* 7 minutes

You need to add member user accounts for the new developer team in your organization.

In this exercise, you’ll create a new Azure Active Directory (Azure AD) organization to hold all of your user accounts. You’ll also create a user account, delete a user account, and learn how to recover a deleted user account.

## Create an Azure Active Directory organization

To hold all of the users you create in this exercise, create a new organization.

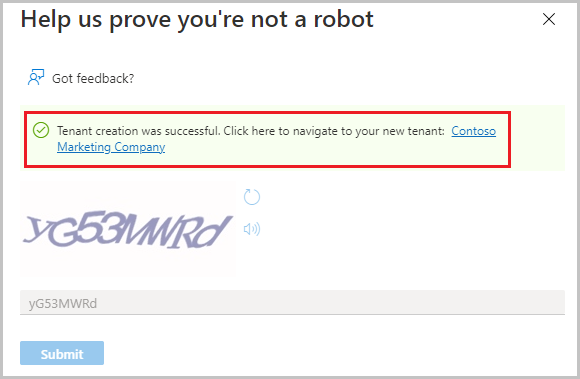
1. Sign in to the [Azure portal](https://portal.azure.com/learn.docs.microsoft.com) with the same account you used to activate the sandbox.
2. On the Azure portal home page, under **Azure services**, select **Create a resource**. The **Create a resource** pane appears.
3. In the *Search services and marketplace* search box, search for and select **Azure Active Directory**. The **Azure Active Directory** pane appears.
4. Select **Create**. The **Create a tenant** pane appears.
5. On the **Basics** tab, enter the following value for the setting.

| * Setting | * Value |
| --- | --- |
| * **Tenant type** |  |
| * Select a tenant type | * Azure Active Directory |

1. Select **Next : Configuration**, and enter the following values for each setting.

| * Setting | * Value |
| --- | --- |
| * **Directory details** |  |
| * Organization name | * Enter *Contoso Marketing Company* |
| * Initial domain name | * Enter *contosomarketingXXXX* where you replace XXXX with numbers or letters to make your domain name unique |

1. Select **Next : Review + create**.
2. After validation passes, select **Create**. The **Help us prove you’re not a robot** pane appears.
3. Enter the appropriate match to the request, and select **Submit**. Wait for the creation of your tenant to be completed.
4. On the **Help us prove you’re not a robot** pane, select the **Click here to navigate to your new tenant: Contoso Marketing Company** link.

  
  
The \*\*Overview\*\* pane for \_Contoso Marketing Company\_ appears.

For Azure AD Premium to complete all the exercises in this module, you’ll need to activate a free trial.

1. In the left menu pane, under **Manage**, select **Licenses**. The **Overview** pane for *Licenses* appears.
2. On the right side of the pane, under **Quick tasks**, select **Get a free trial**.

* ![Screenshot that shows the link to create free trial.](data:image/png;base64;base64,)
* Screenshot that shows the link to create free trial.
* The **Activate** pane appears.

1. Under **Azure AD Premium P2**, expand **Free trial**, and then select **Activate**. If you don’t have that option, that’s ok. You can complete most of the exercises without it. After the premium license activates, the **Overview** pane for *Licenses* reappears.
2. Return to the **Overview** pane for Azure Active Directory for Contoso Marketing Company. On the **Overview** tab, under the **Basic information** section, refresh the browser until you see **Azure AD Premium P2** appear aside **License**. It may take a couple of minutes.

* ![Screenshot that shows Azure AD Premium P2 on the Overview page under Tenant information.](data:image/png;base64;base64,)
* Screenshot that shows Azure AD Premium P2 on the Overview page under Tenant information.
* Under **My feed**, you should also see your role listed as the **Global administrator**.

1. Under **Basic information**, copy the **Primary domain** name to use in the next section.

## Add a new user

Now, let’s create a user account.

1. In the Azure AD organization you created, in the left menu pane, under **Manage**, select **Users**. The **All users** pane appears.
2. In the top menu bar, select **New user**. The **New user** pane appears for *Contoso Marketing Company*.
3. Enter the following values for each setting.

* **Identity**
  + **User name**: chris@contosomarketingXXXXXX.onmicrosoft.com. The domain name should match the primary domain you copied in the previous section.
  + **Name**: *Chris Green*
* **Password**
  + **Show Password**, (*check*), and copy it somewhere you can refer to it later.

1. Select **Create**. The **All users** pane reappears for *Contoso Marketing Company - Azure Active Directory*. The user is now created and registered to your organization.

## Delete a user

You can delete users after they’re created.

1. In your **All users** pane for Azure AD organization, from the list, select **Chris Green**.
2. In the top menu bar, select **Delete user**. If you don’t see that option, select **More**.
3. When you’re prompted to confirm your deletion, select **OK**.

## Recover a deleted user

You can restore deleted users. View the list of the deleted users, and then restore one.

1. In your **All users** pane for Azure AD organization, in the left menu pane, select **Deleted users**. You now see all of the users that were deleted within the last 30 days.
2. Select **Chris Green** and in the top menu bar, select **Restore user**.
3. To confirm, select **OK**. The **All users** pane reappears.
4. Verify that Chris Green’s account is recovered by selecting **All users** in the left menu pane. You should see Chris Green restored as a user.

## Next unit: Manage app and resource access by using Azure Active Directory groups

[Continue](https://docs.microsoft.com/en-us/learn/modules/create-users-and-groups-in-azure-active-directory/4-manage-app-resource-access-azure-ad-groups/)

Need help? See our [troubleshooting guide](https://docs.microsoft.com/en-us/learn/support/troubleshooting?uid=learn.azure.create-users-and-groups-in-azure-active-directory.exercise-add-delete-users-azure-ad&documentId=aa1e12ef-e5fa-b8d8-8c46-65f8ec84b0d4&versionIndependentDocumentId=51f6b17b-6253-e912-2281-5dee721efbdd&contentPath=%2FMicrosoftDocs%2Flearn-pr%2Fblob%2Flive%2Flearn-pr%2Fazure%2Fcreate-users-and-groups-in-azure-active-directory%2F3-exercise-add-delete-users-azure-ad.yml&url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fmodules%2Fcreate-users-and-groups-in-azure-active-directory%2F3-exercise-add-delete-users-azure-ad&author=curtand) or provide specific feedback by [reporting an issue](https://docs.microsoft.com/en-us/learn/support/troubleshooting?uid=learn.azure.create-users-and-groups-in-azure-active-directory.exercise-add-delete-users-azure-ad&documentId=aa1e12ef-e5fa-b8d8-8c46-65f8ec84b0d4&versionIndependentDocumentId=51f6b17b-6253-e912-2281-5dee721efbdd&contentPath=%2FMicrosoftDocs%2Flearn-pr%2Fblob%2Flive%2Flearn-pr%2Fazure%2Fcreate-users-and-groups-in-azure-active-directory%2F3-exercise-add-delete-users-azure-ad.yml&url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fmodules%2Fcreate-users-and-groups-in-azure-active-directory%2F3-exercise-add-delete-users-azure-ad&author=curtand#report-feedback).