

# Purchase a New Azure Subscription in Cobweb CORE

Last Modified on 12/11/2019 11:25 am GMT

You can sign up for an Azure subscription through Cobweb Core, whether you have existing Office 365 or Azure services with us already or not.

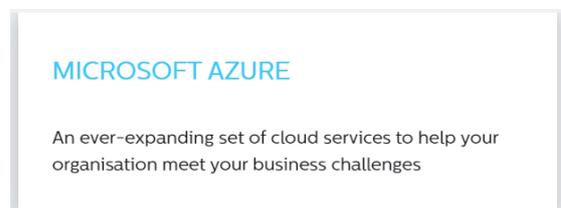
You can have multiple Azure subscriptions in a single account, allowing you to break them down to different functions.

## Add a New Azure Subscription

1. Log into your Cobweb Core account at <https://core.cobweb.com>
2. Select **Marketplace** from the navigation menu on the left



3. Select **Microsoft Azure**



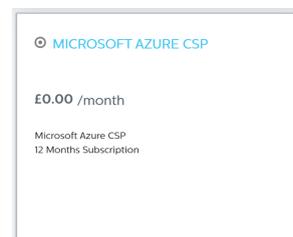
4. Select **Azure CSP**

5. Press **Next**

6. Press **Next**

7. Press **Next**

8. Either:



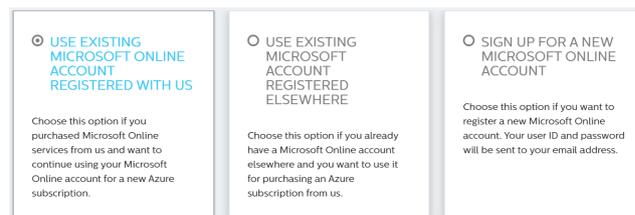
If you already have Office 365 and/or

Azure services through Cobweb:

- Confirm the tenant domain shown is correct
- Press **Finish**

If you have an existing Office 365 / Azure tenant that is not currently with Cobweb:

- Select **'Use Existing Microsoft Account Registered Elsewhere'**
- Enter your tenant domain.
- Create the user requested in the tenant for verification
- Press **Finish**



The image shows a screenshot of a Microsoft account selection screen with three radio button options:

- USE EXISTING MICROSOFT ONLINE ACCOUNT REGISTERED WITH US**  
Choose this option if you purchased Microsoft Online services from us and want to continue using your Microsoft Online account for a new Azure subscription.
- USE EXISTING MICROSOFT ACCOUNT REGISTERED ELSEWHERE**  
Choose this option if you already have a Microsoft Online account elsewhere and you want to use it for purchasing an Azure subscription from us.
- SIGN UP FOR A NEW MICROSOFT ONLINE ACCOUNT**  
Choose this option if you want to register a new Microsoft Online account. Your user ID and password will be sent to your email address.

If you do not currently have an Office 365 / Azure tenant

- Select **'Sign up for a new Microsoft Online Account'**
- Enter the requested tenant domain
- Press **Finish**

**Note:** If prompted, confirm your details for the acceptance of the Microsoft Cloud Agreement.

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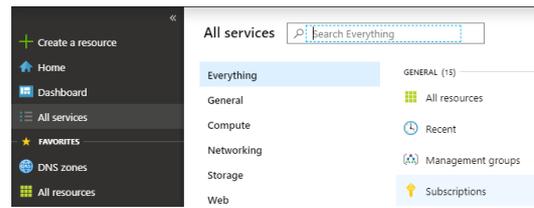
## Assign Permissions to the Azure subscription

When you provision an Azure subscription, the 'default' admin account will be given Owner permissions. If you aren't sure who this user is, contact us at [support@cobweb.com](mailto:support@cobweb.com).

The owner of the subscription can grant additional users access over the subscription.

1. Log into your Azure tenant at <https://portal.azure.com>

2. From the navigation menu, select 'All services > Subscriptions'



3. Click into the Azure subscription you wish to manage

4. Select **Access Control (IAM)** from the subscription blade

5. Select the **Role Assignments** header

6. Press the **Add** button followed by **Add role assignment**

7. Select the required role from the Role list

- If the user needs to manage all aspects of the subscription, select the Owner role

8. Search for and select the required user account or group from the directory

9. Press **Save**

