

Criar 5 usuários com atributos personalizados (nome, UPN, senha).

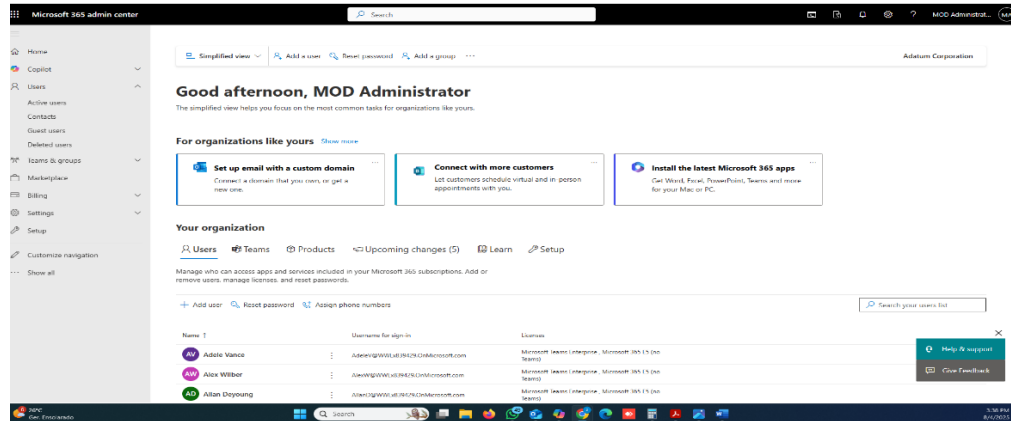
Passos para a realizar o desafio:

1- Login [Microsoft 365 admin center](#)

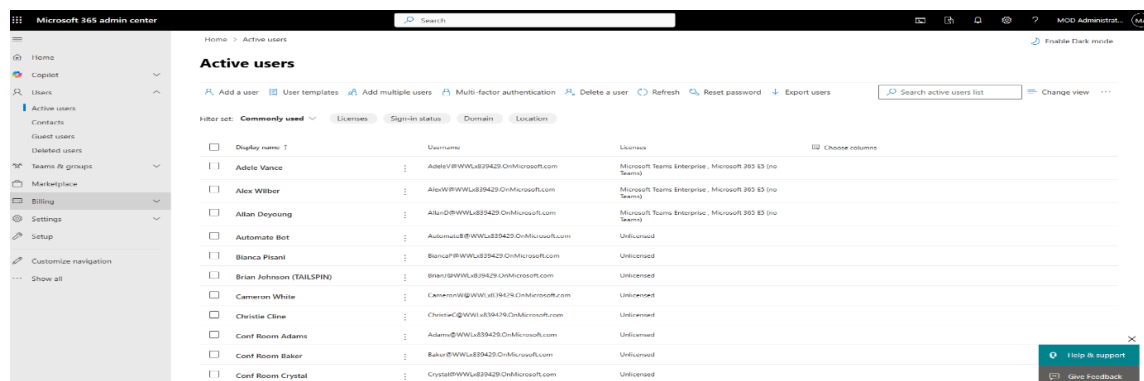
Para fazer login no admin center :

Admin username:

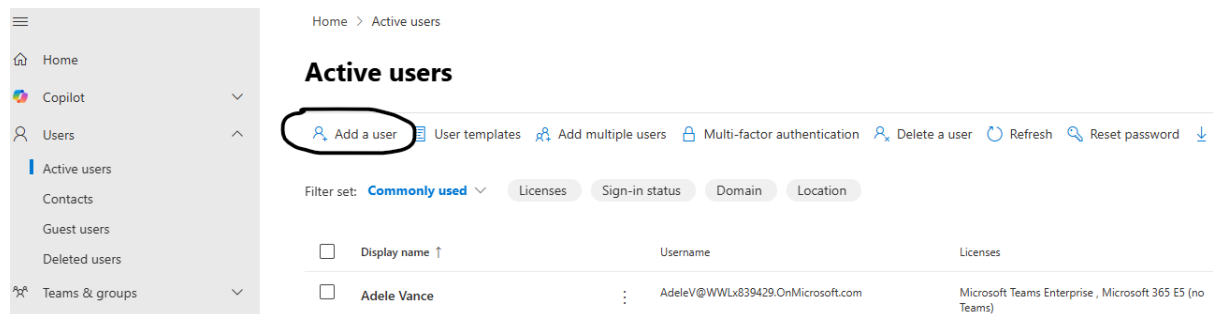
Admin password:



2-Vamos em Users, Active users



3-Vamos em Add a user



● Basics

○ Product licenses

○ Optional settings

○ Finish

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First name

Last name

Zeferino

Garcia

Display name *

Zeferino Garcia

Username *

Domains

Z.Garcia

@

WWLx839429.onmicrosoft.com

☐ Automatically create a password

Passwords must be between 8 and 256 characters and use a combination of at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.

Password *

Angela2025

Strong

☒ Require this user to change their password when they first sign in

Next

Cancel

● Basics

● Product licenses

● Optional settings

● Finish

Review and finish

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Zeferino Garcia

Z.Garcia@WWLx839429.onmicrosoft.com

Edit

Password

Type: Custom password

Edit

Product licenses

Create user without product license.

Roles (default)

User (no admin center access)

Edit

Profile info

Edit

Back

Finish adding

Cancel

● Basics

● Product licenses

● Optional settings

● Finish

Zeferino Garcia added to active users

Zeferino Garcia will now appear in your list of active users.

User details

First

Display name: Zeferino Garcia

Username: Z.Garcia@WWLx839429.onmicrosoft.com

Password: ***** Save

Licenses bought

None

Licenses assigned

None

Save these user settings as a template?

Use templates allow you to quickly add similar users in the future by saving a set of shared settings such as domains, password, product licenses, and roles.

[Review settings for this user template](#)

Name your template *

Example: FTE Senior Engineer, New York

Close

Microsoft 365 admin center

Search

Home

Export

Users

Teams & groups

Microsoft

Billing

Your products

Licenses

Site & payments

Billing accounts

Payment methods

Billing notifications

Settings

Domains

Search & intelligence

Org settings

Microsoft 365 Backup

Integrated apps

News

Partner relationships

Microsoft Edge

Setup

Customize navigation

Add a user

User templates

Add multiple users

Multi-factor authentication

Reset a user

Refresh

Reset password

Export users

Search active users list

Change view

Display name	Username	License	Choose columns
<input type="checkbox"/> Jasi Sherman	Jasi.Sherman@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Lee Gai	Lee.Gai@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Luke Mulvey	Luke.Mulvey@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Lynne Roberts	Lynne.Roberts@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Megan Brown	Megan.Brown@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Milos Gruban	Milos.Gruban@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> MOO Administrator	admin@WWLx839429.onmicrosoft.com	Microsoft Power Apps for Developer, Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Nestor White	Nestor.White@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Patsi Fernandez	Patsi.Fernandez@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Pradeep Gupta	Pradeep@WWLx839429.onmicrosoft.com	Microsoft Teams Enterprise, Microsoft 365 E3 (on demand)	
<input type="checkbox"/> Ravi Rao	Ravi.Rao@WWLx839429.onmicrosoft.com	Unlicensed	
<input type="checkbox"/> Zeferino Garcia	Z.Garcia@WWLx839429.onmicrosoft.com	Unlicensed	

Print & export

Give feedback