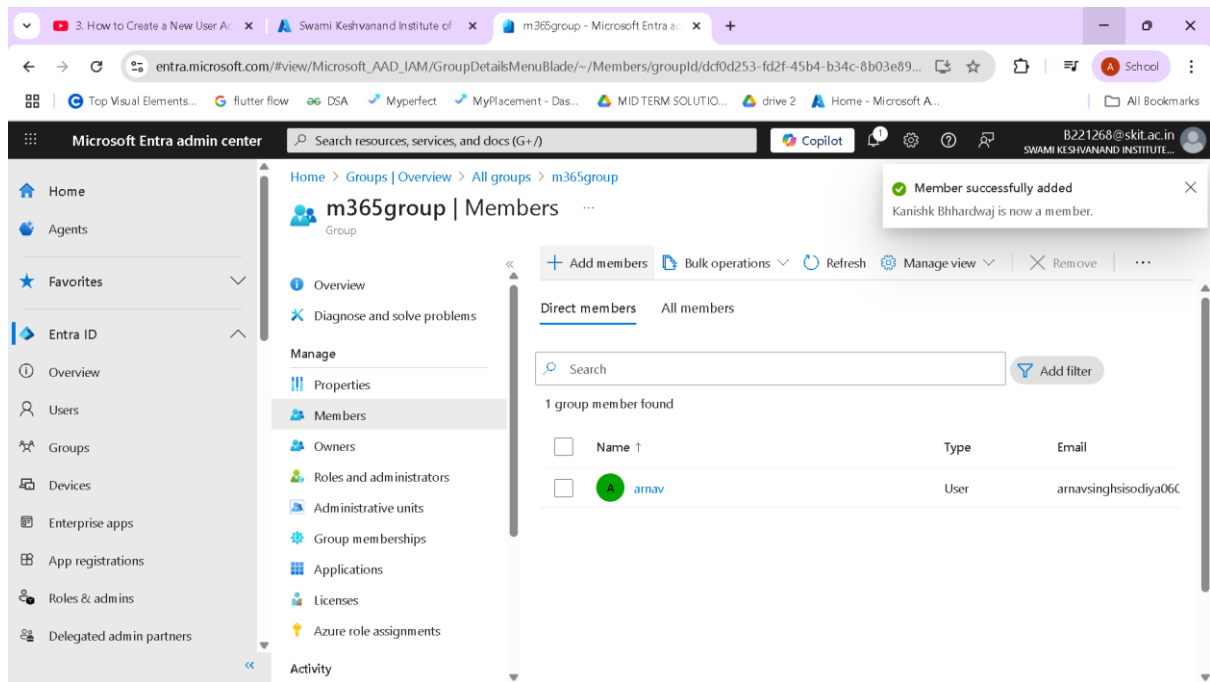
Azure Active Directory is now Microsoft Entra ID.

Search anu Add filter

4 users found (4 users selected)

<input checked="" type="checkbox"/>	Display name ↑	User principal name ↑	User type	On-premises s...
<input checked="" type="checkbox"/>	AS anushka singh	B221268@skit.ac.in	Member	No
<input checked="" type="checkbox"/>	AB anubhav bansal	b221267@skit.ac.in	Member	No
<input checked="" type="checkbox"/>	AP Anushka Panicker	b210901@skit.ac.in	Member	No
<input checked="" type="checkbox"/>	AT Anuj Tomar	b221302@skit.ac.in	Member	No

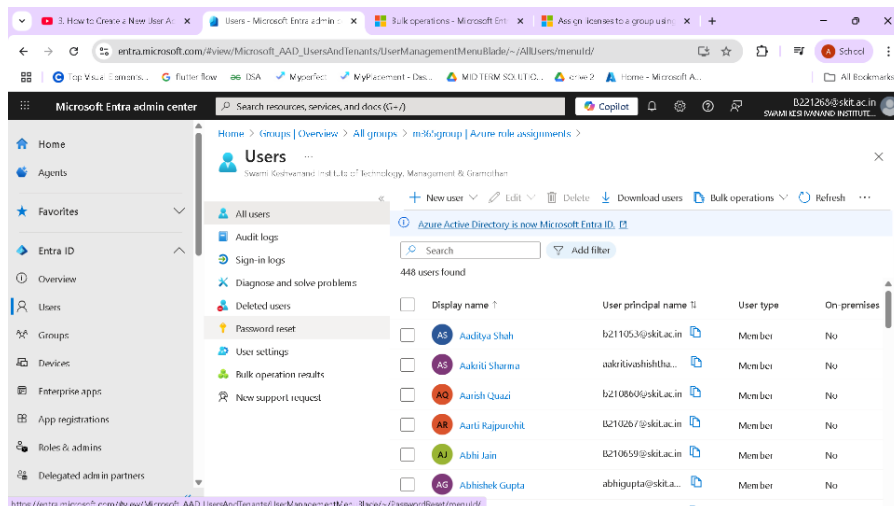
Bulk create
Bulk invite
Bulk delete



Step 7: Manage Users

7.1 Password Reset

1. Go to **Azure AD > Users**.
2. Select the user whose password you want to reset.
3. Click **Reset Password** on the top.
4. A new password is auto-generated (or set manually).



7.2 Manage Deleted Users

1. Go to **Azure AD > Users > Deleted users**.
2. From here, you can
 - **Restore** a user.
 - **Permanently delete** a user.

7.3 User Settings

1. Go to **Azure AD > User settings**.
2. Here you can configure:
 - **Self-service password reset**.
 - Guest user permissions.
 - External collaboration settings.

Step 8: Monitor Azure AD (Audit Logs & Sign-In Logs)

Azure AD provides built-in monitoring capabilities to track user activities, admin actions, and sign-in events. These logs are critical for security auditing, troubleshooting, and compliance.

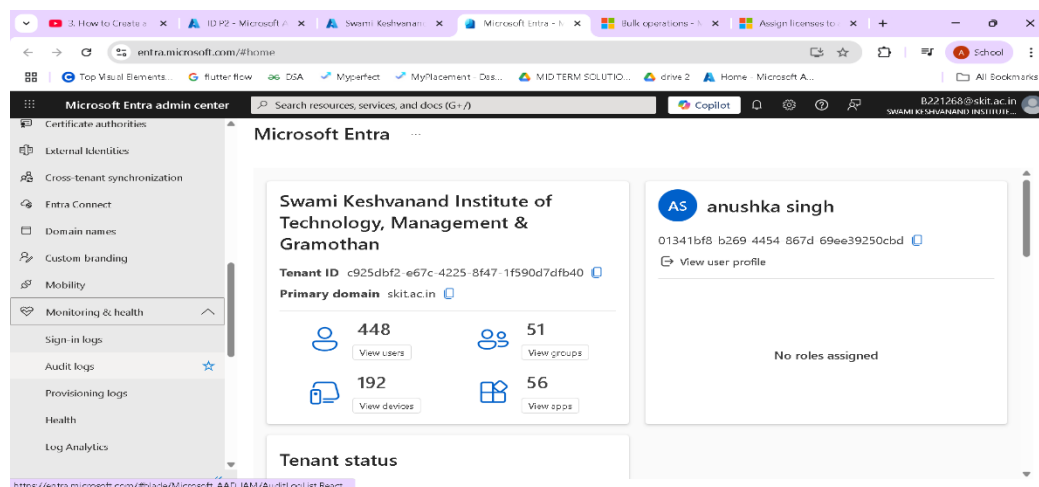
8.1 Audit Logs

Audit logs show changes or actions performed in Azure AD, such as:

- **User creation, deletion, or updates.**
- **Group creation and membership changes.**
- **Role assignments.**
- **Password resets.**

Steps to View Audit Logs

1. Go to Azure Active Directory > Monitoring > Audit logs.
2. You'll see a list of events such as user/group modifications.
3. Use the filters (top bar) to filter logs
4. Click on any event to see details (who performed the action, when, and what changed).



8.2 Sign-In Logs

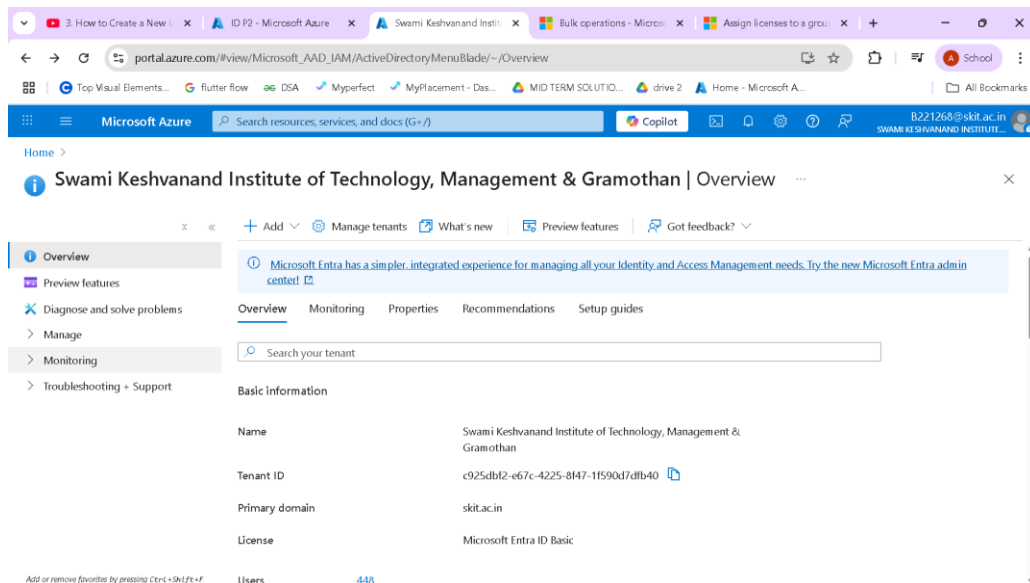
Sign-in logs provide details about user login activities, including:

- Success and failed logins.
- User location (IP address).
- Application accessed.
- Conditional access policies applied.

Steps to View Sign-In Logs

1. Go to Azure Active Directory > Monitoring > Sign-in logs.
2. You'll see sign-in attempts with columns like:
 - User (who signed in).

- **Application (resource accessed).**
 - **Status (Success/Failure).**
 - **Location/IP address.**
- 3. Click on any sign-in event to see details like device information, authentication method, and token details.**



8.3 Why Monitoring is Important?

Monitoring in Azure Active Directory is essential for ensuring security, compliance, and operational efficiency. Audit logs help track all critical changes, such as user creation, role assignment, group modifications, and license updates. By regularly reviewing these logs, administrators can identify unauthorized changes, track administrative actions, and maintain a transparent record of all activities. This is especially important for compliance with regulatory standards like GDPR, ISO, and HIPAA, where organizations must demonstrate accountability and proper identity management practices.

Sign-in logs play a crucial role in detecting and preventing security breaches. They provide detailed information about login attempts,

including the user's location, IP address, and the status of each sign-in. This data is vital for identifying unusual login patterns, failed attempts, or suspicious activities like brute-force attacks. With proactive monitoring, administrators can quickly respond to security threats, enforce conditional access policies, and ensure that only authorized users are accessing organizational resources.