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# Exercise - Use the Azure portal

10 minutes

Email is required to activate a sandbox

Your Microsoft account must be linked to a valid email to activate a sandbox. Go to [Microsoft Account Settings](#) to link your email and try again.

For more information, please check the [troubleshooting guidance page](#).

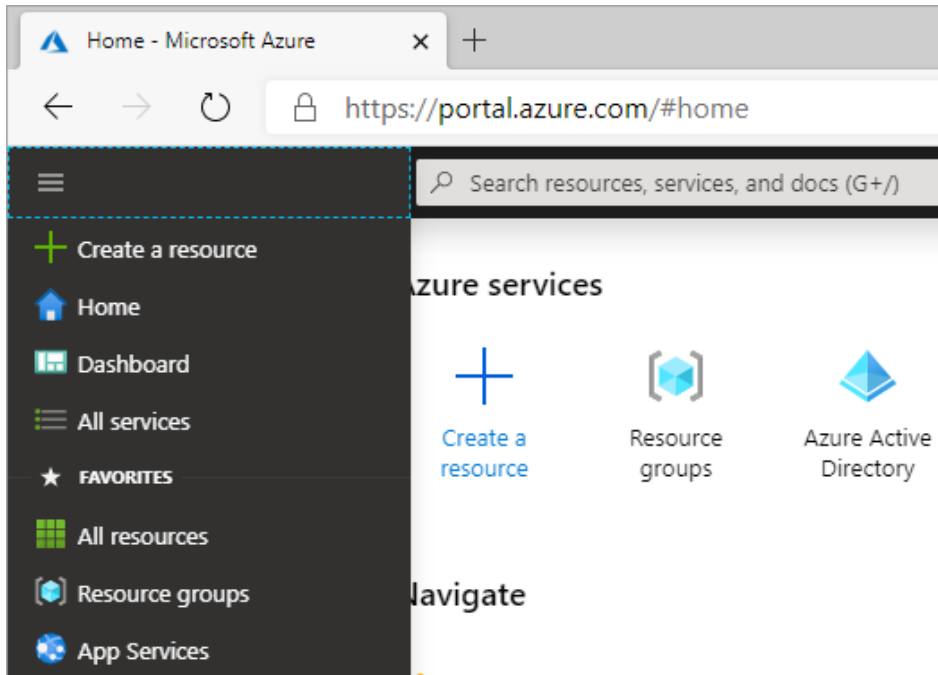
Retry activating sandbox

The Azure portal has several features and services available; let's look at some of the more common areas you'll tend to use. First, take a moment to hover your mouse pointer over each of the icons in the top menu bar for a few seconds each. You should see a tooltip label pop-up for each one. This label is the name of the menu item. You will use these icons later.

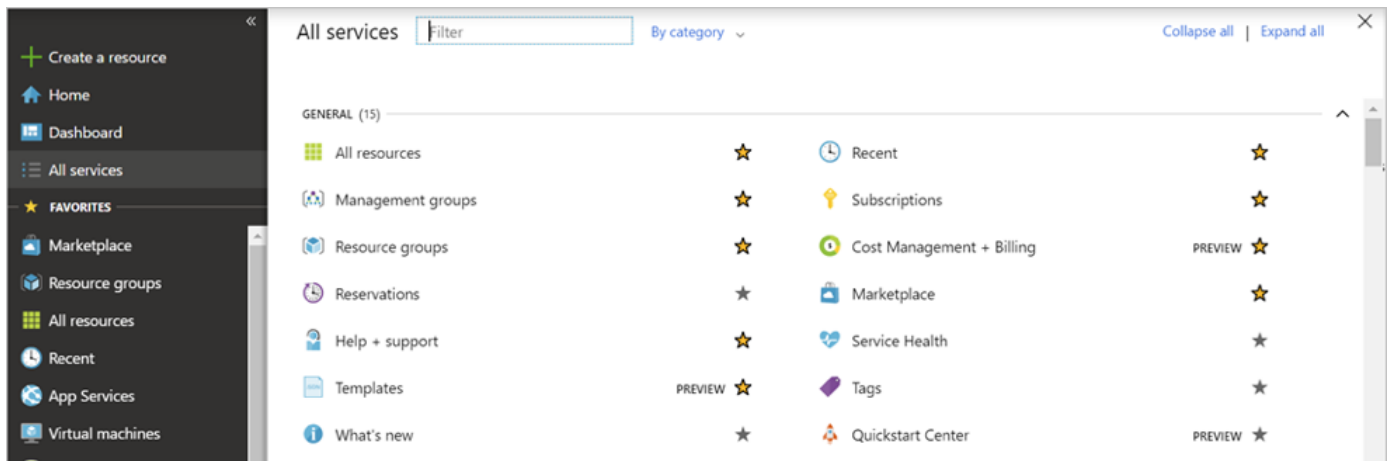


## All services

1. On the top left-hand side of the Azure portal, select **Show portal menu**.



2. Select **All services**. Take a couple of minutes to scroll down the list to see how many services Azure offers.



3. You can search for services through the *filter* box.
4. Select **Virtual machines**. If you don't see it, use the filter box. The **Virtual Machines** pane appears. You haven't created any virtual machines so there are no results.
5. Select + **Add**. The **Create a virtual machine** pane appears.
6. Select the **X** in the top right-hand corner to close the **Create a virtual machine** pane.
7. Select the **X** in the top right-hand corner to close the **Virtual machines** pane.
8. Select on **Microsoft Azure** on the top left-hand side to get back to the home page.

# Azure Cloud Shell



The Azure Cloud Shell allows you to use a command-line interface (CLI) to execute commands in your Azure subscription. You can access it by selecting the (>\_) icon in the toolbar. You can also navigate to <https://shell.azure.com> to launch a Cloud Shell in the browser independent of the portal.

The Azure Cloud Shell is available in the Sandbox environment, but the Sandbox version of the shell has reduced functionality. To use all of the Azure Cloud Shell features, use your own Azure subscription.

When you launch the shell, you see a Welcome window. You can choose either a **Bash** or **PowerShell** environment, depending on your personal preferences. You can also change the shell at any time through the language drop-down on the left side of the shell.

Finally, there are a variety of management and programming tools included in the created environment.

- Azure command-line tools (Azure CLI, AzCopy, etc.)
- Languages / Frameworks including .NET Core, Python, and Java
- Container management support for Docker, Kubernetes, etc.
- Code editors such as vim, emacs, code, and nano
- Build tools (make, maven, npm, etc.)
- Database query tools such as `sqlcmd`

## Directory and subscription



1. Select the **Directory + Subscription** (book and filter) icon to show the **Directory + subscription** pane.

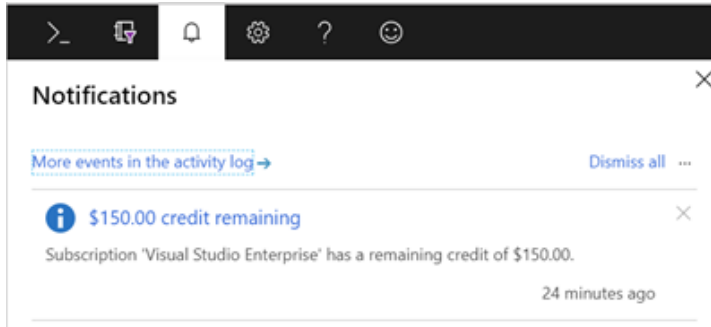
This is where you can switch between multiple subscriptions or directories. You should see that you are in the Concierge Subscription of the Microsoft Learn Sandbox directory here. If you have other Azure directories tied to the same email address, those subscriptions will be available as well.

There is also a link to learn more about directories and subscriptions.

2. Select the **X** in the top right-hand corner to close the **Directory + subscription** pane.

## Notifications pane

1. On the icon bar menu bar, select the **Notifications** (bell) icon. This window lists any pending notifications.



2. If any notifications appear, hover your mouse over one of them. Select the **X** that appears in that notification to dismiss it.
3. Select **Dismiss all**. You should have no notifications showing.
4. Select the **X** in the top right-hand corner to close the **Notifications** pane.

## Settings



1. Select the **Settings** (cog) icon to open the **Portal settings** pane, showing the **General** settings by default.
2. Drop down the **Sign me out when inactive** setting, and select **After one hour**.
3. Under **Choose a theme**, select the different colored themes and observe the changes to the portal UI. Leave it set to the one you like the best.
4. Under **High contrast theme**, try the three different options.
5. Select **Enable pop-up notifications**. When this option is checked, notifications will appear as pop-up "toast"-style notifications. They will still show up in the Notifications (bell) icon as well.
6. Select the **Language & region** tab in the settings. Select **Language** and pick **Español**, and then select the **Apply** button. If a **Translate this page** dialog box appears, close the box. The whole portal is now in Spanish.
7. To revert back to English, select the **Settings** (cog) icon in the top menu bar and switch to the **Idioma y región** settings. Select **Idioma** and pick **English**. Select the **Aplicar** button. The portal returns to English.

## Help pane



1. Select the **Help** ( ? ) icon to show the **Help** pane.
2. Select the **Help + support** button.
3. In the **Help + support** pane, under **Support**, select **New support request**. To create a new support request, you would fill in the information in each of the following sections, and then select **Create** to lodge the issue.
  - **Basics:** the issue type
  - **Problem:** severity of the problem, a summary and description, and any additional information
  - **Contact information:** preferred contact method and the information associated with this contact method
4. You can view the status of your support requests by selecting on **All support requests**.

Support requests can only be created using an active paid subscription. Creating support requests from a free Microsoft Learn sandbox is not supported.

## What's new and other information

1. Select the **Help** icon and select **What's new**.
2. Review the features that have recently been released. Also note and explore the other **Help** menu options, such as:
  - Azure roadmap
  - Launch guided tour
  - Keyboard shortcuts
  - Show diagnostics
  - Privacy statement
3. Select the **X** in the top right-hand corner to close the **Help** pane.
4. Close the **What's new** pane. You should now be back to the Dashboard.

## Feedback pane



1. Select the **Feedback** (smiley face) icon to open the **Send us feedback** pane.

2. Type your impressions of Azure in the **Tell us about your experience** box, select the box that says **Microsoft can email you about your feedback**, and select **Submit Feedback**.
3. A **Feedback sent** message will appear, and then close. You should now be back at the Dashboard.

## Profile settings

1. Select on your name in the top right-hand corner of the portal. Options include:
  - Sign in with another account, or sign out entirely
  - View your account profile, where you can change your password
  - Submit an idea
  - Check your permissions
  - View your bill
  - Update your contact information

Some of these items do not appear unless you select the "..." icon.

2. Select "..." then **View my bill** to navigate to the **Cost Management + Billing - Invoices** page, which helps you analyze where Azure is generating costs.
3. If you're using your own account and not sandbox, you can select a subscription from the drop-down list.
4. Select a billing period.
5. Note the service costs and check them against what you expect for your current subscription.
6. Select the **X** in the top right-hand corner to close the **Costs by service** pane.
7. Select the **X** in the top right-hand corner to close the **Cost Management + Billing - Invoices** page.
8. You should now be back on the home page.

Now that we've explored all the main areas of the Azure portal, let's look at one of the most useful features - Dashboards.

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### Next unit: Azure Portal dashboards

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