

HOW TO CREATE A NEW USER ON MICROSOFT ENTRA ID

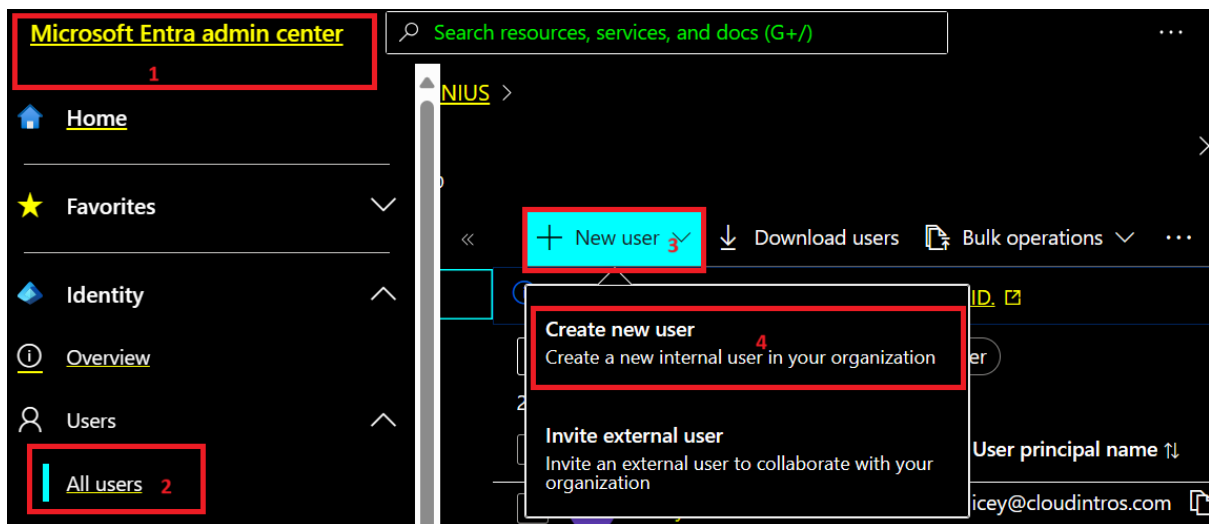
What is Microsoft Entra ID?

Microsoft Entra ID is a cloud-based identity and access management service, previously known as Azure Active Directory, which enables employees and guest users to sign in securely and access resources such as Microsoft 365, Azure portal and other Software as a Service application (SaaS).

Step 1. On your browser, type www.entra.microsoft.com

Step 2. Sign in with your global, or a user admin account to add users and assign licenses.

Step 3. Click on Identity > Users > All users > New user.



Step 4. Create new user.

Step 5. Enter the User principal name (UPN) > select the Domain.

Step 6. Enter the Display name of the user.

Step 7. Auto-generate password was selected for this user or you could choose to create your own strong password for the user.

Step 8. Ensure to select **Account enabled**. If not selected, the user will be blocked from signing in.

Create new user ...

Create a new internal user in your organization 4

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 * 5 @ 

Domain not listed? [Learn more](#) 

Mail nickname *

☒ Derive from user principal name

Display name * 6

Password * 

☒ Auto-generate password 7

Account enabled  8 ☒

Step 9. Click on Properties, it allows you to identify the user. For this demo, I will be focusing on a few of the properties.

Step 10. Add the First name > Last name.

Step 11. User type, click on the drop down icon and select your preferred user type. I will be selecting *Member* for this user.

Step 12. Select your preferred Usage location.

Basics **Properties** 9 Assignments Review + create

Identity

First name 10

Last name 11

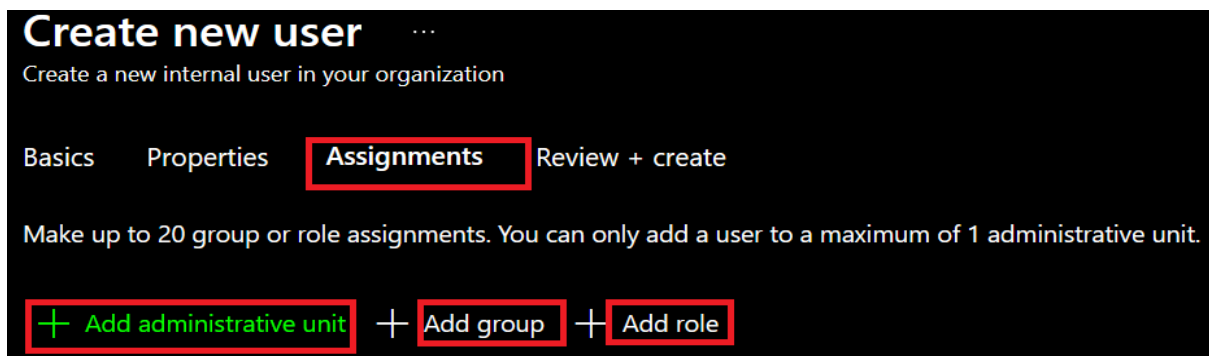
User type 12 

Authorization info  Edit Certificate user IDs

Settings

Usage location

Step 13. Assignments, it is used to Add administrative unit group > Add role.



Create new user

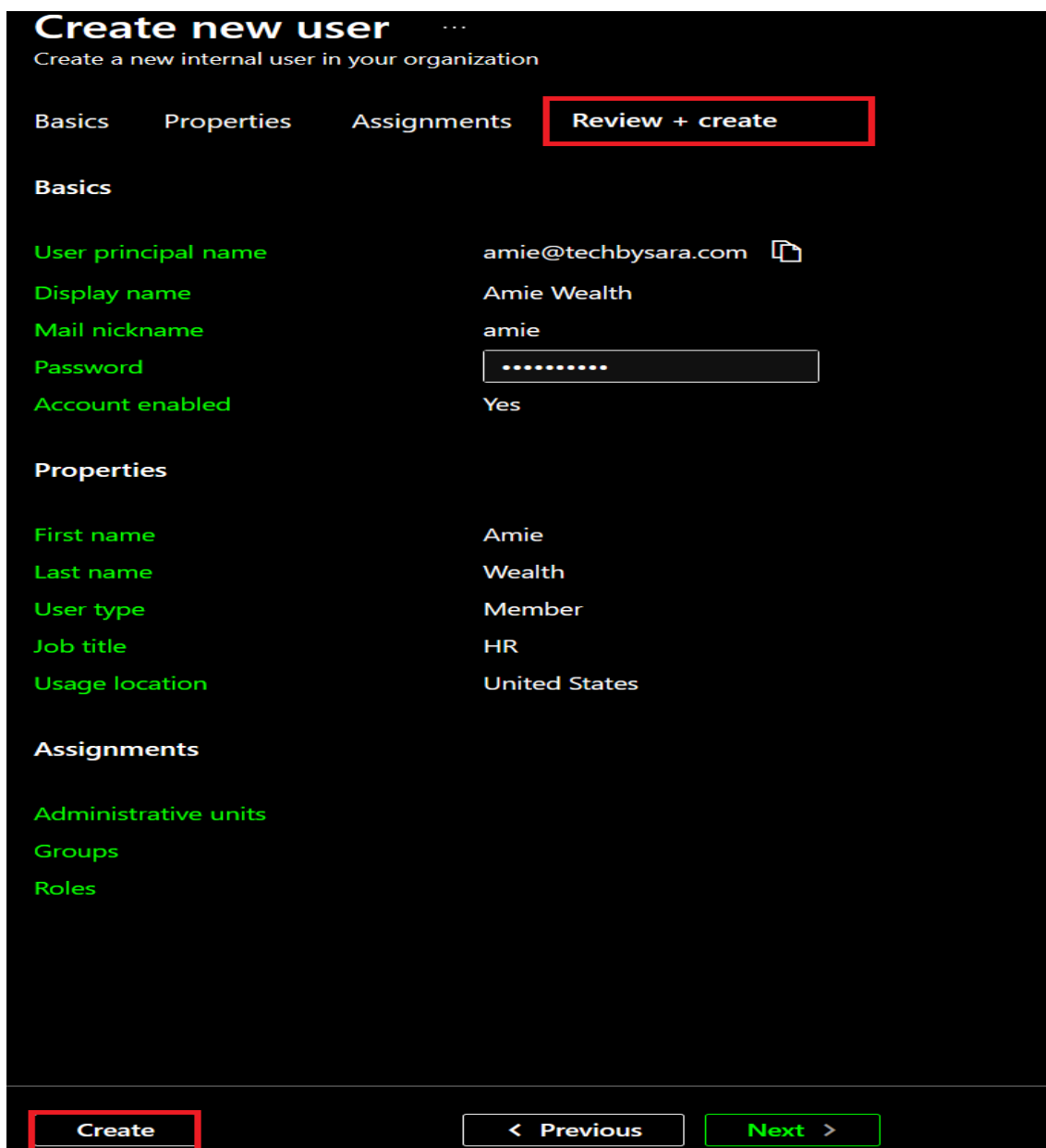
Create a new internal user in your organization

Basics Properties **Assignments** Review + create

Make up to 20 group or role assignments. You can only add a user to a maximum of 1 administrative unit.

+ Add administrative unit + **Add group** + **Add role**

Step 14. Click on Review + create, to ensure you have entered the right details. Then Create.



Create new user

Create a new internal user in your organization

Basics Properties Assignments **Review + create**

Basics

User principal name	amie@techbysara.com
Display name	Amie Wealth
Mail nickname	amie
Password	
Account enabled	Yes

Properties

First name	Amie
Last name	Wealth
User type	Member
Job title	HR
Usage location	United States

Assignments

Administrative units	
Groups	
Roles	

Create < Previous Next >

After creating the new user on admin center, I will be showing you the user interface with and without license assigned to the account as Amie Wealth signs into the M365 account created.

THE USER ACCOUNT WITH AND WITHOUT LICENSES ASSIGNED

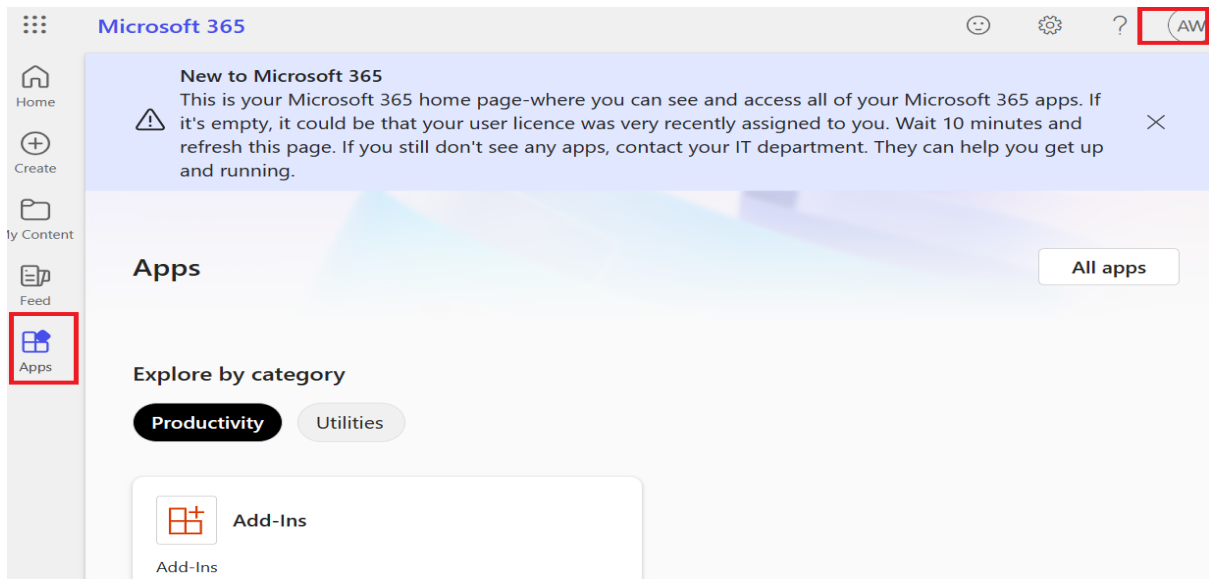
The screenshot shows the Microsoft 365 Admin Center interface for a user named 'Amie Wealth'. The left sidebar contains navigation links: Overview, Audit logs, Sign-in logs, Diagnose and solve problems, Manage, Custom security attributes, Assigned roles, Administrative units, Groups, Applications, and Licenses. The main content area shows the 'Overview' tab for the user. A red box highlights the user's profile card, which includes a purple circular avatar with 'AW', the name 'Amie Wealth', email 'amie@techbysara.com', and role 'Member'. Below the profile card, a table lists user details:

User principal name	amie@techbysara.com
Object ID	45dfa943-c5af-42d2-bded-68ac0f365b8c
Created date time	27 Mar 2024, 01:43
User type	Member

Step 1. On your browser, go to www.office.microsoft.com > Sign in with your user principal name > then enter your password.

Step 2. You will be prompted to **update your password**.

The screenshot shows the Microsoft 'Update your password' prompt. A red box highlights the Microsoft logo, the email address 'amie@techbysara.com', and the heading 'Update your password'. Below the heading, a message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three password input fields, each with a placeholder of seven dots. A blue 'Sign in' button is located at the bottom right.

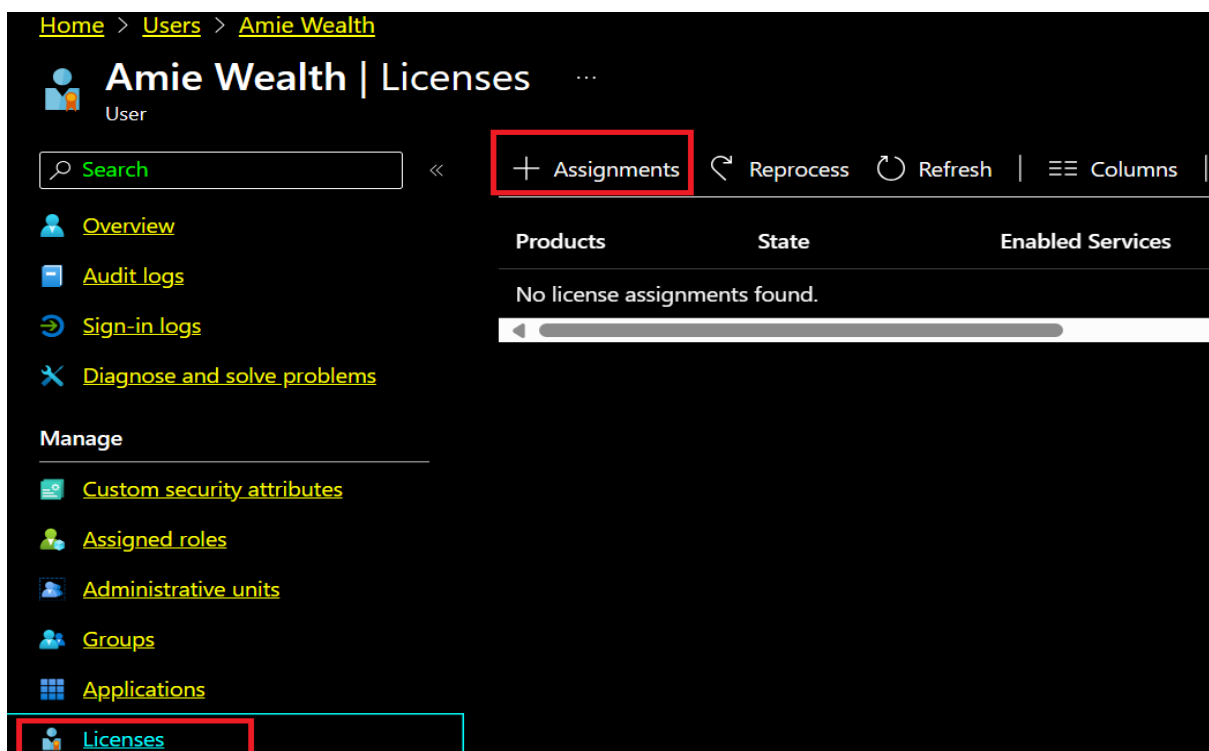


Step 3. The user is signed in without licences.

Step 4. To assign licenses to Amie Wealth, go to Microsoft Entra admin center.

Step 5. Click on Identity > Users > All users > **Amie Wealth** > Licenses.

Step 6. Click on Assignments.



Step 7. Select your preferred licenses and save.

Update license assignments

When a user has both direct and inherited licenses, only the direct license assignment is removed when you uncheck a license check box. Inherited licenses are unavailable to assign or remove directly. User can also be migrated between licenses.

Select licenses

☒ Microsoft 365 E5 Developer (without Windows and Audio Conferencing)

☐ Microsoft Power Automate Free

Review license options

Select

Microsoft 365 E5 Developer (without Windows and Audio Conferencing)

☒ Immersive spaces for Teams

☒ Purview Discovery

☒ Avatars for Teams (additional)

☒ Avatars for Teams

☒ Customer Lockbox (A)

☒ Microsoft Loop

☒ Commercial data protection for Microsoft Copilot

☒ Microsoft Clipchamp

☒ Microsoft 365 Audit Platform

☒ Viva Learning Seeded

☒ Data Classification in Microsoft 365

☒ Microsoft 365 Communication Compliance

☒ Graph Connectors Search with Index

☒ Power Virtual Agents for Office 365

☒ Customer Data Service for Teams

Save

Step 8. Amie Wealth M365 account with licenses assigned to it.

