**Azure code activation process**

Before activating the subscription, please make sure to create a new Outlook account.  
Step 1: Redeeming a Microsoft Azure Pass Promo Code:

1. **You must have an Outlook or live email ID which you have never used for an Azure trial or paid subscription. Do not use your Official Outlook accounts.**  
2. Open a browser and navigate to: [https://www.microsoftazurepass.com](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.microsoftazurepass.com%2F&data=04%7C01%7CSamsonwilliams.Mosessolomon%40cognizant.com%7C61cf193f5bbc4a14482e08d94fa47932%7Cde08c40719b9427d9fe8edf254300ca7%7C0%7C0%7C637628391105255226%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lTgxCvqKlushDJtXsQy2MeFMkIfE8mxnuztDsRTMaGs%3D&reserved=0). (*It is recommended you close all browsers and open a new In-private Browser session. Other log-ins can persist and may cause errors during the activation steps*.)  
3. Click the Start button to get started.  
4. Enter your account login information and select “Sign In”  
5. Click “Confirm” if the correct email address is listed.  
6. Enter your promo code in the Promo Code box and click “Claim Promo Code.” (*Note: It may take up to 5 minutes to process redemption.)*

Step 2: Activate your subscription:

1. When the redemption process above is completed, you will be redirected to the sign-up page.  
2. Enter your account information and click “Next.”  
3. Click the agreement check box and click the Sign-up button. *(Note: It may take a few minutes to process your request.)*  
4. Your Azure Pass is ready.

**Best Practises**

1. Choose the minimal instance size that suffices your need. This will help you avoid overspending for resources that you don’t even need.  
2. Shut down the resources before you log off the portal. This will help you save a lot of credits when you are away.  
3. Terminate (delete) the resources if you don’t need them anymore.  
4. Keep all your resources in the same region. This will help reduce the network cost.