Setup 04: Create and configure MS 365 user accounts

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Goals

- Create and configure the Microsoft 365 user accounts that will be targeted by attacks during lab exercises.
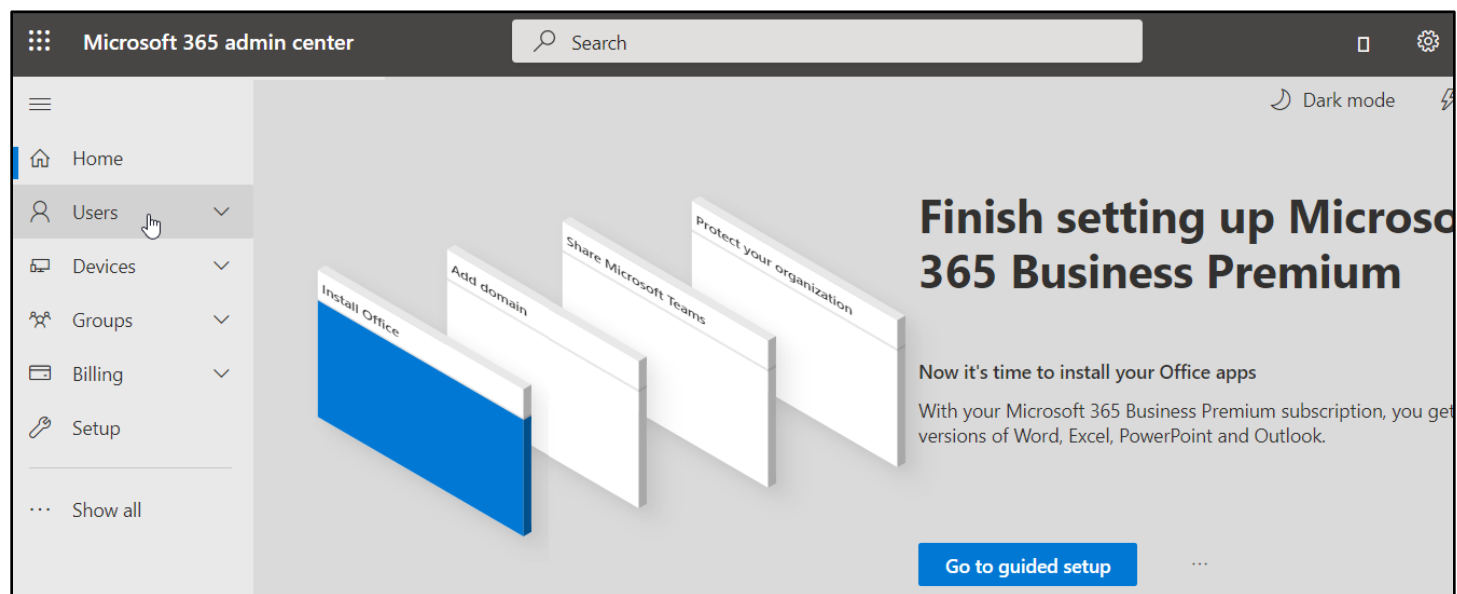
Requirements

- Microsoft 365 Business Premium trial account.

## Creating the "Alice" user account

1. Access the Microsoft 365 admin center by visiting the URL below. If you haven't already done so, log in to the admin user account that you created when setting up your Microsoft 365 Business Premium service.
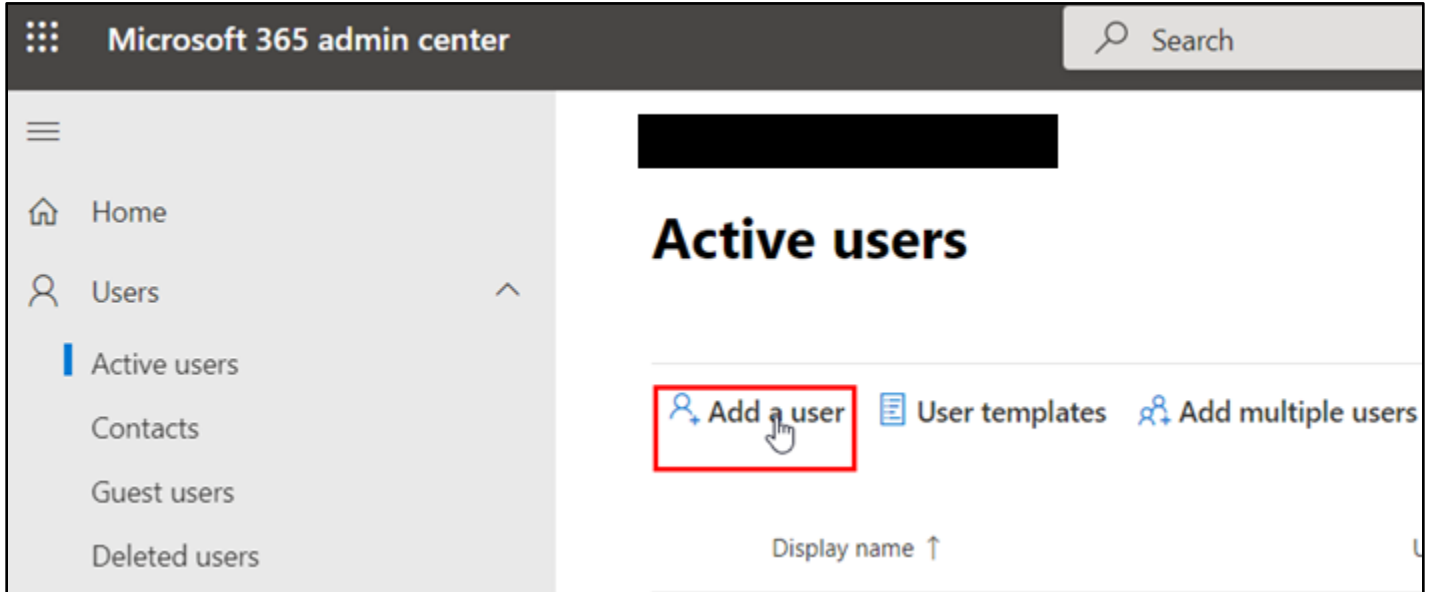
```
https://admin.microsoft.com
```


Microsoft 365 Admin Center

2. In the sidebar on the left side of the page, click on the "Users" menu, and then click on "Active users".
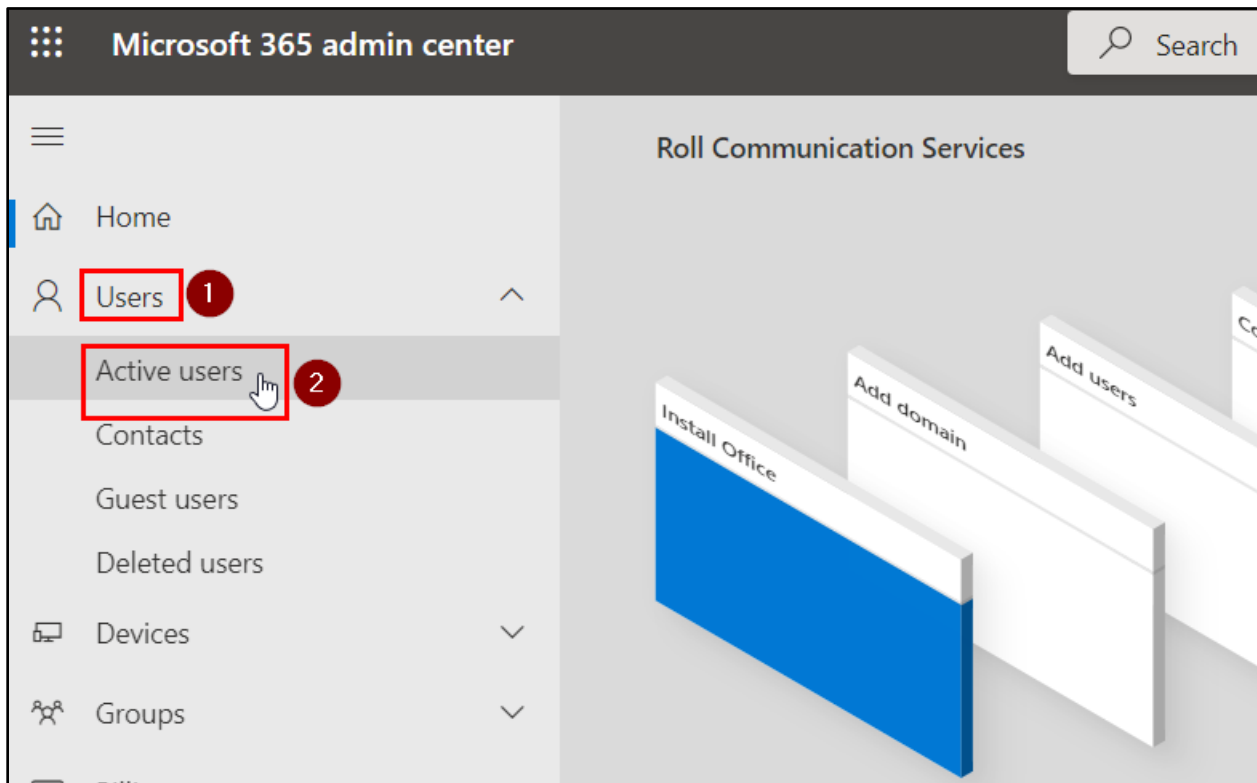
Accessing Active Users Link

3. On the Active Users page, click on "Add a user".

Clicking "Add a User"

4. On the form that appears, enter "Alice" for your user's first name, display name, and username.

Assign Alice's Name and Username

5. Uncheck the boxes on the page that correspond to the settings, "Automatically create a password" and "Require this user to change their password when they first sign in".

Unchecked Password Configuration Options

6. Fill in the password box with a password of your choice, and <mark>make sure you write down the password</mark>. For the examples in the lab exercises, I will be using the password "SecretPassword2021!" for Alice. Then click "Next" after you have given the user a password.

Alice Password Selection

7. On the next screen, make sure a Microsoft 365 Business Premium license is assigned to the user account. Then click "Next".

Microsoft 365 License Assignment

8. Click "Next" again on the following screen.

Add a user

✓ Basics

✓ Product licenses

● **Optional settings**

○ Finish

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

Back   Next

Clicking Next

9. On the "Review and finish" page, confirm that all of the user's settings match the configuration described in the previous steps. Then click "Finish adding".

Alice's User Account Configuration Confirmed

10. You should receive a confirmation message stating that the Alice user was created successfully.

Alice added to active users

Alice will now appear in your list of active users.

User details
Display name: Alice
Username:alice@██████.onmicrosoft.com
Password: ******** Show

Licenses bought
None

Licenses assigned
Microsoft 365 Business Premium

Save these user settings as a template?
User templates allow you to quickly add similar users in the future by saving a set of shared settings such as domain, password, product licenses, and roles.
Review settings for this user template

Close

Alice User Account Created

11. Click the "Close" button to return to the "Active users" page

Creating the "Bob" user account

1. Now you will repeat the process to add the user Bob. The only differences between creating an account for Alice and an account for Bob are that Bob has a different first name, display name, username, and password than Alice. (Bob's first name, display name, and username are "Bob", and for examples in the lab exercises, Bob will have a password of "Winter2021!".) The steps in this section will walk you through creating the Bob user account.

2. After creating the Alice user, you were returned to the Active Users page. On the Active users page, click on "Add a user".
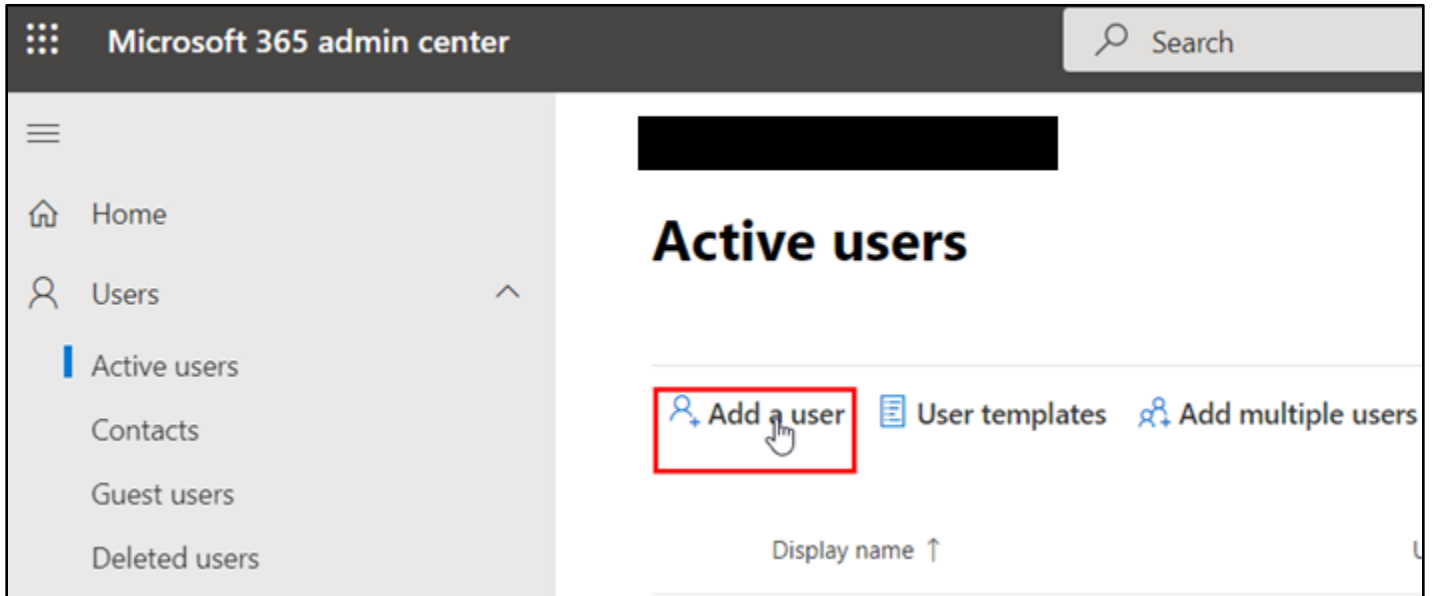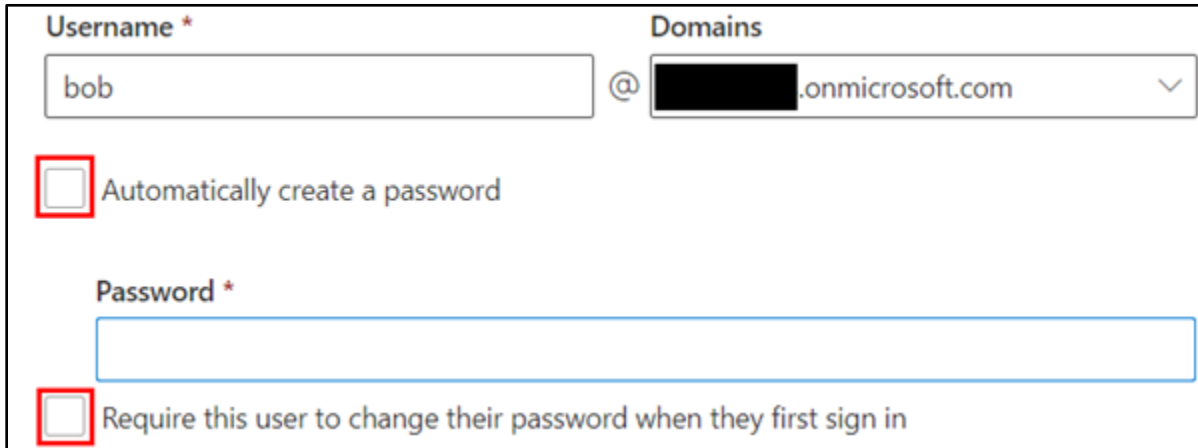

Clicking "Add a User"

3. On the form that appears, enter "Bob" for your user's first name, display name, and username.
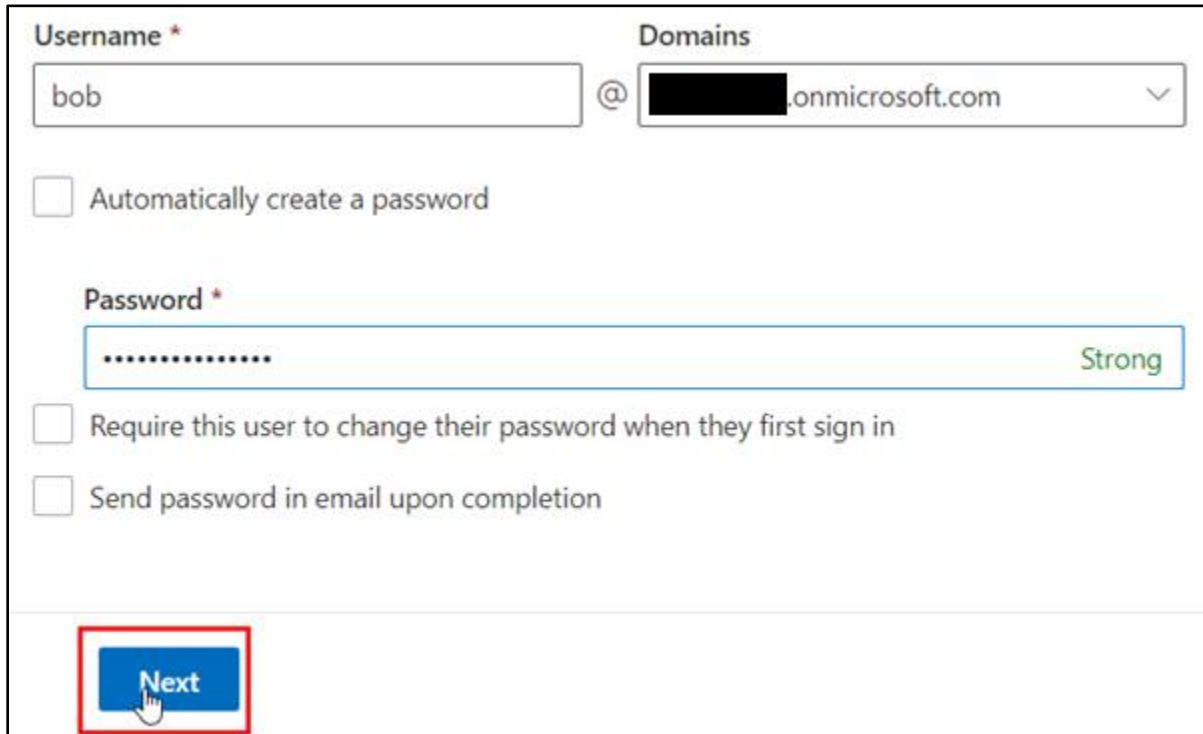

Set Bob's Name and Username

4. Uncheck the boxes on the page that correspond to the settings, "Automatically create a password" and "Require this user to change their password when they first sign in".

Unchecked Password Configuration Options

5. Fill in the password box with a password of your choice, and make sure you write down the password. For the examples in the lab exercises, I will be using the password "Winter2021!" for Bob. Then click "Next" after you have given the user a password.

Username and Password Configuration

6. On the next screen, make sure a Microsoft 365 Business Premium license is assigned to the user account. Then click "Next".

Microsoft 365 License Assignment

7. Click "Next" again on the following screen.

Clicking Next

8. On the "Review and finish" page, confirm that all of the user's settings match the configuration described in the previous steps. Then click "Finish adding".

Bob's User Account Configuration Confirmed

9. You should receive a confirmation message stating that the Alice user was created successfully.

Bob User Account Created

10. Click the "Close" button to return to the "Active users" page.

Testing the Alice and Bob user accounts

1. Log out of your admin account and open the URL below. Then login with both the Alice and Bob user accounts to confirm that the accounts were created successfully. (Remember that the usernames for the accounts will be alice@yourSubdomain.onmicrosoft.com and bob@yourSubdomain.onmicrosoft.com.)

```
https://portal.office.com
```


Sign-in Step 1

Sign-in Step 2

2. To keep things simple during the lab exercises, click "No" anytime you are prompted to "Stay signed in" by Microsoft 365. If you already clicked Yes, that's okay. The behavior in later lab exercises is just written to match what is seen if the user clicks "No" since "No" might be considered the "more secure" option.
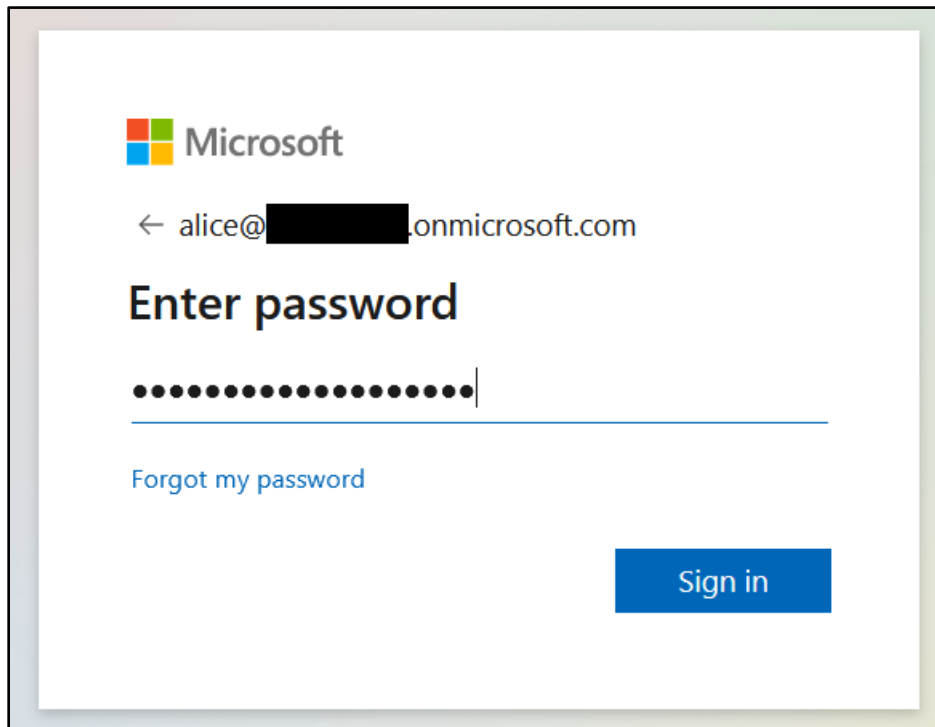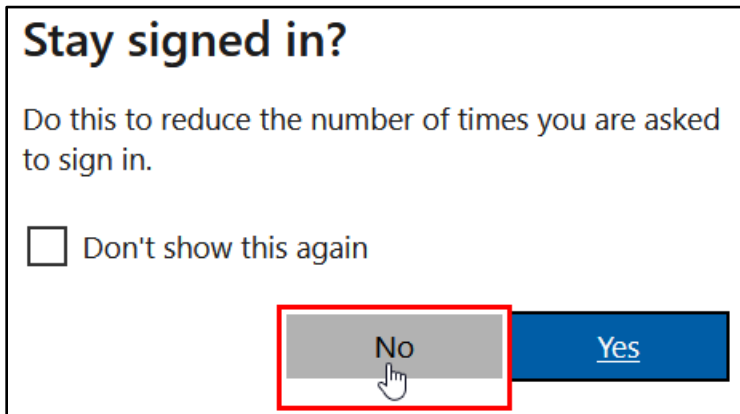

Always Click "No" Here

3. You should see a screen similar to the one below after logging in. (You may have to close a dialog box before seeing this screen the first time you login.) Clicking the circled initial(s) in the top right corner will display the name of the currently logged in user for confirmation.
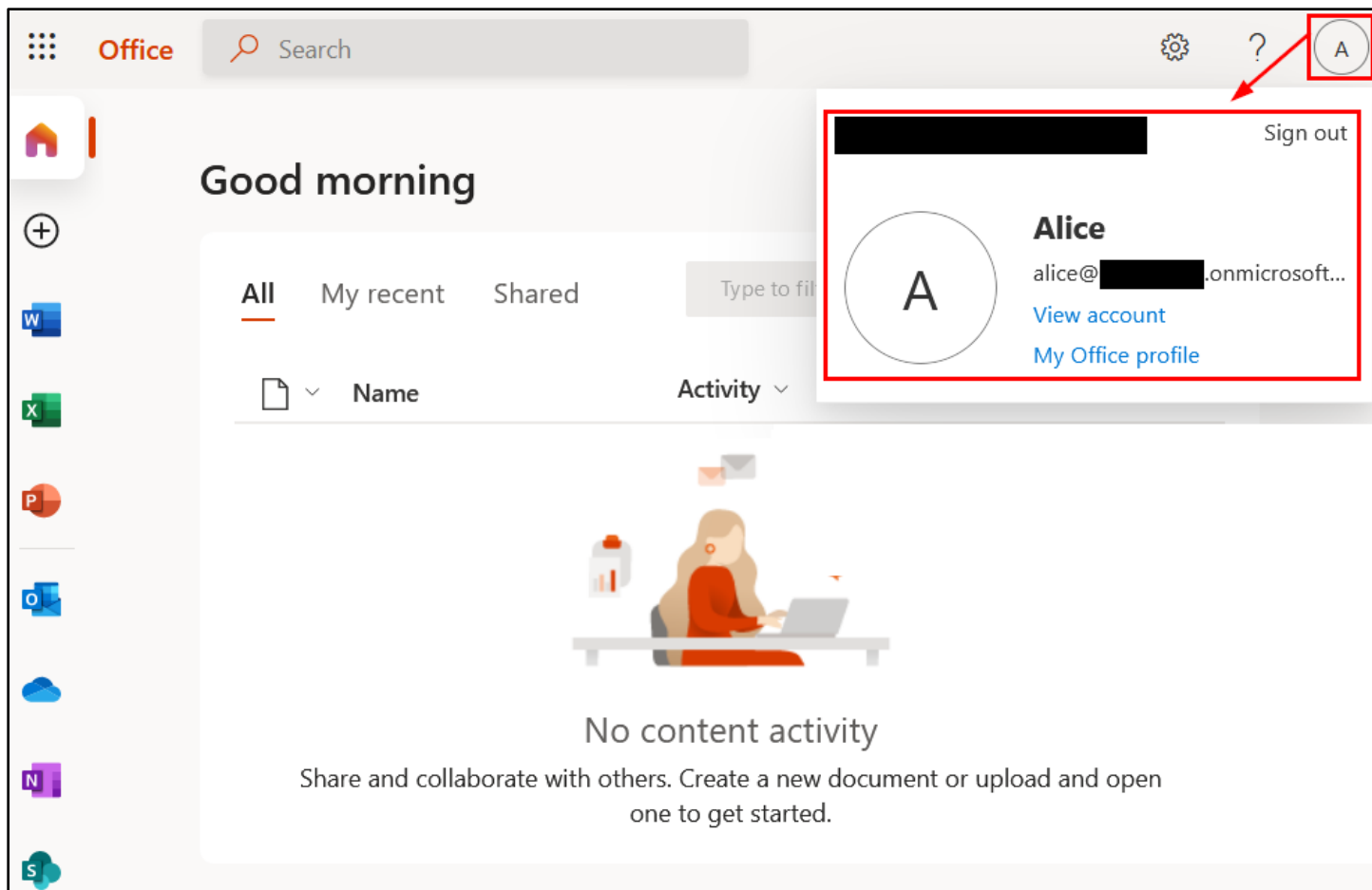
Successful Sign In

4. After you have logged into both user accounts, log back out of Microsoft 365 and continue to the next section.

Enabling multi-factor authentication for Bob

1. You will need to enable multi-factor authentication for the Bob user (but not Alice) to observe the differences between attacking user accounts with and without multi-factor authentication in the lab exercises. To do this, return to the Microsoft 365 admin center at the URL below and log back in to your admin account.

```
https://admin.microsoft.com
```

2. After logging in, click on Users > Active Users again to return to the Active Users page. Then click on the "Multi-factor authentication" button in the toolbar. (If you don't see the "Multi-factor authentication" button, click the Refresh button in the toolbar.)

Multi-Factor Authentication Button

3. On the "Multi-factor authentication" page, check the box beside Bob and then click the "Enable" link under the "quick steps" heading on the right side of the page.

multi-factor authentication
users   service settings

Note: only users licensed to use Microsoft Online Services are eligible for Multi-Factor Authentication. Learn more about how
Before you begin, take a look at the multi-factor auth deployment guide.

bulk update

View: Sign-in allowed users ⌄   🔍   Multi-Factor Auth status: Any ⌄

	DISPLAY NAME ▲	USER NAME	MULTI-FACTOR AUTH STATUS
☐	Alice	alice@███████.onmicrosoft.com	Disabled
☑	Bob ❶	bob@██████.onmicrosoft.com	Disabled
☐	████████	admin@██████.onmicrosoft.com	Disabled

Bob
bob@███████onmicrosoft.com

quick steps
❷ Enable

Manage user settings

Multi-Factor Authentication "Enable" Link

4. Click "enable multi-factor auth" in the dialog box that appears.

(!)

About enabling multi-factor auth

Please read the deployment guide if you haven't already.

If your users do not regularly sign in through the browser, you can send them to this link to register for multi-factor auth: https://aka.ms/MFASetup

enable multi-factor auth   **cancel**

Enabling Multi-Factor Authentication for Bob

5. You should receive a message saying "Updates successful". Click the close button to close the message.
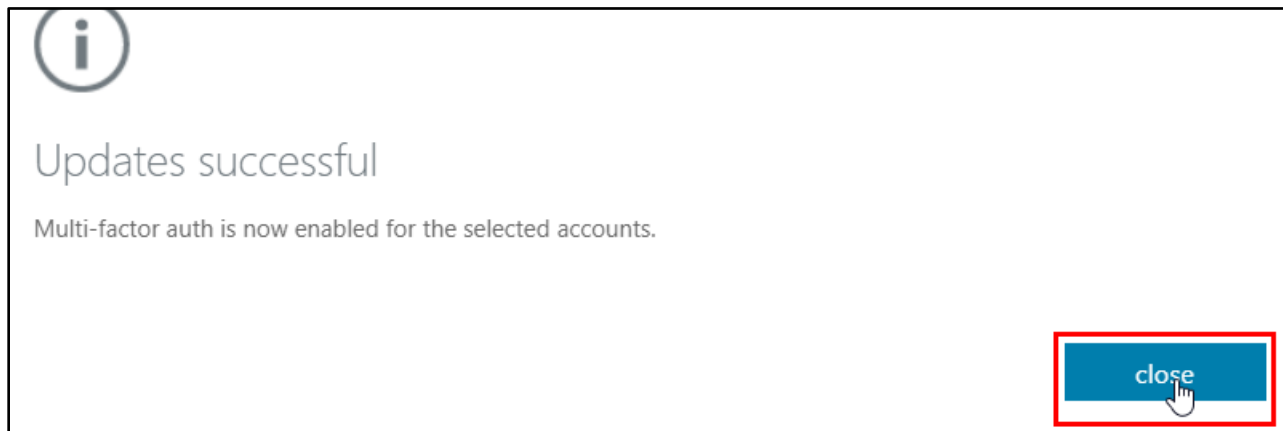
Multi-Factor Authentication Enabled

6. You should then be returned to the "multi-factor authentication" page. If you look beside the users in the list, Bob's row should now say "Enabled" in the "Multi-Factor Auth Status" column. That indicates that multi-factor authentication is enabled, but now it needs to be enforced. To enforce multi-factor authentication on Bob's account, check the box beside Bob and then click the "Enforce" link on the right side of the page.
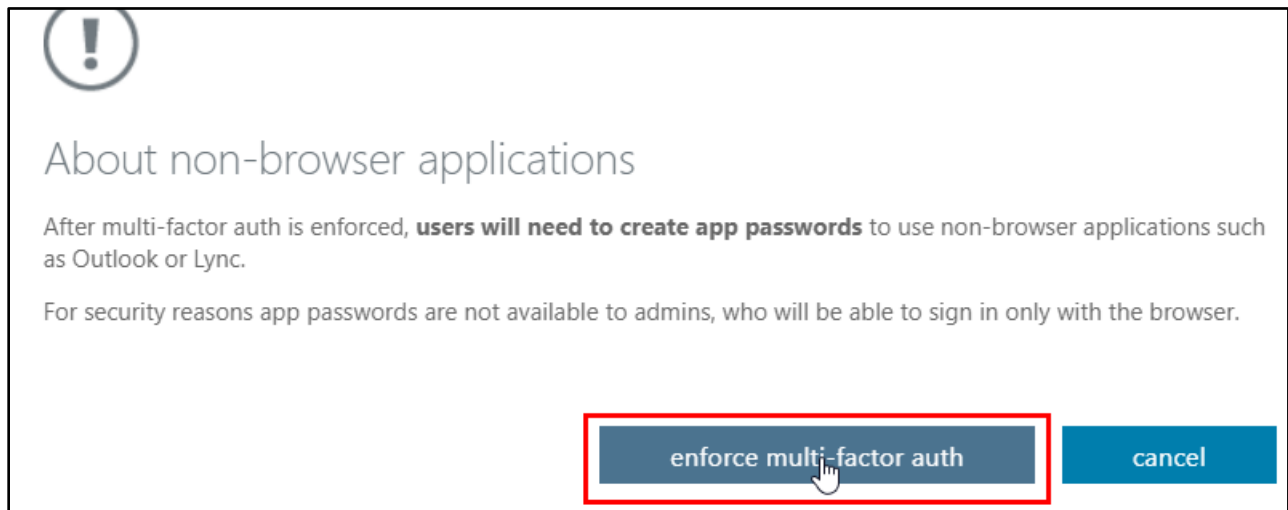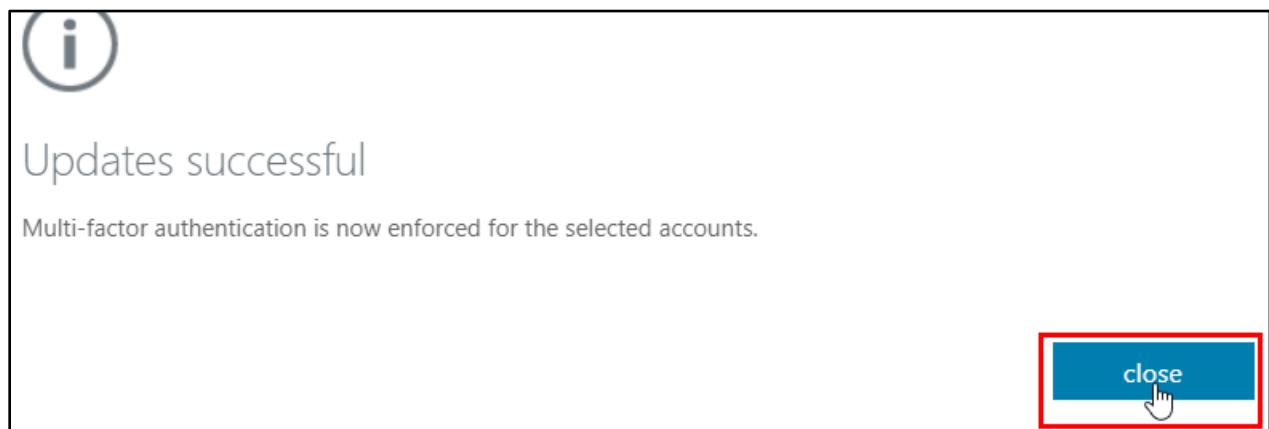

Multi-Factor Authentication "Enforce" Link

7. In the message box that appears, click "enforce multi-factor auth".

Enforcing Multi-Factor Authentication for Bob

8. Another box should appear that says "Updates successful". When it does, click the "Close" button. Then log out of the admin account.
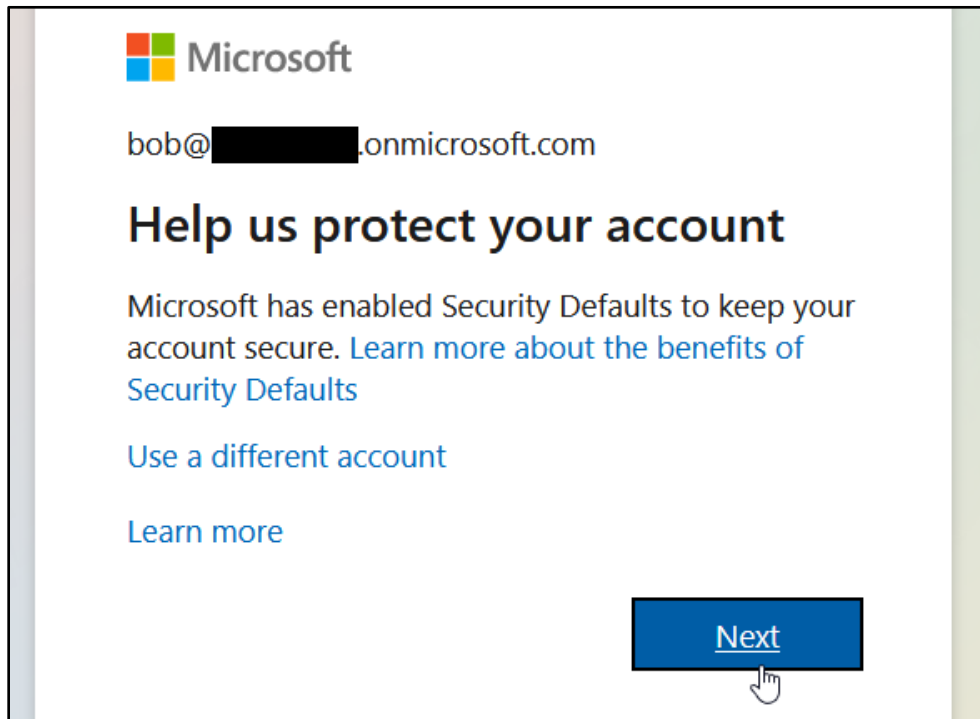

Multi-Factor Authentication Enforced

Adding a multi-factor authentication method to Bob's account

1. Now you need to log into Bob's account and configure a multi-factor authentication method. Visit the URL below and log in as Bob.

```
https://aka.ms/MFASetup
```

2. After entering Bob's password, you should see a message like the one below. Click "Next" to begin the multi-factor enrollment process.


Begin Multi-Factor Authentication Enrollment

3. Microsoft offers a few different options for multi-factor authentication, but the default is to use the Microsoft Authenticator app. Therefore, these instructions will only cover setting up the Microsoft Authenticator app on a mobile phone. Download and install the Microsoft Authenticator app from the app store on your mobile phone. The image below shows the Microsoft Authenticator app on the Google Play app store for reference.
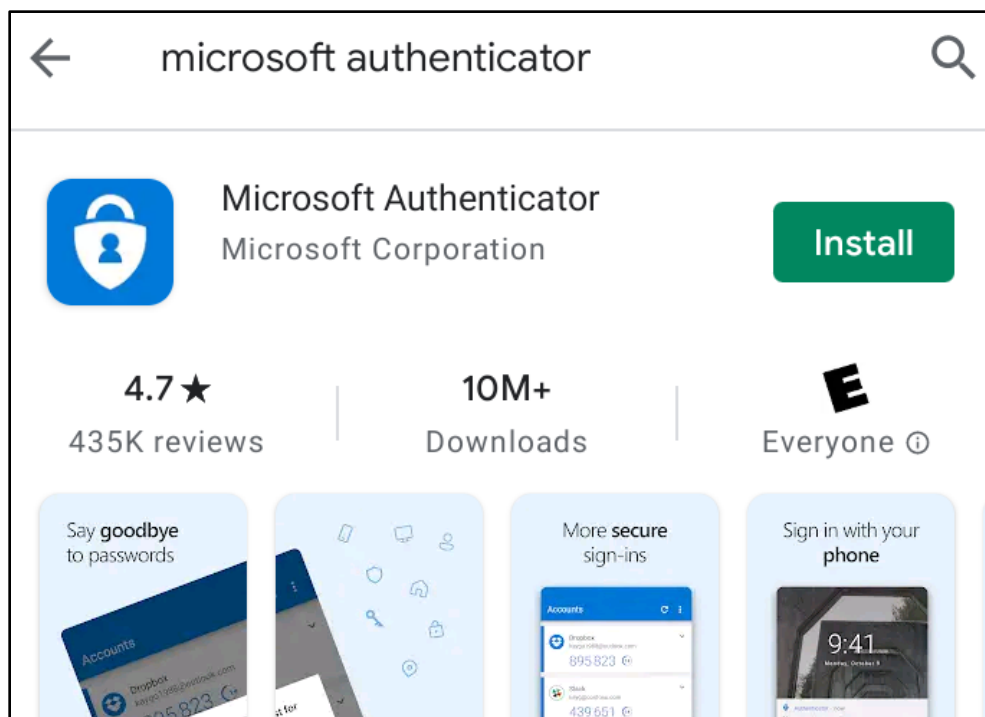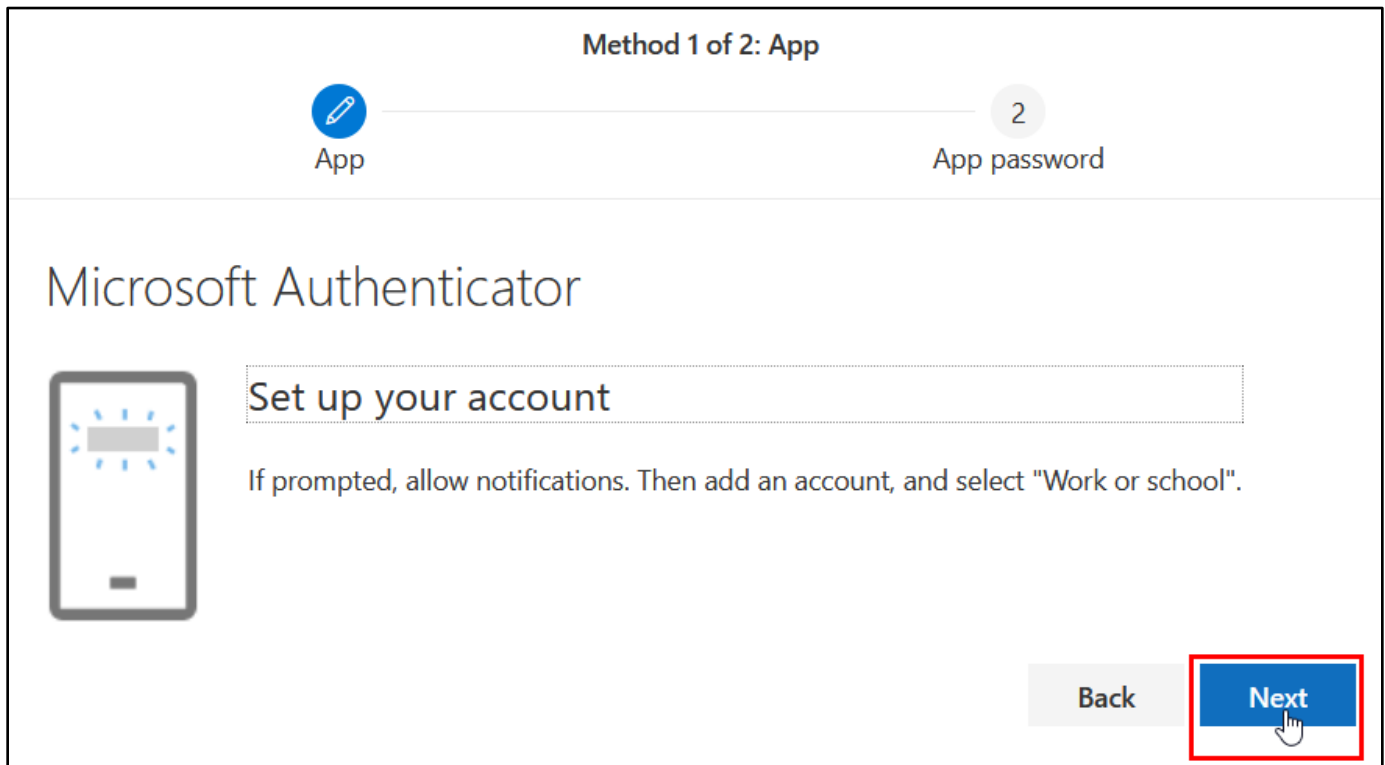

Microsoft Authenticator App on Google Play

4. After installing the Microsoft Authenticator app, click the Next button on the web page to set it up with Bob's account.
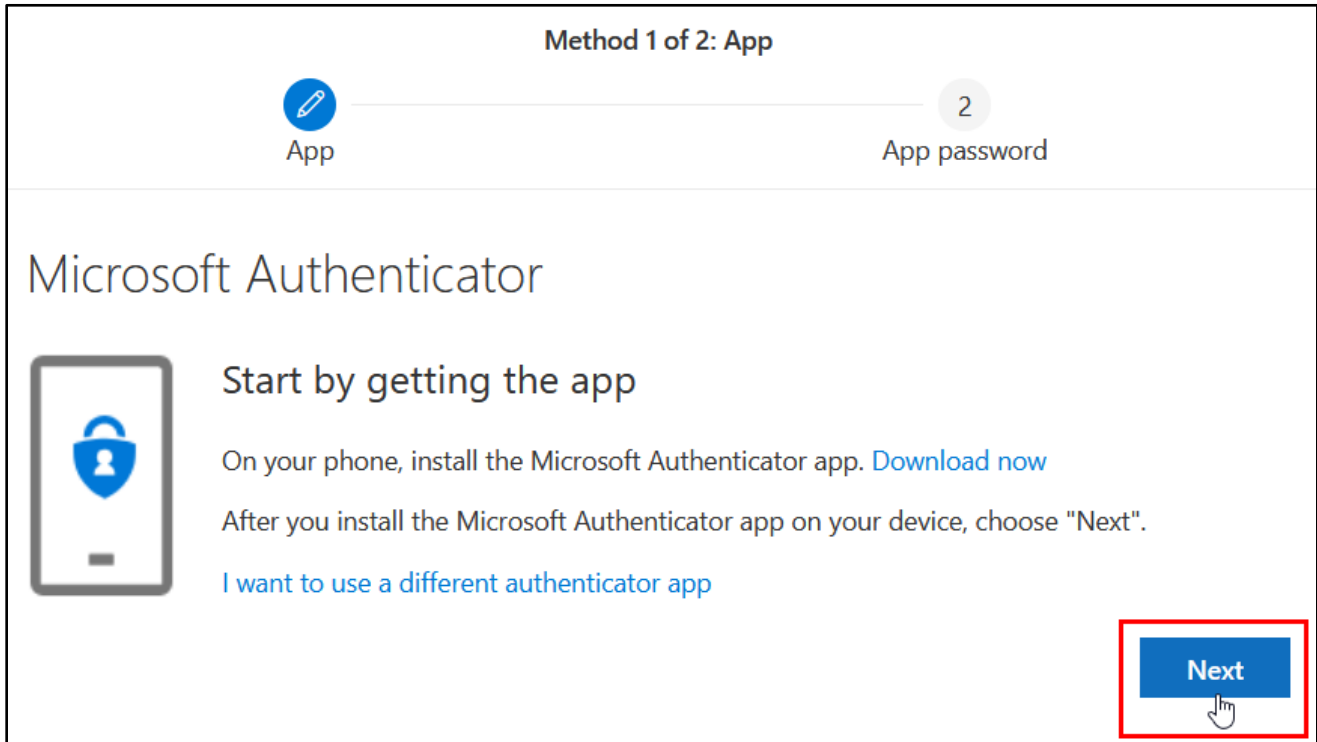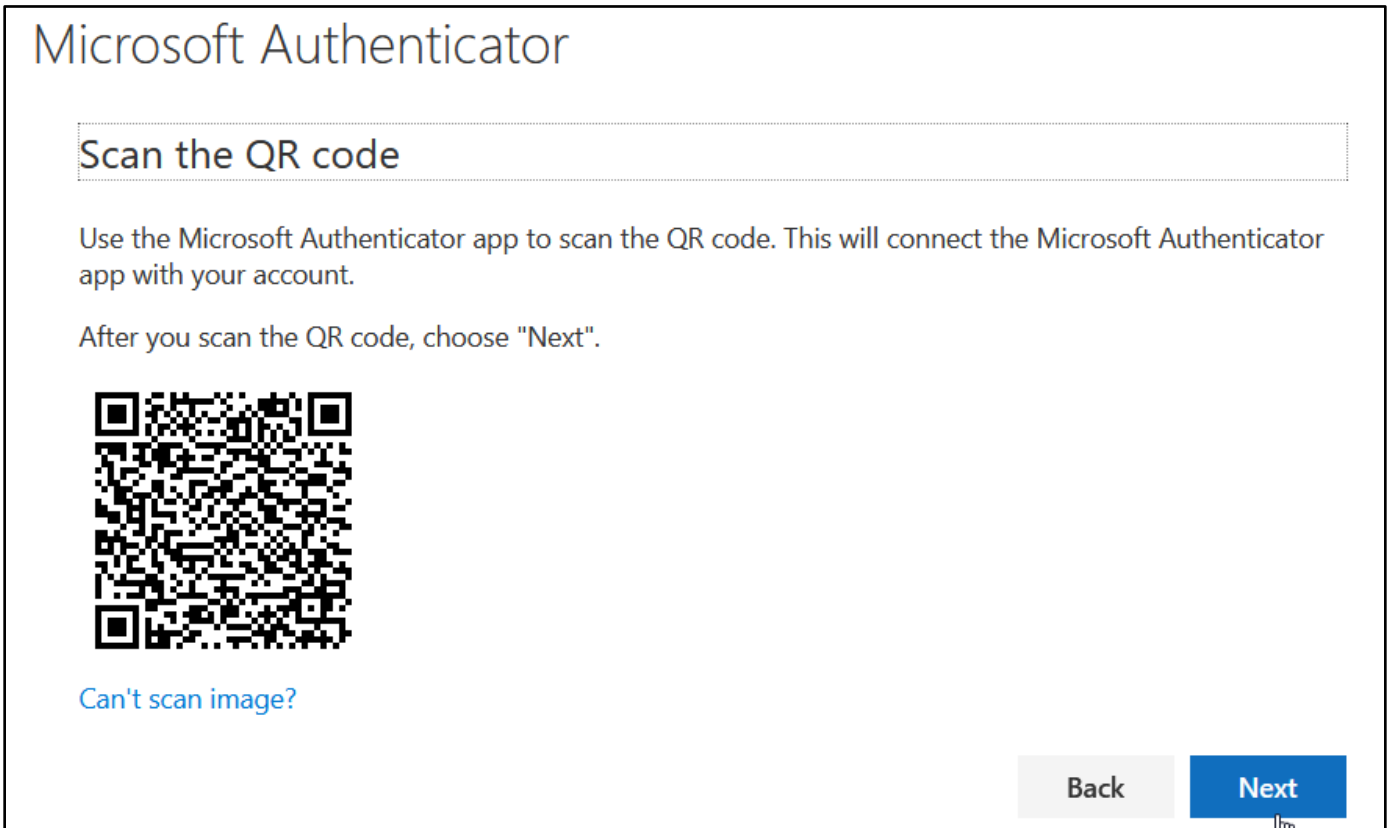

Setup MFA

5. Follow the instructions on the web site for configuring the Microsoft Authenticator app. (The instructions may appear different than they do here.)


Follow On-Screen Instructions

6. When prompted, scan the QR code on the web page with the Microsoft Authenticator app on your phone.

Unique QR Code for App Synchronization

7. After scanning the QR code, you'll verify that the Authenticator app is connected to the account by approving a notification on the device. Once you've approved the notification, you should see the screen below. Then click next.
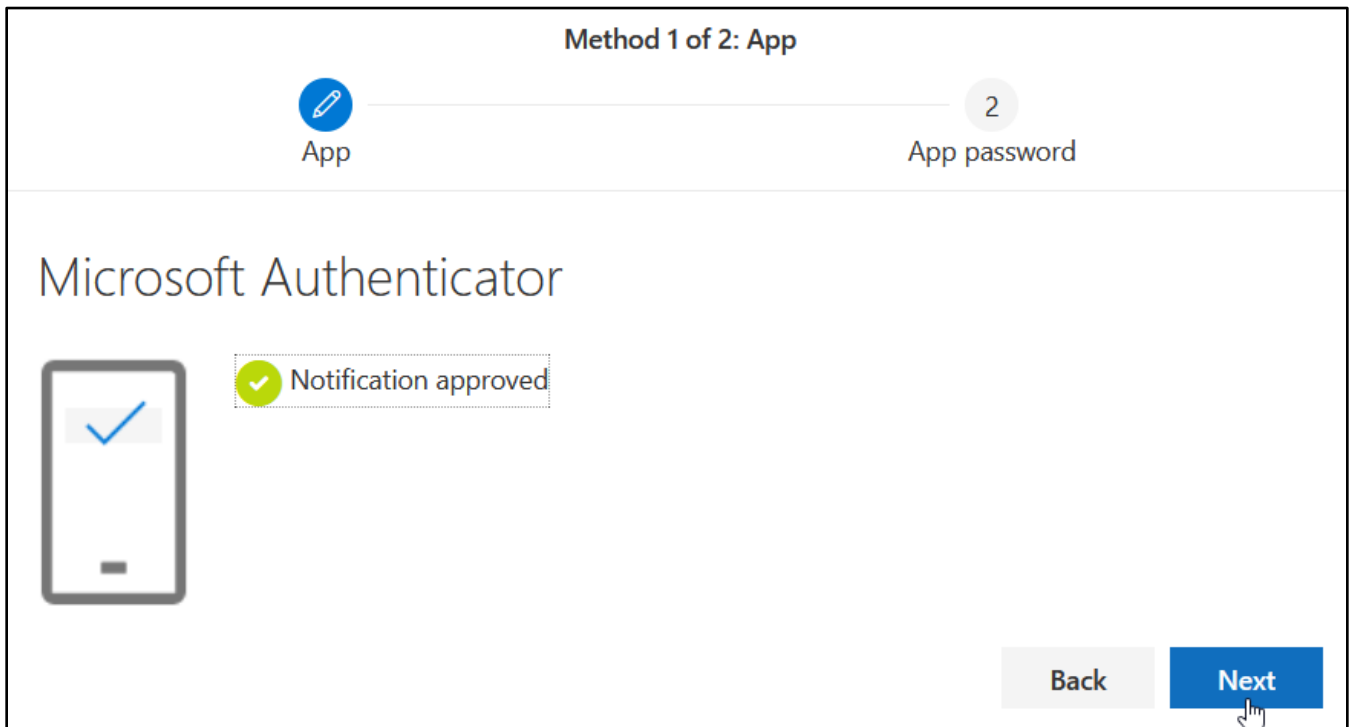
Authenticator App Synchronized

8. You may also be prompted to create an App password. If not, that's okay - the App password isn't used for anything in class. If you do get prompted to create an App password, give the password any name you like and then click Next.

App Password Name

9. You may want to save the App password somewhere. Then click "Done".

App Password Creation Complete

10. Click "Done" again to complete the multi-factor authentication enrollment.

MFA Enrollment Complete

11. Once this process is complete, you should be logged into Bob's account. You can now log out. From now on, you will need your Microsoft Authenticator to log in as Bob.