

Administrative Units Lab Instruction

1. Begin you lab by Reading the Introduction to Administrative Units.
2. Select the Next Navigation bar to continue
3. In the left menu select  Azure Active Directory
4. Under **Manage**, select **Administrative Units**
5. Select **+Add** to begin creating your Administrative Unit
6. To enter the name of the Administrative Unit click in the box under **Name** then click on the **Next** navigation button
7. Do the same to enter the **Description**
8. Select **Next: Assign Roles**. Select the **User Administrator Role**.
9. You need Abigail Rees to be the User Administrator so select her name from the list, then click on **Add**. (Please note that if you wanted to select a group of persons to be User Administrators, you would need to create that group in Azure AD and make the group eligible for roles).
10. Select **Review and Create**. Select **Create**
11. Select the Administrative Unit you just created (School Unit)
12. Select the down arrow to the right of **Bulk Creation**, then select **Bulk add members**.
13. *You would have already created you CSV file with your users. Here is an example of what you CSV file should look like in note pad*

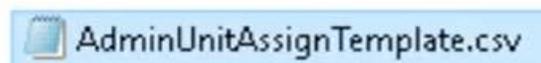
14. If you already have you CSV file you can click on **Select a file** icon shown below

1. Download csv template (optional)



2. Edit your csv file

3. Upload your csv file



15. Select the file  then click on **Open**
16. On the right hand side of the screen scroll down and select **Submit**
17. Scroll up and close the **Bulk Add member** box

18. Click on Refresh to display the members of the group. In the production environment this may take up to 3 minutes depending on the number of members.

In Microsoft 365 the User Administrator should only be able to manage the members you bulk added.