

Setup 02: MS 365 and Azure sign-up

IMPORTANT REMINDERS ABOUT ACCOUNTS USED IN CLASS

- **DON'T FORGET:** You need to cancel your account on each service that you sign up in class for before the trial period ends to keep from being charged for the paid version of each service. I recommend putting a reminder on your calendar, so you don't forget to cancel your accounts during the trial period.
- If you have previously signed up for free trials of the services used in class, you may need to sign up for a paid account to gain access to those services.
- Finally, the trial accounts are only necessary for following along with the class' lab exercises. If you don't want to take part in the exercises, no account sign-up is necessary. All lab handouts and slides are yours to keep after the live class ends, so you also have the option to do the class exercises after class is over, at your own pace, by signing up for the necessary services at that time.

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Goals

- Sign up for Microsoft 365, which will host user accounts and Microsoft services targeted by attacks in later exercises.
- Sign up for Microsoft Azure, and link the Azure service to their Microsoft 365 account. Azure will host the Windows 10 VM used during lab exercises, and Azure services will be leveraged for some techniques.

Requirements

- A valid email address not currently associated with an Azure or Microsoft 365 license.
- A valid phone number that can receive SMS messages for identity verification.
 - **A physical cell phone with active service is strongly recommended.** VOIP and other online SMS-receiving services have not been found to work reliably during the account registration process.

Signing up for Microsoft 365 Business Premium

1. Visit the URL below, and click on the "Try free for 1 month" button to sign up for the Microsoft 365 Business Premium service.

<https://www.microsoft.com/en-us/microsoft-365/business/microsoft-365-business-premium>

Microsoft 365 Business Premium

- Stay up to date with the latest versions of Word, Excel, PowerPoint, and more.
- Connect with customers and coworkers using Outlook, Exchange, and Teams.
- Manage your files from anywhere with 1 TB of cloud storage on OneDrive per user.
- Defend your business against advanced cyberthreats with sophisticated phishing and ransomware protection.
- Control access to sensitive information using encryption to help keep data from being accidentally shared.
- Secure devices that connect to your data and help keep iOS, Android, Windows, and Mac devices safe and up to date.





\$20.00 user/month
with annual commitment

[Buy and download](#)

Or


[Try free for 1 month ¹](#)

Compatibility

Microsoft 365 Business Premium Trial Sign-Up

2. During step 1 of the account setup, you will be required to enter a valid email address. Enter your email address in the appropriate field and then click "Next" to continue.



Thank you for choosing **Microsoft 365 Business Premium**

- 1** Let's set up your account
Enter your work or school email address, we'll check if you need to create a new account for Microsoft 365 Business Premium.

[Next](#)
- 2** Tell us about yourself
- 3** Create your business identity
- 4** Quantity and payment First 30 days are free

Email Address Submitted

3. If you are signing up with an email address not previously used for paid Microsoft services, you will be prompted to create a new account. (These instructions will only cover setting up a **new** Microsoft account.) Click the "Set up account" button to continue the account setup process.

Microsoft

Thank you for choosing **Microsoft 365 Business Premium**

1 Let's set up your account

Looks like you need to create a new account. Let's get you started!
Continue as [redacted]@outlook.com [Not you?](#)

Set up account

2 Tell us about yourself

New Account Set Up

4. Fill in your name, your valid phone number, and company information. Then click "Next".

Microsoft

Thank you for choosing **Microsoft 365 Business Premium**

1 Signup started

2 Tell us about yourself

● ●

First name Middle name Last name

Business phone number

Company name Company size

Country or region
United States

Next

Name and Phone Number

- Next, you will need to provide a valid phone number where you can receive a text message or phone call to verify your identity. Enter your phone number here and click "Send verification code".

The screenshot shows a Microsoft onboarding page for Microsoft 365 Business Premium. It features a vertical progress indicator on the left with five steps: 1. Signup started, 2. Tell us about yourself (active), 3. Create your business identity, 4. Quantity and payment (First 30 days are free), and 5. You're all set. The active step contains a form for phone verification. It includes a red-bordered instruction box: "Enter a number that isn't VoIP or toll free." Below this are radio buttons for "Text me" (selected) and "Call me". There are two input fields: "Code" with a dropdown menu showing "(+1) United States" and "Phone number" with a blacked-out field. A blue "Send Verification Code" button is positioned below the fields. A "Go back" link is also present.

Microsoft

Thank you for choosing **Microsoft 365 Business Premium**

- Signup started
- Tell us about yourself**
 -
 - A text or phone call helps us make sure this is you.
 - Enter a number that isn't VoIP or toll free.
 - Text me Call me
 - Code: (+1) United States
 - Phone number:
 - We don't save this phone number or use it for any other purpose.
 - [Send Verification Code](#)
 - [Go back](#)
- Create your business identity
- Quantity and payment First 30 days are free
- You're all set

Phone Verification

- Enter the code you received on your phone to verify your account.

7. Choose a valid subdomain name to use with your account. You can make up any subdomain you like. When you have entered a valid subdomain, green text should appear below the text entry field to indicate that the subdomain name you entered is available. Then click "Next".

The screenshot shows the Microsoft 365 Business Premium signup process. At the top left is the Microsoft logo. The main heading reads "Thank you for choosing Microsoft 365 Business Premium". A vertical progress indicator on the left shows five steps: 1. Signup started, 2. Nice to meet you, Michael, 3. Create your business identity (highlighted with a blue circle), 4. Quantity and payment (with subtext "First 30 days are free"), and 5. You're all set. Below the progress indicator, the current step is detailed. It says "To set up your account, you'll need a domain name. [What is a domain?](#)". Below this is a text input field with "yourbusiness" and a blacked-out subdomain, followed by ".onmicrosoft.com". A red box highlights the text ".onmicrosoft.com is available." below the input field. At the bottom of the form are two buttons: "Check availability" (disabled) and "Next" (active).

Subdomain Selection

8. You will also be asked to choose a username and password for the administrator of your account. You can choose any username and password you like, but for simplicity, I recommend using the username "admin" since that's what's written in all the lab exercises. (Example: [admin@yoursubdomain.onmicrosoft.com](#).)
9. **Make sure you write down your subdomain, username, and password!** You will need this information to access your Microsoft 365 trial account.
10. On the next screen, you will need to choose how many users to add during the trial period. Only three users are needed to follow along with the exercises in this class. Therefore, I recommend choosing "3", so if you do accidentally forget to cancel your free trial, you will keep the total charge relatively low. 😊

11. After entering the number of user accounts, check that the "Total today" line displays "Free" to confirm that you will be using the free trial. Then click "Next".

4 Quantity and payment First 30 days are free

● ● ● ●

Number of users
Add up to 25 users during trial

Rate 3 users x \$20.00 per month

Total today **Free**

Annual plan, paid monthly, after trial (excludes tax) \$60.00

[Next](#)

Total Today is "Free"

12. Next, you will be required to add a valid credit card number and billing information to your account. Fill in the appropriate fields and then scroll down to click "Start Trial".





3 Thanks for creating an account with us, Michael


4 Quantity and payment First 30 days are free

✓ ● ● ●

Your first 30 days are free. Add a payment method to continue your subscription after the trial.

We accept the following cards:



Expiration month Expiration year

Payment Information

Order Total

Today	Free
Annual plan, paid monthly, after trial (before tax)	\$60.00

By selecting **Start Trial**, you agree that the subscription is governed by the [Microsoft Online Service Agreement](#).

Beginning on 3/26/2021, we'll charge you \$20.00 per user each month plus applicable taxes. You'll be notified before any price changes.

Cancel at [Microsoft 365 Admin Center](#) before the end of the trial to skip future charges. [Learn more](#) about cancelling your trial.

Start Trial

< [Go back](#)

5 You're all set

Start Trial

13. After a few moments, you should receive a message stating that you have been signed up for a Microsoft 365 Business Premium trial. Be sure to record the username displayed in the message on the page. Then click "Get Started".

4 Quantity and payment First 30 days are free

5 You're all set

Thanks for signing up for a Microsoft 365 Business Premium trial.

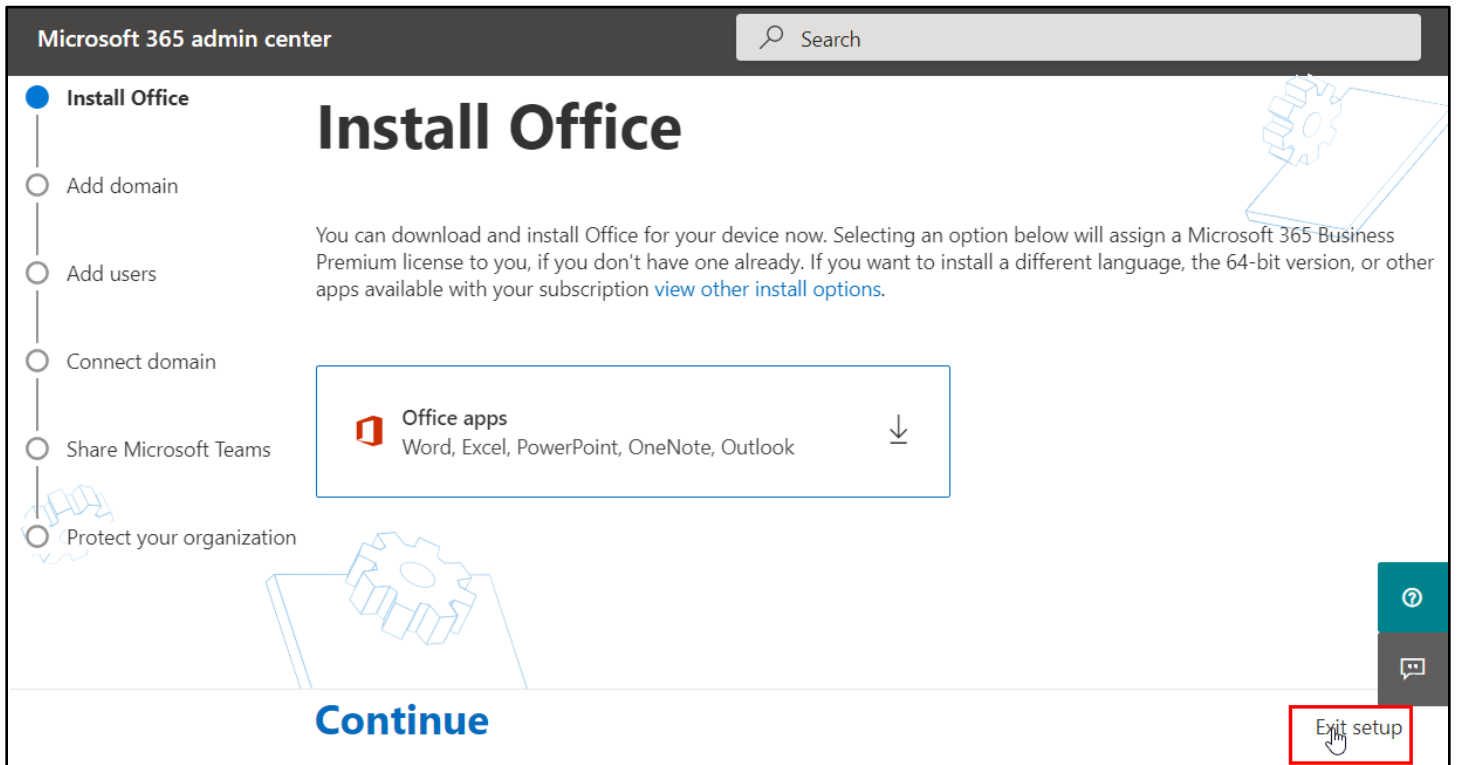
Your username is **admin@██████████.onmicrosoft.com**.

We've sent a confirmation with your sign-in information to
██████████@outlook.com.

Get Started [Manage your subscription](#)

Trial Account Activated

14. You will then be directed to the Microsoft 365 admin center. Click on the "Exit setup" link at the bottom right corner of the page to skip the setup process for now. If any other dialog boxes pop up after you click "Exit setup", you can safely close them as well.



Exit Setup

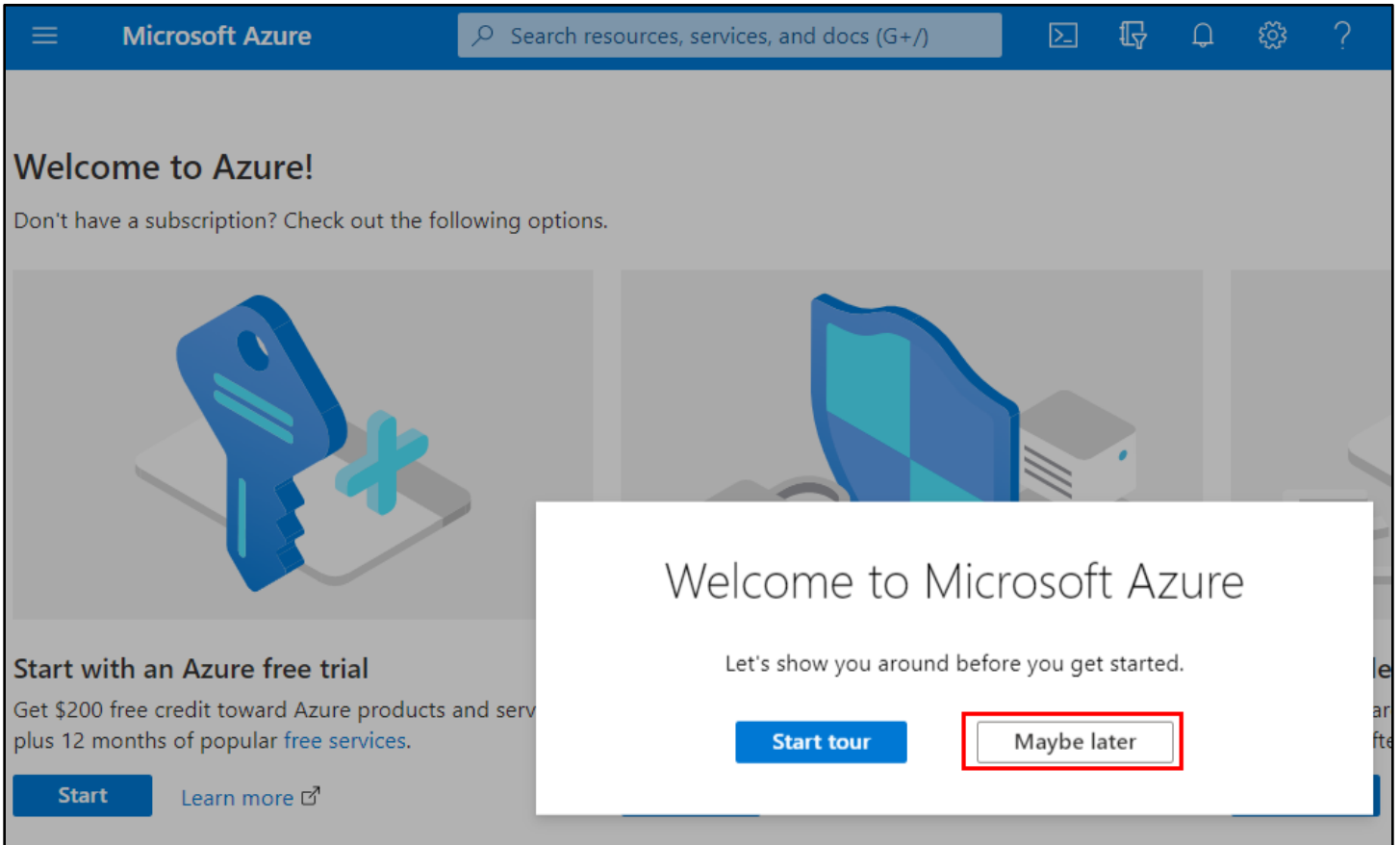
15. You have now completed the sign-up process for your Microsoft 365 Business Premium account. Stay logged in to your account to continue signing up for Microsoft Azure in the next section.

Signing up for Microsoft Azure

1. While still logged into your Microsoft 365 Business Premium account, visit the following URL in your web browser to access the Microsoft Azure Portal.

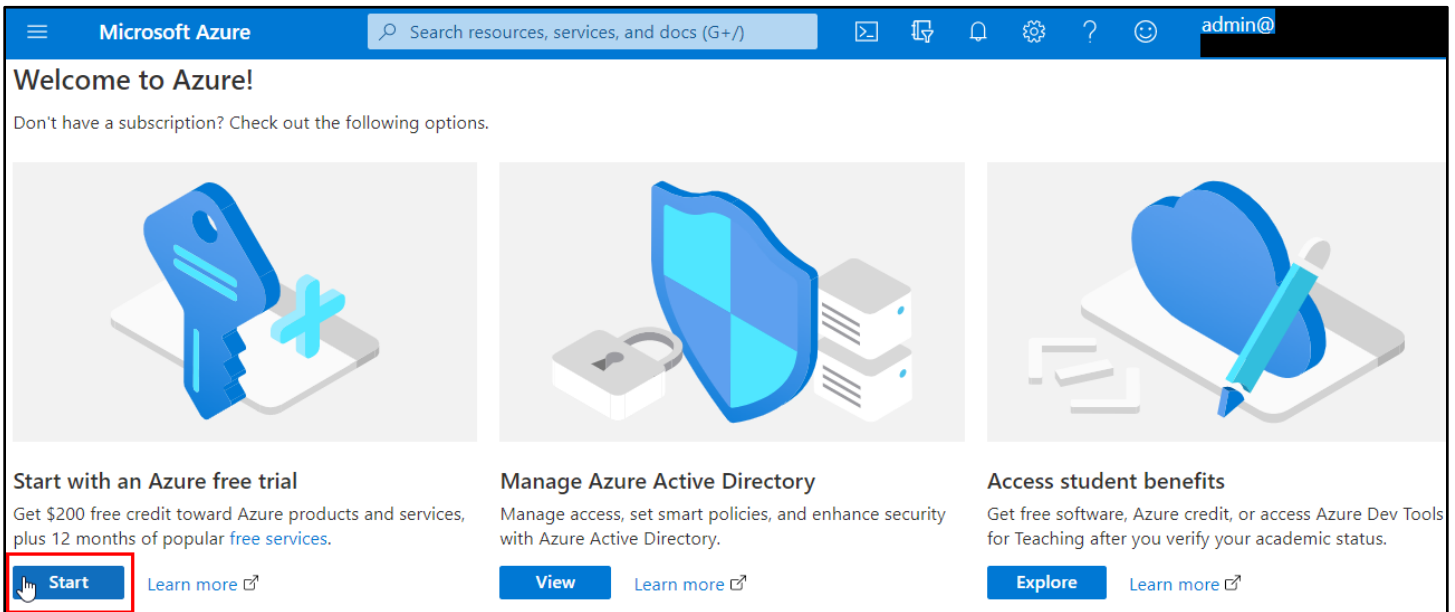
<https://portal.azure.com/>

- The first time you visit the Azure Portal, you will probably see a pop-up message prompting you to start a tour. Click the "Maybe later" button to close the message.



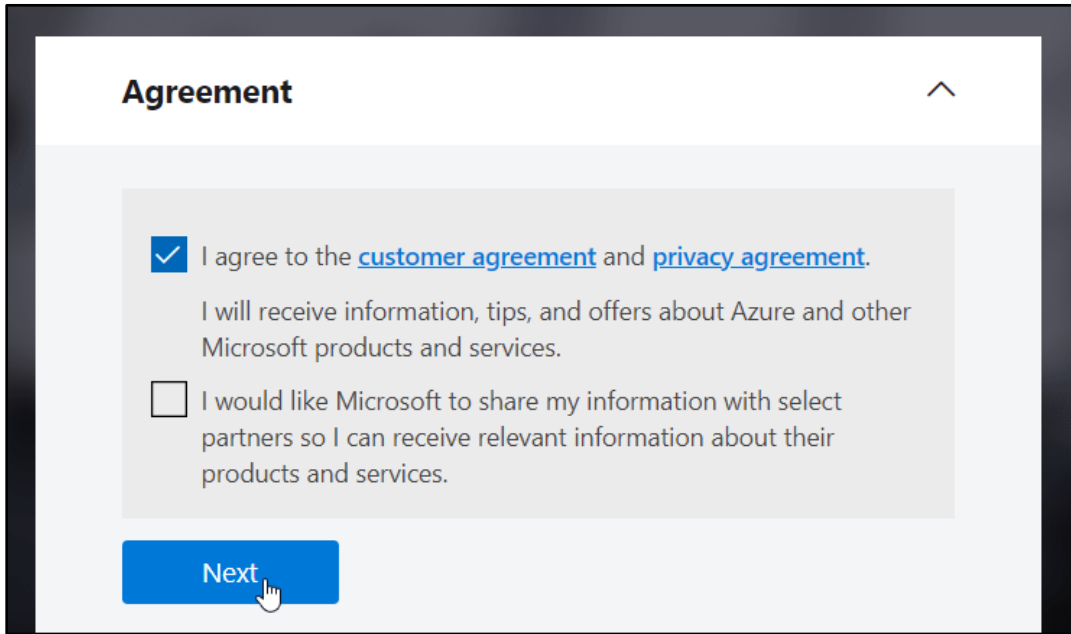
Azure Pop-Up Message

- Then click on the "Start" button under the left section with the heading "Start with an Azure free trial".



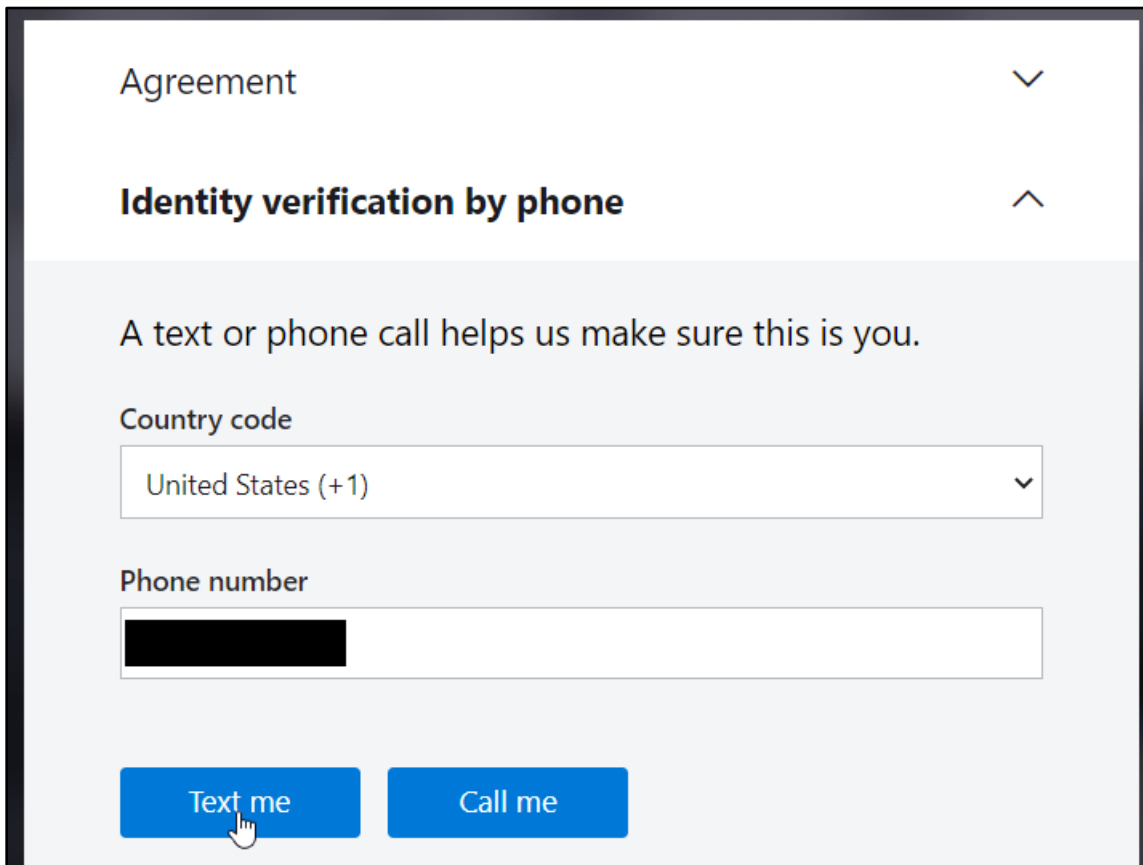
Start Azure Trial

- This will start the Azure sign-up process. You will need to agree to the terms listed on the page and then click "Next".



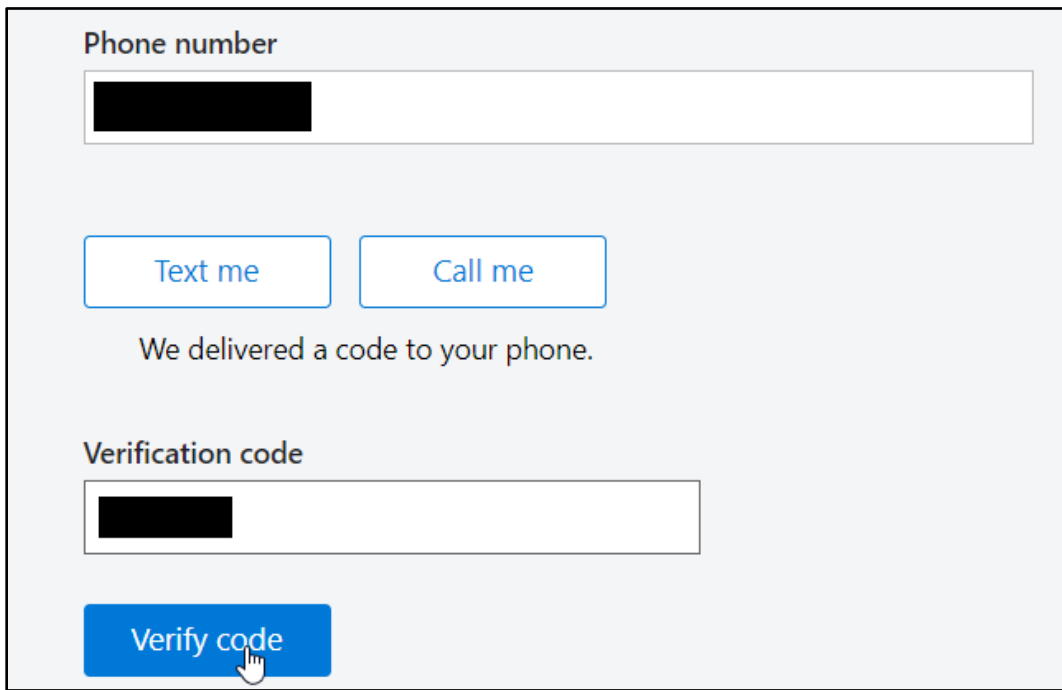
Azure Customer Agreement

- As before, you will need to provide a valid phone number where you can receive a text message or phone call to verify your account.



Phone Verification Step 1

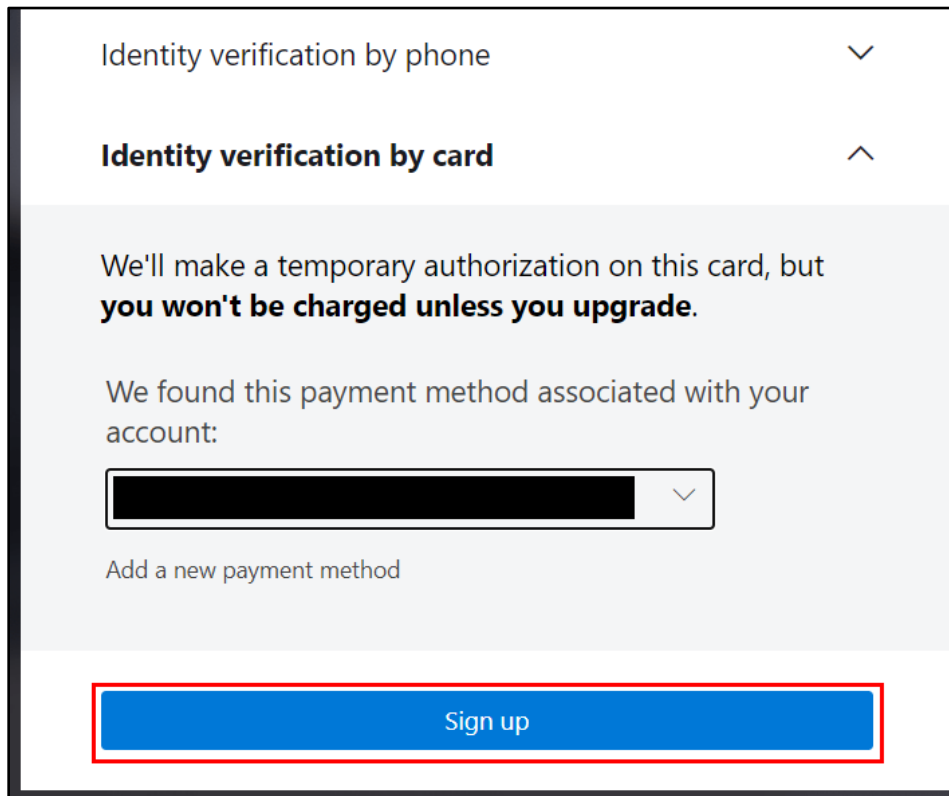
6. Enter the verification code you receive on your phone and then click "Verify code" to continue.



The screenshot shows a phone verification interface. At the top, there is a label "Phone number" above a text input field containing a redacted number. Below this are two buttons: "Text me" and "Call me". A message states "We delivered a code to your phone." Underneath is a label "Verification code" above another text input field with a redacted code. At the bottom is a blue button labeled "Verify code" with a mouse cursor hovering over it.

Phone Verification Step 2

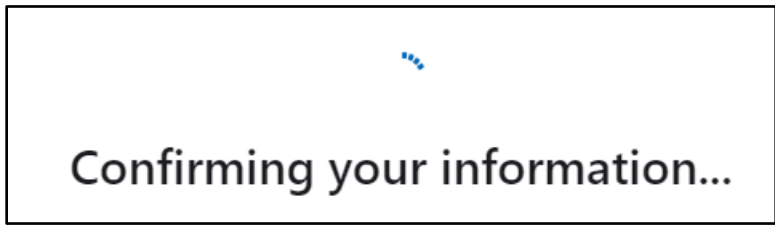
7. You will also need to provide a payment method again for this account. This information may be automatically filled in by the payment method you used for your Microsoft 365 Business Premium account. Once your payment method is selected, click "Sign up" to continue.



The screenshot displays a payment verification screen. It features a dropdown menu for "Identity verification by phone" (expanded) and another for "Identity verification by card" (collapsed). A message reads: "We'll make a temporary authorization on this card, but **you won't be charged unless you upgrade.**" Below this, it says "We found this payment method associated with your account:" followed by a dropdown menu showing a redacted card number. A link "Add a new payment method" is present. At the bottom, a blue "Sign up" button is highlighted with a red border.

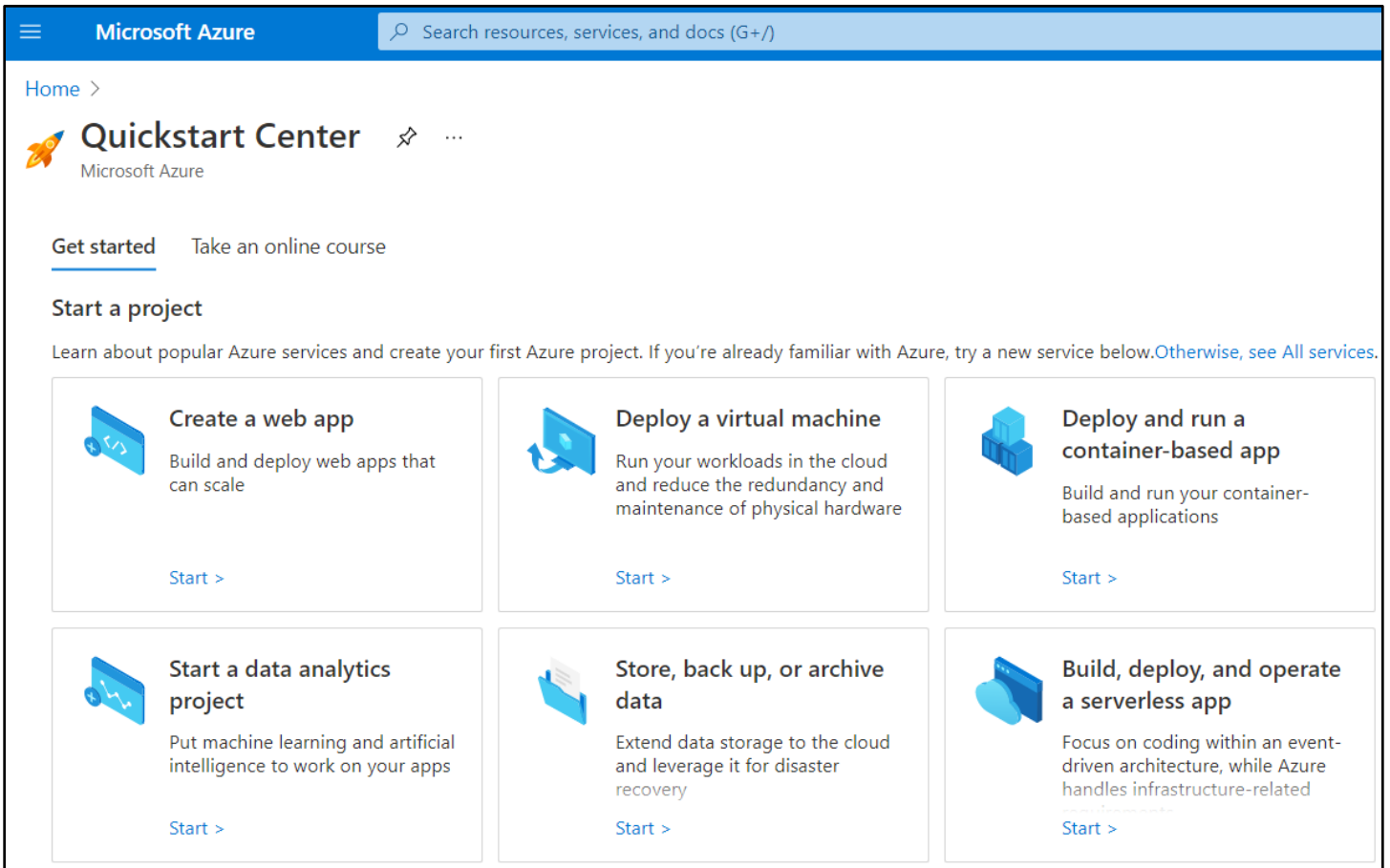
Payment Verification

8. It will take a few moments for Microsoft to confirm your information and setup your account.



Account Confirmation

9. Once account confirmation and setup are complete, you will be redirected back to the Microsoft Azure portal.



Azure Portal

10. Creation of your Microsoft Azure account is now complete, and you can continue with the next set of setup instructions.