To configure Azure Automation using the Azure portal, follow these steps:

**Step 1: Create an Automation Account**

1. **Sign in to the Azure portal**: [Azure Portal](https://portal.azure.com/)
2. **Create an Automation Account**:
   * In the left-hand navigation pane, select **Create a resource**.
   * In the search box, type **Automation** and select **Automation** from the list.
   * Click **Create**.
   * Fill in the required details:
     + **Name**: Enter a unique name for your Automation account.
     + **Resource group**: Select an existing resource group or create a new one.
     + **Location**: Choose the location for your Automation account.
     + **Create Azure Run As account**: Choose whether to create a Run As account (recommended for most scenarios).
   * Click **Create**.

**Step 2: Create a Runbook**

1. **Navigate to your Automation Account**:
   * In the Azure portal, go to **All resources** and select your Automation account.
2. **Create a Runbook**:
   * In the left-hand navigation pane of the Automation account, select **Runbooks**.
   * Click **Create a runbook**.
   * Fill in the required details:
     + **Name**: Enter a name for your runbook.
     + **Runbook type**: Select **PowerShell** or **PowerShell Workflow** or **Python**.
     + **Description**: Enter a description (optional).
   * Click **Create**.

**Step 3: Author and Publish the Runbook**

1. **Edit the Runbook**:
   * After the runbook is created, click on its name to open it.
   * Click **Edit** to open the editor.
   * Enter your PowerShell or Python script.
2. **Save and Publish the Runbook**:
   * Click **Save** to save your changes.
   * Click **Publish** to make the runbook available to run.

**Step 4: Test the Runbook**

1. **Test the Runbook**:
   * Click **Start** to test the runbook.
   * Provide any required parameters and click **OK**.
   * Monitor the output and verify that it runs as expected.

**Step 5: Schedule the Runbook**

1. **Create a Schedule**:
   * In the runbook pane, click **Link to schedule**.
   * Click **+ Add a schedule**.
   * Fill in the required details for the schedule:
     + **Name**: Enter a name for the schedule.
     + **Recurrence**: Choose whether the schedule is one-time or recurring.
     + **Start time**: Set the start time.
     + **Time zone**: Set the time zone.
   * Click **Create**.
2. **Link the Schedule to the Runbook**:
   * After creating the schedule, link it to the runbook by selecting it and clicking **OK**.

**Step 6: Monitor and Manage the Runbook**

1. **Monitor the Runbook**:
   * In the runbook pane, go to **Jobs** to see the list of jobs and their statuses.
   * Click on a job to see detailed output and logs.
2. **Manage the Runbook**:
   * You can update, disable, or delete the runbook as needed.