

## Creating and managing Users and Groups

*Task: 1 - Create user accounts*

- (Please click on the scroll bar when necessary)**
  1. You have signed into **https://portal.office.com/**.
  
- 2. Click on **Admin**
  
- 3. Select **Users**
  
- 4. Select **Active Users**
  
- 5. Create a new user account with the following attributes:
    - First name: **Holly**
    - Last name: **Dickson**
    - Display name: **Holly Dickson**
    - Username: **holly2**
    - Password: Select **Let me create the password** and enter a password of **Pa55w.rd**. Uncheck **Make this user change their password when they first sign in**.
    - Role: **Global administrator**
    - Product licenses: Select **Office 365 E5** and **Enterprise Mobility + Security E5**.
    - Select **Finish** and click **Finish Adding**.
  
- Repeat the prior step, adding user records for the following users (for the **Username**, use the user's first name). These users should be configured as **User**

role only:

- **Christie Thomas**
- **Amy Santiago**
- **Sallie McIntosh**
- **Francisco Chaves**

**When you have added the last user close the Add user windows for Francisco.**

**Task: 2 - Edit Microsoft 365 users**



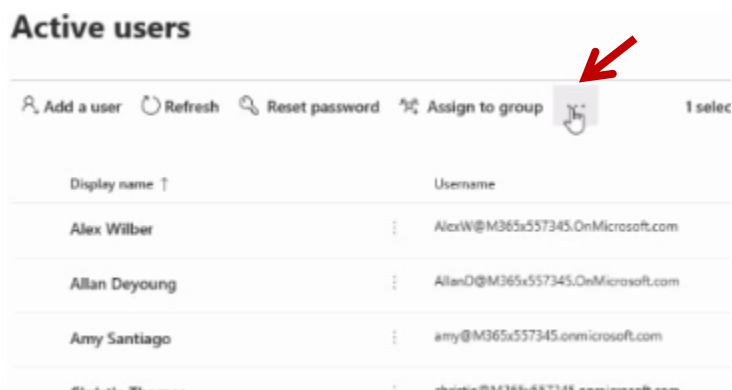
1. In the admin center, in the **Active Users** list, select **Francisco Chaves**.



2. Select **Manage contact information** to edit Francisco's **Contact Information** by typing **Accounts** in the **Department** text box. Save changes and close the Manage contact information window.



3. Click on the more option elipses on the top menu.



and from the dropdown menu select **Sign in status**, then select **Block the user?** option. Save changes. Close the **Block this user** window.



- 4. Click on MA and sign out. Close the browser, and select close all tabs. Open the internet explorer browser. then browse to <https://portal.office.com> by clicking in the address window and selecting <https://portal.office.com>
- Click on **Use Another Account**
- 5. Sign in as **holly2@m365x557345.onmicrosoft.com** with the password **Pa55w.rd**.  
Close the **Get Your work Done** message. Click on Got It.
- 6. On the Office 365 portal, click **Admin**.

**Task: 3 - Create security groups and add users to each group**

- 1. In the admin center, navigate to **Groups** and add a group with the

following attributes:

- **Type** = Security
- **Name** = Sales
- **Description** = Sales department users

4. After adding the group, add **Amy Santiago** and **Christie Thomas** as members.

5. Add another group record with the following attributes:

- **Type** = Security
- **Name** = Accounts
- **Description** = Accounts department users

6. After adding the group, add **Francisco Chaves** and **Sallie McIntosh** as members.

## **Exercise 2: Managing your Microsoft 365 identity environment using the Microsoft 365 admin center**

### ***Task: 4 - Manage security groups***

1. In the Office 365 admin center, verify that you can see the following groups:

- Sales
- Accounts

2. Add the **Francisco** to the **Accounts** group. Click on close twice.



3. Add Holly Dickson to the Sales group.



4. Delete the **Sales** group.



5. Navigate to the list of **Active users**.



6. Confirm that Amy Santiago's account still exists in the list of active users even though the group she was a member of has been deleted.



7. Close the browse.