

Manage Identity and Access in Azure Active Directory

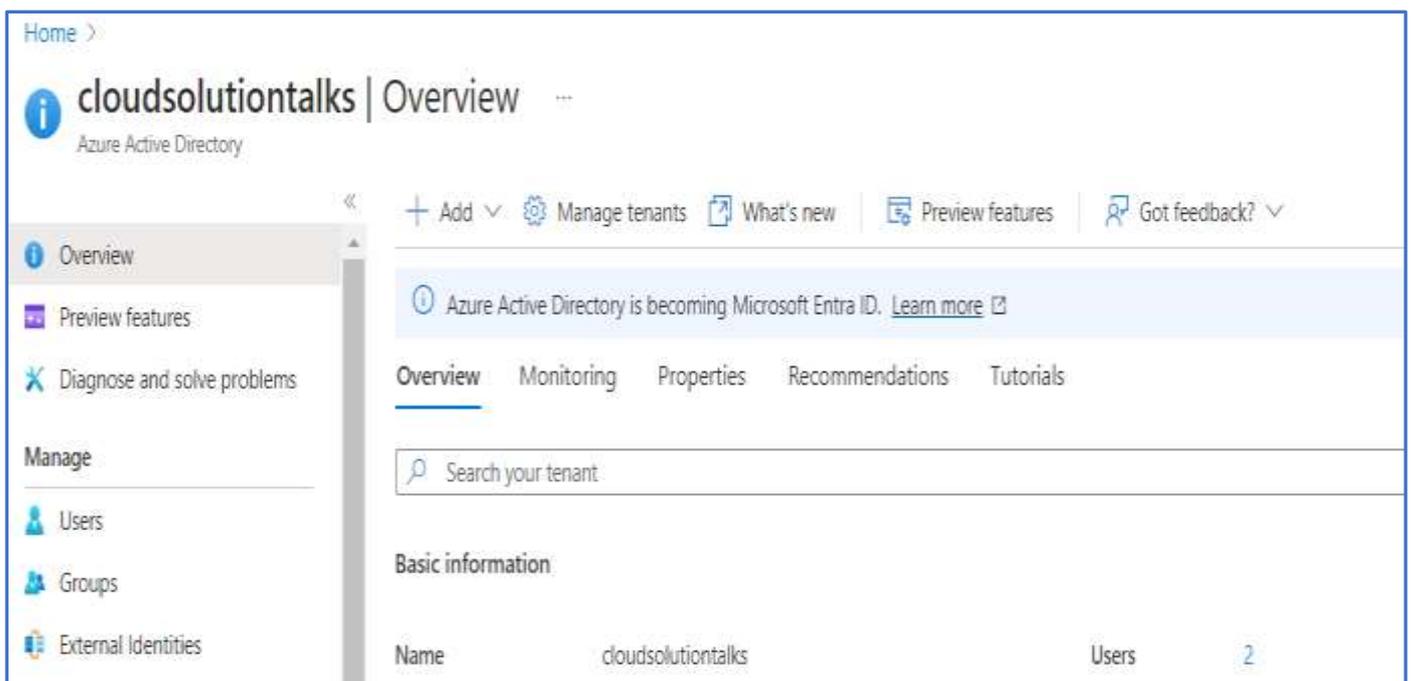
Azure Active Directory is Microsoft's cloud-based identity and access management service. Every user who needs access to Azure resources needs an Azure user account. The person who sign up for Azure account is Global Administrator of that Account.

In this Lab we,

- Create User
- Create Bulk User
- Assign Roles
- Create Guest User

Create user.

Select AAD tenant/organization, and select users from the left tab



Click Add & Select New User, you have 2 options to select new user or invite user.

Home > cloudsolutiontalks | Users > Users >

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name @ [Domain not listed](#)

Mail nickname * Derive from user principal name

Display name*

Password * Auto-generate password

Account enabled

Note : User Principal Name (UPN) is a username and domain in an email address format. The above username will be created as `mike@hemalatharrbgmail.onmicrosoft.com`

Leave auto enabled option Checked.

Home > cloudsolutiontalks | Users > Users >

Create new user

Create a new internal user in your organization

Basics **Properties** Assignments Review + create

Identity

First name

Last name

User type

Authorization info [+ Edit Certificate user IDs](#)

Job Information

Job title

Select create review

Display name	User principal name	Identities	User type	Company name
Hemalatha kannappan	hemalatha.rrb@gmail.com...	MicrosoftAccount	Member	
Michael	Michael@hemalatharbg...	hemalatharbgmail.onmicrosoft.com	Member	CloudSolutiontalks
RahulRaj	RahulRaj@hemalatharbg...	hemalatharbgmail.onmicrosoft.com	Member	ABC

Note: we can recover deleted user within 30 days' time.

Now one user got created, Lets create bulk user using csv file

Bulk user Creation

Select Azure Active Directory -> Users ->Bulk Operations->Bulk create

The screenshot shows the Azure Active Directory 'Users' page. The 'Bulk operations' button is highlighted with a red box. Below the navigation bar, there is a search bar and a table of users. The table has columns for 'Display name', 'User principal name', 'Identities', 'User type', and 'Company name'. Three users are listed: Hemalatha kannappan, Michael, and RahulRaj.

Click Download button.

The screenshot shows the 'Bulk create users' dialog box. It contains the following steps:

1. Download csv template (optional)
 - [Download](#)
2. Edit your csv file
3. Upload your csv file
 -

At the bottom, there is a link: [Learn more about bulk import users](#)

After you download the file, enter users' details from row 4. Do not delete any rows/columns.

Name [displayName] Required	User name [userPrincipalName]	Initial password [password]	Block sign in (Yes/No)	First name [givenName]	Last name [surname]	Job title [jobTitle]	Department
Example: Chris Green	chris@contoso.com	myPassword1234	No				
Mike	mike@hemalatharbgmail.com	CloudBlog12345	YES	MIKE	ADAMS	CLOUD ENGINEER	
ANNIE	annie@hemalatharbgmail.com	CloudBlog12345	YES	ANNIE	JAMES	SOLUTION ARCHITECT	
MARIA	maria@hemalatharbgmail.com	CloudBlog12345	YES	MARIA	JONARTH	CONSULTANT	
SAM	sam@hemalatharbgmail.com	CloudBlog12345	NO	SAM	JOHNSON	CLOUD ENGINEER	
JOHN	john@hemalatharbgmail.com	CloudBlog12345	YES	JOHN	KENNEDY	CLOUD ENGINEER	

Bulk create users ✕

1. Download csv template (optional)

Download
2. Edit your csv file
3. Upload your csv file

📁

File uploaded successfully

[Learn more about bulk import users](#)

Click submit and refresh the screen

Users
+ New user | ↓ Download users | Bulk operations | Refresh | Manage view | Delete | Per-user MFA

- All users
- Audit logs
- Sign-in logs
- Diagnose and solve problems
- Manage**
- Deleted users
- Password reset
- User settings
- Bulk operation results
- Troubleshooting + Support
- New support request

Azure Active Directory is becoming Microsoft Entra ID.

Add filter

8 users found

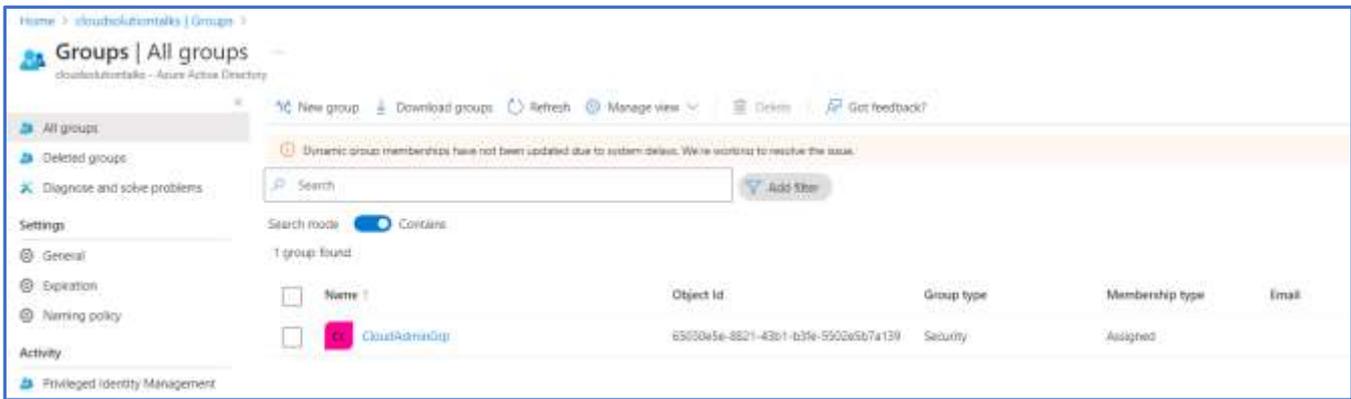
<input type="checkbox"/>	Display name	User principal name	Identities	User type
<input type="checkbox"/>	AN ANNIE	annie@hemalatharbgmail.onmicr...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	HK Hemalatha kannappan		rosoftAccount	Member
<input type="checkbox"/>	JO JOHN	john@hemalatharbgmail.onmicro...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	MA MARIA	maria@hemalatharbgmail.onmicr...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	MI Michael	Michael@hemalatharbgmail.onmi...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	MI Mike	mike@hemalatharbgmail.onmicr...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	RA RahulRaj	RahulRaj@hemalatharbgmail.onm...	hemalatharbgmail.onmicrosoft.com	Member
<input type="checkbox"/>	SA SAM	sam@hemalatharbgmail.onmicros...	hemalatharbgmail.onmicrosoft.com	Member

Now you can see users created from the information provided in the csv file.

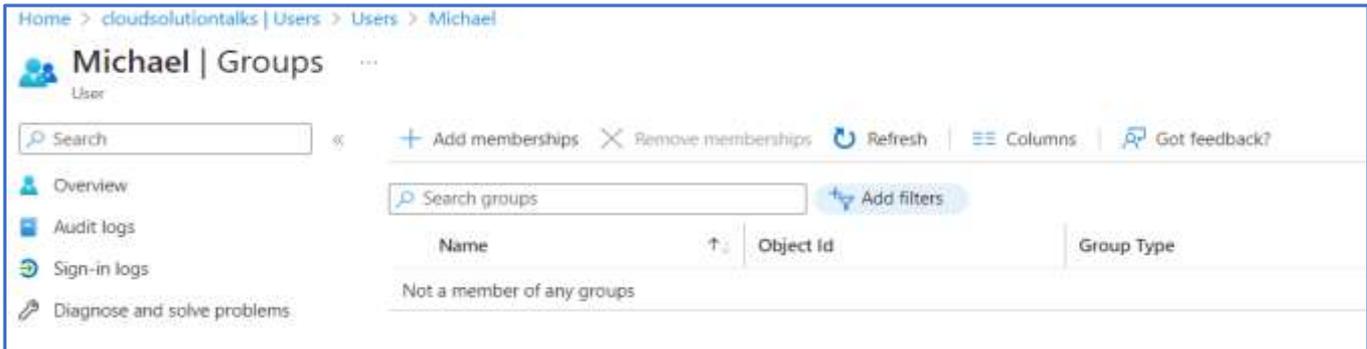
Create Group

Select Group from left sidebar and Select New Group.

Provide a name.

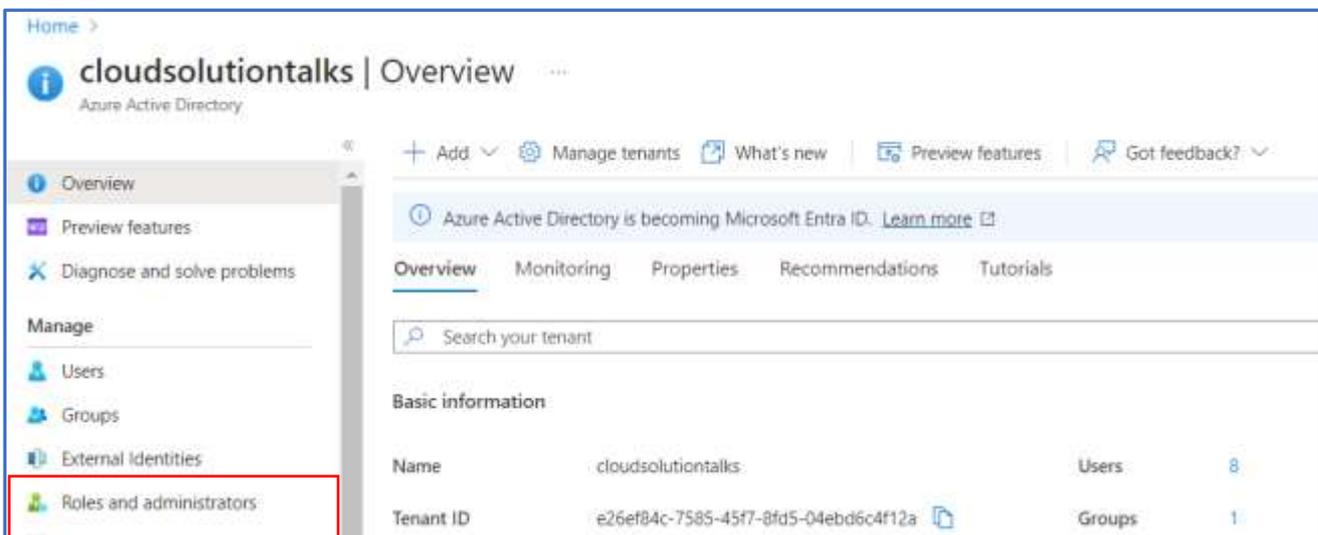


Select User and Add user to the Group

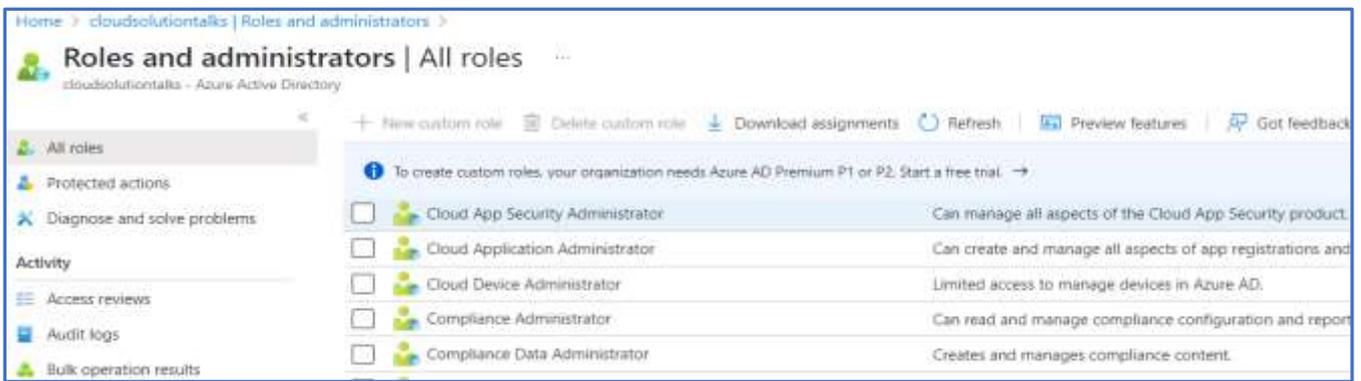


Assign Roles in AAD

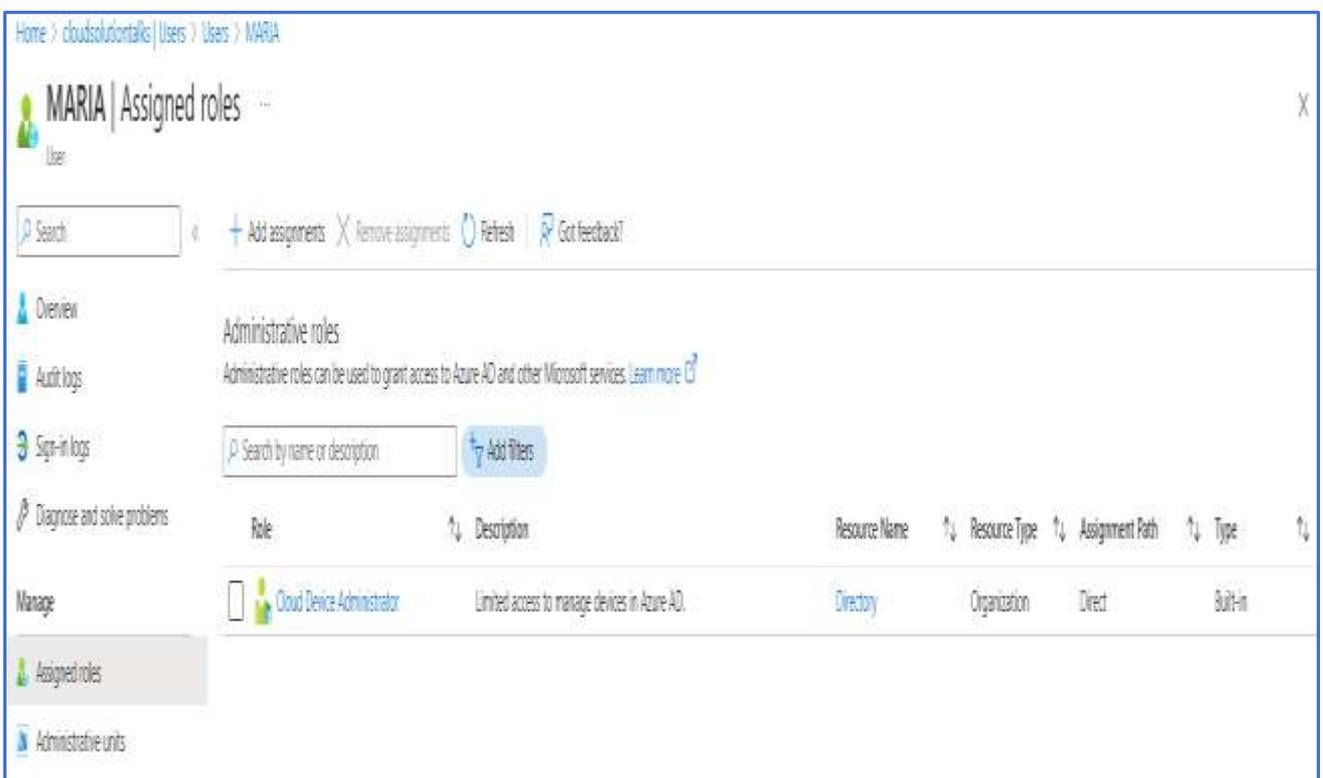
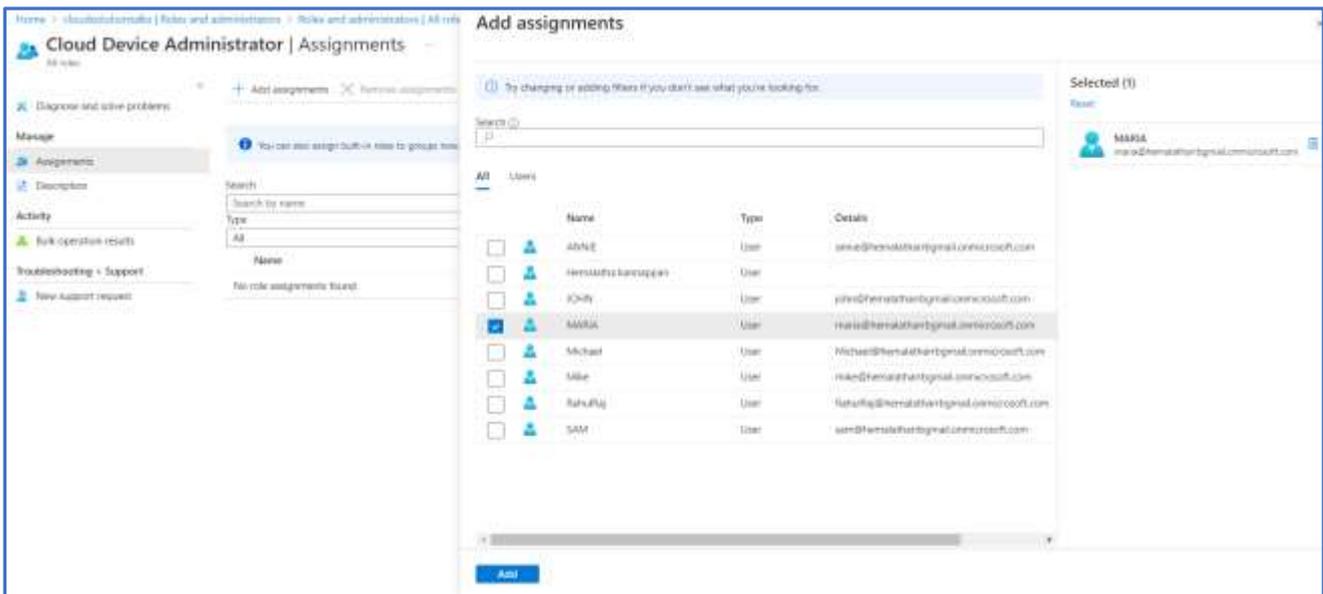
Select Roles & Administration .



Click on the Role.



Select user and Add Assignment.



Add guest users to the organization

Active Directory -> Overview -> Users -> Invite External Users.

Home > cloudsolutiontalks | Users >

Users

Search

+ New user | Download users | Bulk operations | Refresh | Manage view | Delete | Per-user MFA | Get feedback

All users | Audit logs | Sign-in logs | Diagnose and solve problems

Manage

- Deleted users
- Password reset
- User settings
- Bulk operation results
- Troubleshooting + Support
- New support request

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 ID	Identities	User type	Company name
<input type="checkbox"/>	shane@hemalatharbgmail...	hemalatharbgmail.onmicrosoft.com/Member		
<input type="checkbox"/>	Hemalatha kannappan		Member	
<input type="checkbox"/>	JOHN	john@hemalatharbgmail...	hemalatharbgmail.onmicrosoft.com/Member	
<input type="checkbox"/>	Michael	Michael@hemalatharbg...	hemalatharbgmail.onmicrosoft.com/Member	CloudSolutiontalks
<input type="checkbox"/>	Mike	mike@hemalatharbgmail...	hemalatharbgmail.onmicrosoft.com/Member	
<input type="checkbox"/>	RahuRaj	RahuRaj@hemalatharbg...	hemalatharbgmail.onmicrosoft.com/Member	ABC
<input type="checkbox"/>	SAM	sam@hemalatharbgmail...	hemalatharbgmail.onmicrosoft.com/Member	

Provide email id.

Home > cloudsolutiontalks | Users > Users >

Invite external user

Invite an external user to collaborate with your organization

Basics | Properties | Assignments | Review + invite

Invite a new guest user to collaborate with your organization. The user will be emailed an invitation they can accept in order to begin coll

Identity

Email

Display name

Invitation message

Send invite message

Message

Cc recipient

[Review + invite](#) [< Previous](#) [Next: Properties >](#)

Invitation will be sent to the email (as below)

Organization: cloudsolutiontalks
Domain: shank5569@gmail.com@onmicrosoft.com

This message was provided by the sender and is not from Microsoft Corporation.



Message from
cloudsolutiontalks:

“ Cloud Engineer - network Design ”

you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=e26ef84c-7585-45f7-8fd5-04ebd6c4f12a>.

[Accept invitation](#)

The Geust user has to accept the Invitation to Login to the Azure Portal



User principal name	shank5569@gmail.com#E...@onmicrosoft.com	Group membe...	0
Object ID	3484afd3-ce09-4c58-b7fc-4c7406af737d	Applications	0
Created date time	Aug 7, 2023, 1:36 PM	Assigned roles	0
User type	Guest	Assigned licen...	0
Identities	mail		

My Feed

Account status
Enabled
[Edit](#)

B2B collaboration
Invitation state: Accepted
[Reset redemption status](#)

Provide access to the Application for the Guest user

We can also add guest user sham to application by choosing Enterprise application from left panel and Click + New application

Home / cloudworkbooks | Enterprise applications / Enterprise applications

Enterprise applications | All applications

cloudworkbooks - Azure Active Directory

[+ New application](#) [Refresh](#) [Download \(Export\)](#) [Preview info](#) [Columns](#) [Preview features](#) [Get feedback?](#)

Overview

- Overview
- Diagnose and solve problems

Manage

- All applications
- Application proxy
- User settings

View, filter, and search applications in your organization that are set up to use your Azure AD tenant as their Identity Provider.

The list of applications that are maintained by your organization are in application registrations.

[Application type == Enterprise Applications](#) [Application ID starts with](#) [Add filters](#)

0 applications found

Name	Object ID	Application ID	Homepage URL	Created on
No results				