**IMPORTANT NOTE:** If you have already registered or activated a 200$ free trial of Azure or an Azure Pass before, you will need to use this Azure pass on *another account* as only one trial offer can be activated per account.

It needs to be a new account--not one you've used before.

To create another Microsoft Account:

1. In a browser, navigate to [www.outlook.com](http://www.outlook.com).
2. Click the **Create free account** button
3. In the **Create account** window, type in a **unique email address**. For the purpose of our class, you can use **Miami.*your-first-name*.Nov18**, and then press the Tab key. If this proves to not be unique enough, type you last name initial after the first name.
4. For the **Password**, use **Pa55w.rd** If this is not allowed, try **@Pa55w.rd**
5. Add you first name and last name, for example, First Name: **Miami.Dave**; Last name: **Nov18**
6. **Add details** window. Keep country or region as **United States**. For birthdate, it needs to be at least 18 years old on the present day. Choose one that meets this requirement.
7. Enter the characters as shown.
8. That should be it!

**Write down account name and password!!!**

For steps on how to redeem the Azure Pass, go to: <https://www.microsoftazurepass.com/Home/HowTo>

**This will be done on the first morning of the class**. Your Azure Pass codes will be passed out at this time. To redeem:

1. Browse to the **Try Microsoft Azure Pass** webpage at <http://aka.ms/cu92vo>.
2. Click the **Start** button
3. Sign in with your new account you just created on Outlook.com
4. Click the **Confirm Microsoft Account** button.
5. In the **Enter the Promo code**: text box, type the 14-character Azure pass code (it is not case sensitive) and then click the **Claim Promo** code button.
6. Click the green **Activate** button.
7. Fill out the “**About you**” portion of the Azure Pass window. You can use the name and email address information provided in the Microsoft account you used earlier. For organization, type **Wintellect Azure *“Your City”* Class**.
8. Add your phone number to the **Contact phone number** page (Note: this does not normally require a text code sent).
9. Check the **Agreement page** agreement check box, and then click **Sign up**. It can take 2-5 minutes to create the Azure Pass subscription.
10. In the **Take a tour** page, select **Maybe later**.