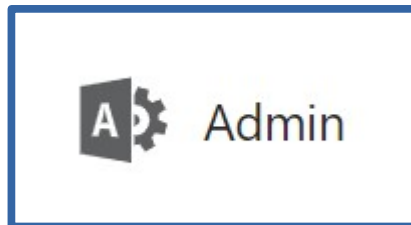


## Creating Users on Azure Active Directory

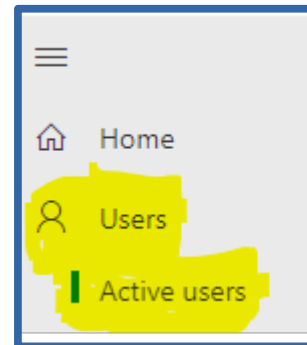
1. Click on 9 dots on upper left hand corner:



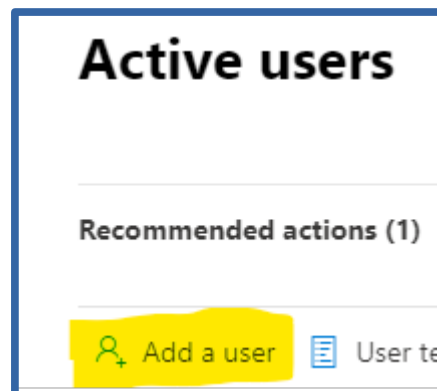
2. Click on Admin icon:



3. On top left hand corner, click on Users > Active Users:



4. On top left, click on Add a user:



5. Enter first name, last name, display name, username and what emails to send the temporary password to.
- Send the temporary password to yourself and the user's personal email address, separated by a semicolon.
  - Keep all 3 boxes checked and click "Next":

## Set up the basics

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

First name

Matt

Last name

Damon

Display name \*

Matt Damon

Username \*

mdamon

Domains

@

testdomain.org

- Automatically create a password
- Require this user to change their password when they first sign in
- Send password in email upon completion

Email the new password to the following recipients \*

Enter your email and user's personal email separated by semicolon

Email the password to up to five recipients. Enter email addresses separated by a semicolon and please be sure to enter a valid email address, for example, someone@contoso.com.

Next

## 6. Assign a product license (in this case Office 365 E2) and click “Next”:

### Assign product licenses

Assign the licenses you'd like this user to have.

Select location \*

United States

Licenses (1)\*

Assign user a product license

- Azure Active Directory Premium P2**  
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.
- Dynamics 365 Customer Voice USL**  
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.
- Enterprise Mobility + Security E5**  
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.
- Intune**  
You're out of licenses. If you turn this on, we'll try to buy an additional license for you.
- Microsoft 365 Business Premium**  
4 of 10 licenses available
- Microsoft 365 Business Standard**  
The trial subscription for this product is no longer active. You need to [buy a subscription](#) before you can assign a license.
- Microsoft Power Apps Plan 2 Trial**  
9949 of 10000 licenses available
- Microsoft Power Automate Free**  
9956 of 10000 licenses available
- Office 365 E1**  
1 of 1 licenses available
- Office 365 E2**  
95 of 1600 licenses available
- Office 365 E3**

Back

Next

## 7. Keep as standard user and click “Next”:

### Optional settings

You can choose what role you'd like to assign for this user, and fill in additional profile information.

---

Roles (User: no administration access)

---

Profile info



## 8. Review the information and click “Finish Adding”:



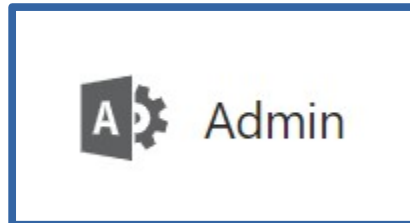
## 9. Click “Close”:



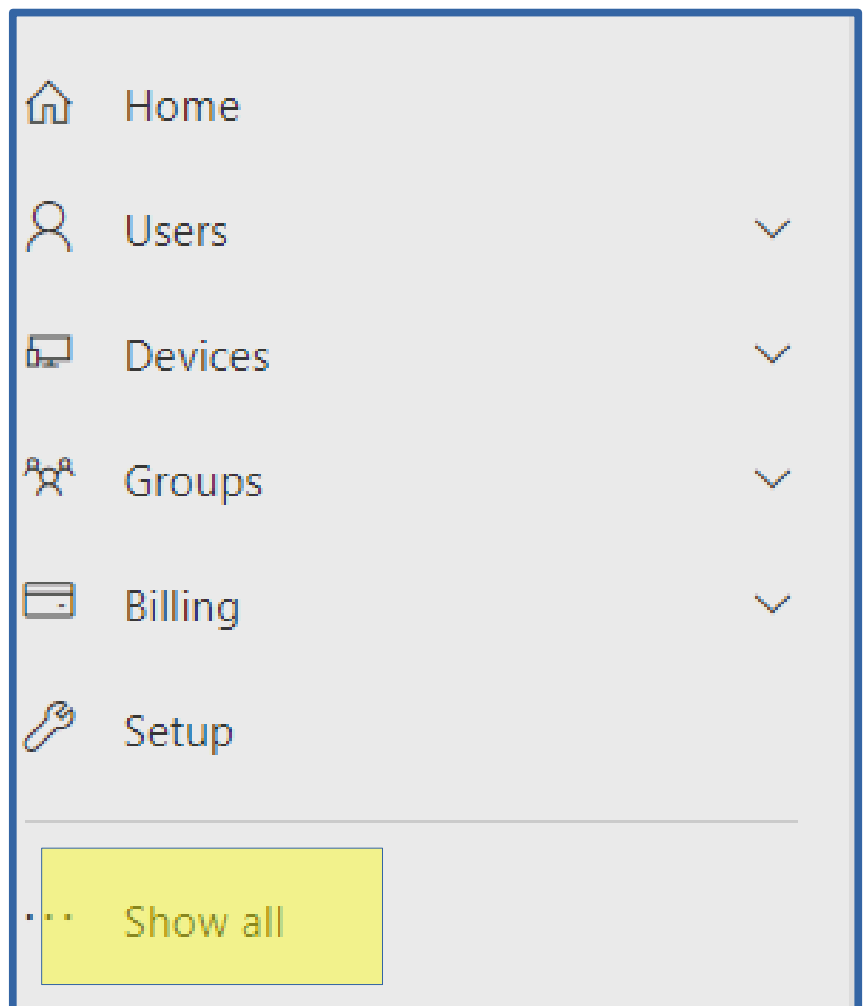
**10. On every new account, fix the OneDrive/Sharepoint error:  
Click on 9 dots on upper left hand corner:**



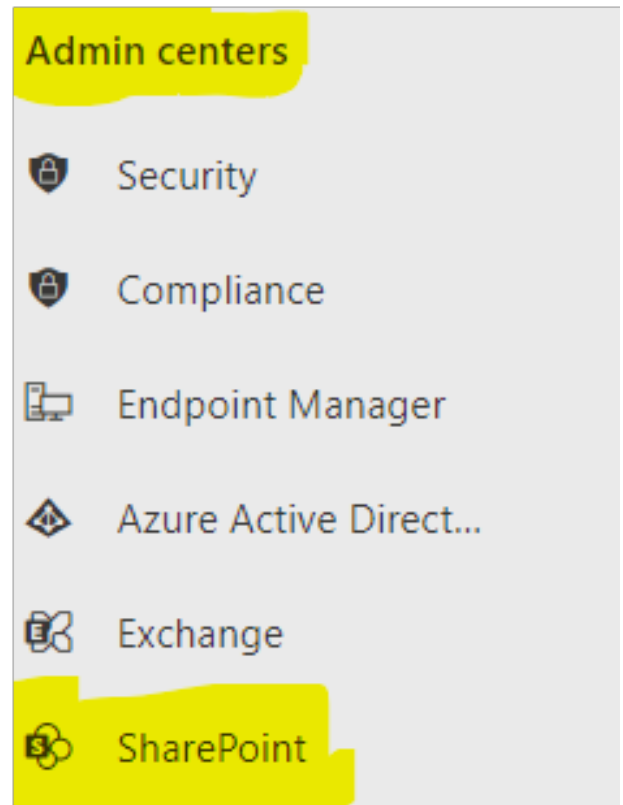
**11. Click on Admin icon:**



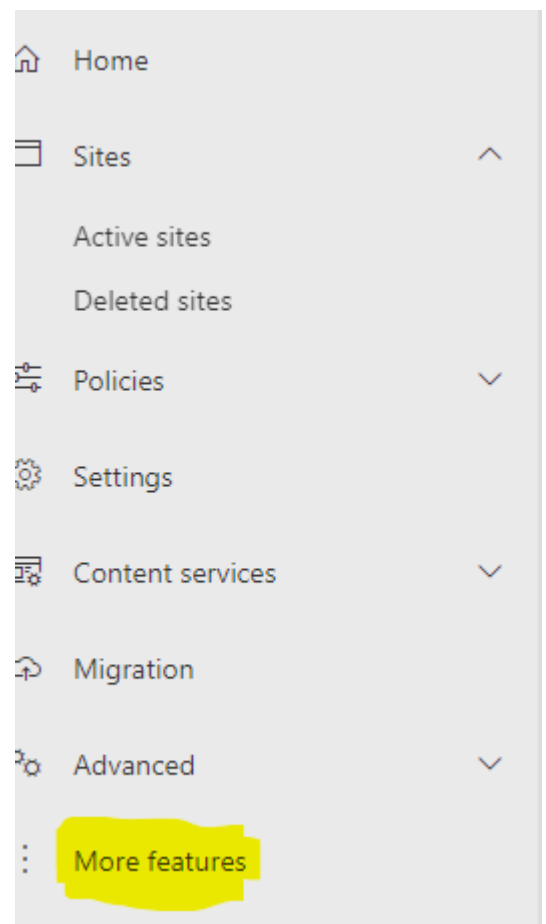
**12. Click on "Show all":**



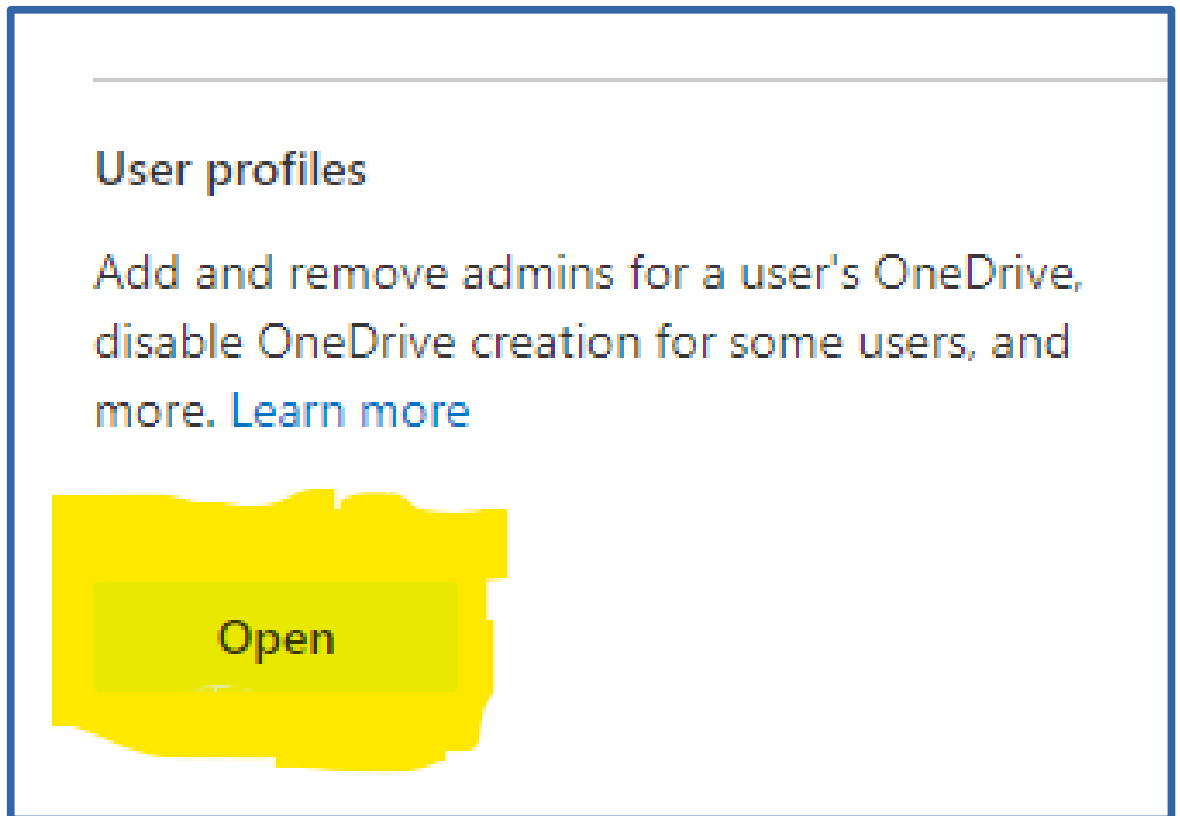
**13. Under “Admin Centers”, click “Sharepoint”:**



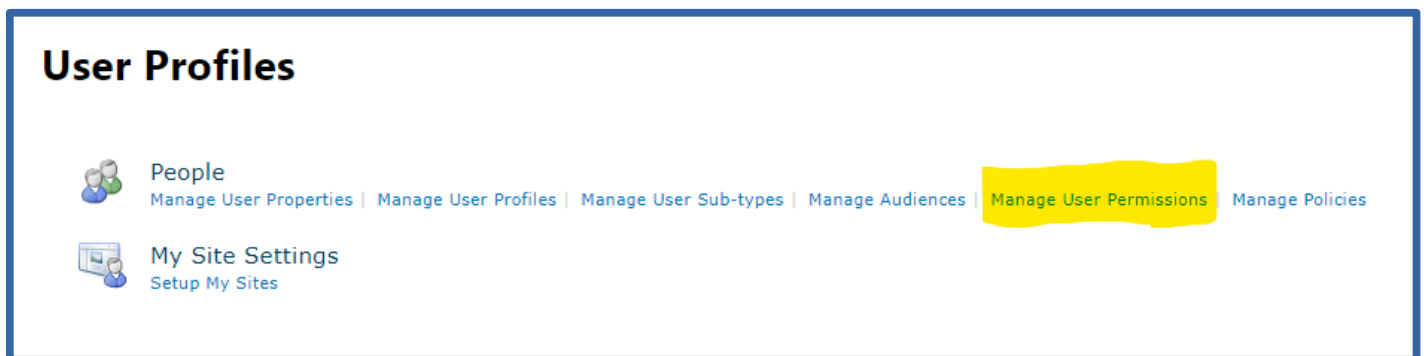
**14. Click on “More Features”:**



**15. Under “User Profiles”, click on “Open”:**



**16. Under “User Profiles”, click on “Manage User Permissions”:**



## 17. Click on the Directory icon:



### permissions for userprofile\_xe8fnrpmxzzlfa...

Use these permissions to control who can create My Sites and use [Help](#) other features provided by User Profile Service.

To add an account, or group, type or select it below and click 'Add'.

Add



i:0#.f|membership| admin@testdomain.org  
i:0#.f|membership|  
i:0#.f|membership|  
i:0#.f|membership|  
i:0#.f|membership|

To remove an account, or group, select it above and click 'Remove'.

Remove

OK

Cancel



18. Type in the name of the account to search for it, then click “Add” and “OK”:

select people and groups

Find testtest List View

Display Name	E-mail Address	Title	Depart
test test	admin@testdomain.org		

All Search Results (1)

- All Users (0)
- Forms Auth (0)
- All Users (per Tenant) (0)
- Tenant (1)
- Extranet Users (0)
- Federated Directory (0)
- Msa Tenant (0)

Add -> test test;

OK Cancel

## 19. Scroll down and make sure 3 boxes are checked:

permissions for userprofile\_xe8fnrpxzzlfa...

Use these permissions to control who can create My Sites and use [Help](#) other features provided by User Profile Service.

i:0#.f|membership| admin@testdomain.org

To remove an account, or group, select it above and click 'Remove'.

Permissions for i:0#.f|membership| admin@testdomain.org

- Create Personal Site (required for personal storage, newsfeed, and followed content)
- Follow People and Edit Profile
- Use Tags and Notes

OK Cancel

## 20. Scroll back up and click "Add":

permissions for userprofile\_xe8fnrpxzzlfa...

Use these permissions to control who can create My Sites and use [Help](#) other features provided by User Profile Service.

To add an account, or group, type or select it below and click 'Add':

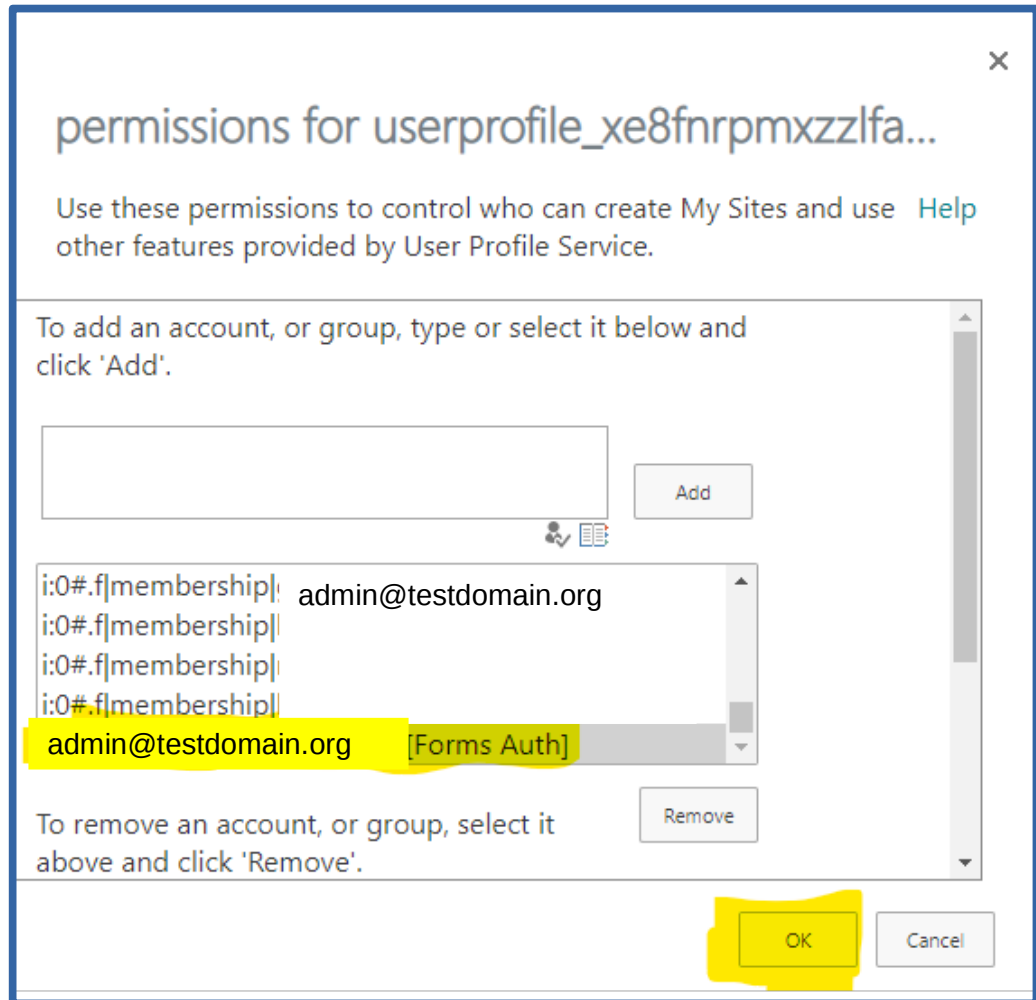
admin@testdomain.org [Forms Auth];

i:0#.f|membership| admin@testdomain.org

To remove an account, or group, select it above and click 'Remove'.

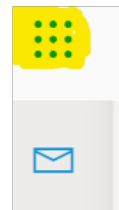
OK Cancel

**21. The name should move to the box below. Click “OK”:**

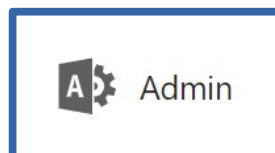


**22. Create multi-factor authentication.**

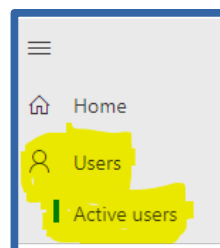
- Click on 9 dots on upper left hand corner:



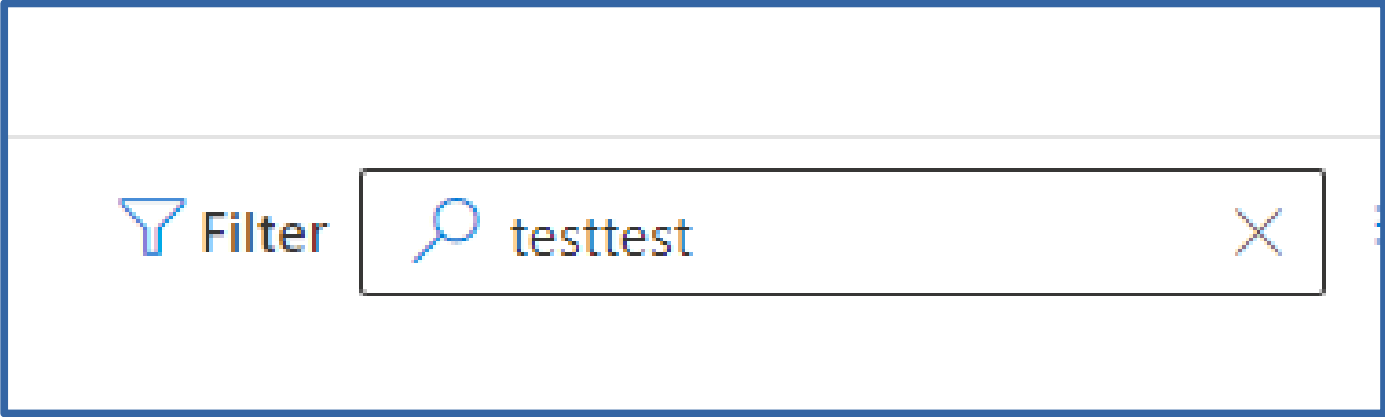
- Click on Admin icon:



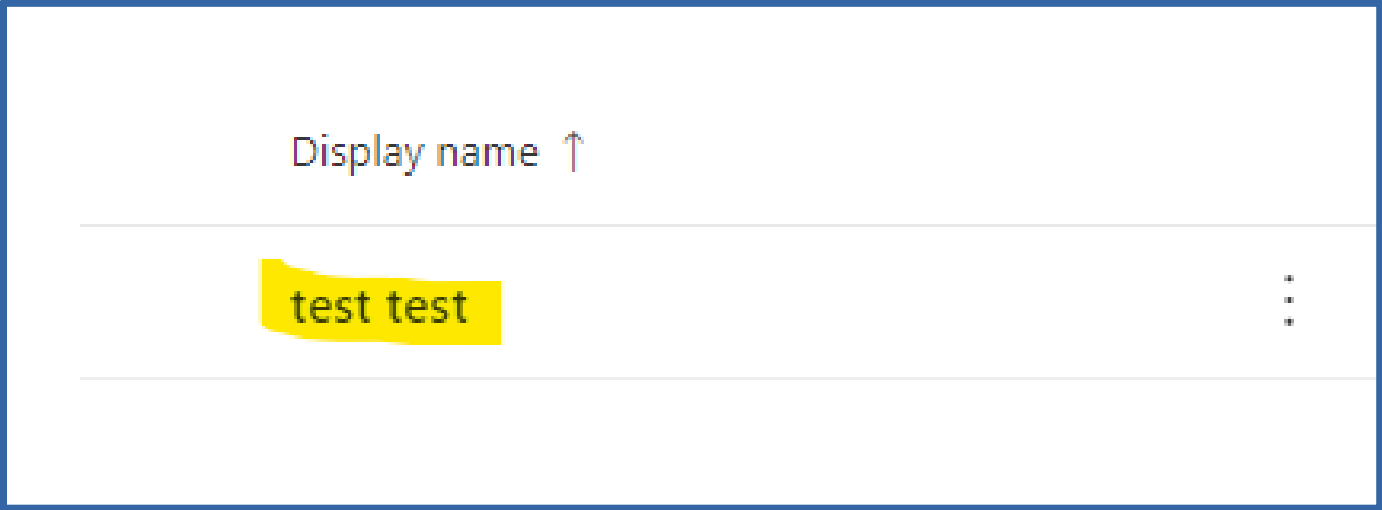
- On top left hand corner, click on Users > Active Users:



23. On right side, type in the name of the user in the search bar:



24. Click on the name of the user:



25. On the lower right hand side, click on “Multifactor Authentication”:

**test test**

[Reset password](#) [Block sign-in](#) [Delete user](#)

[Change photo](#)

**Last sign-in**  
No attempts in last 30 days  
[View last 30 days](#)

**Sign-out** ⓘ  
Sign this user out of all Office 365 sessions.  
[Sign out of all sessions](#)

**Alternate email address**  
None provided  
[Add address](#)

**Groups**  
All Users  
Users  
[Manage groups](#)

**Roles**  
No administrator access  
[Manage roles](#)

**Manager**  
None provided  
[Add manager](#)

**Contact information**

**Display name**  
test test

**First name**  
test

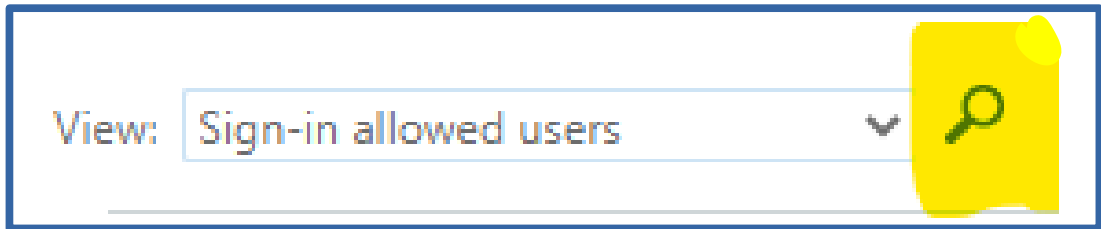
**Phone number**  
[Manage contact information](#)

**Last name**  
test

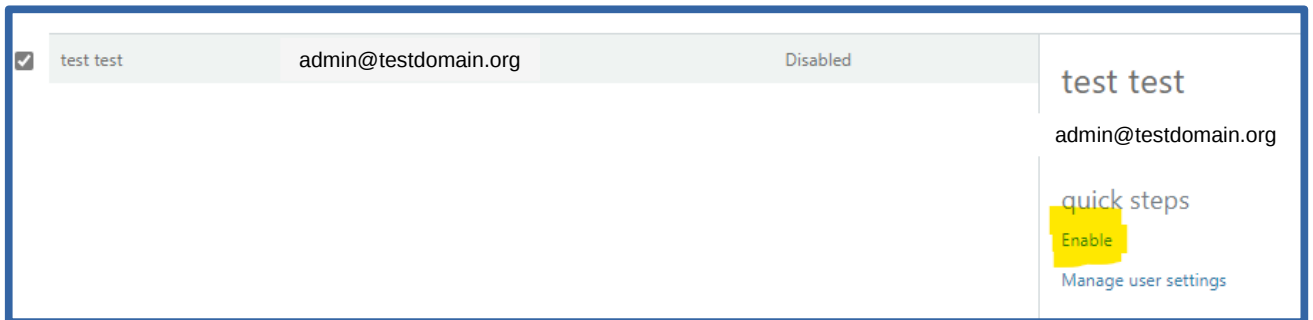
**Office activations** ⓘ  
[View Office activations](#)

**Multifactor authentication**  
[Manage multifactor authentication](#)

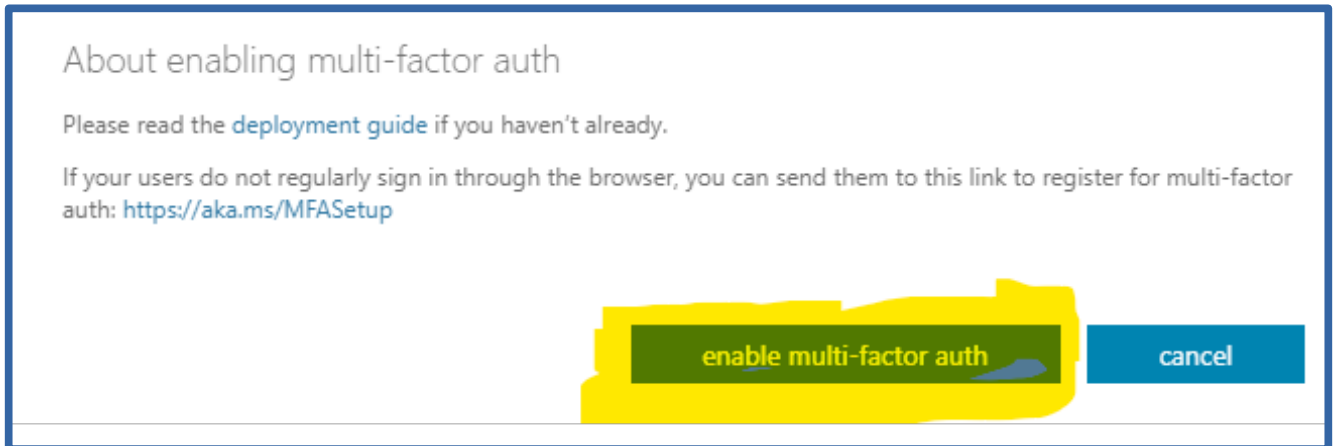
25. Click on the Search icon and search for the name:



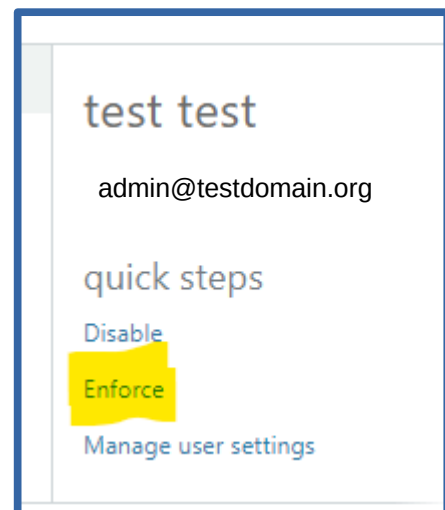
26. Select user and click "Enable":



27. Click "Enable multi-factor auth" then "Close":



28. Click the user name again and click "Enforce":



## 29. Click “Enforce multi-factor auth” then “Close”:

