# Dell Azure Services Customer Portal Overview and User Guide



### Dell Azure Customer Portal User Guide

This guide will explain how to access the portal, explains the control panel functions and describes how to access usage and pricing information.

To access OSA's Provider Control Panel Login in to: https://cp.office365.dell.com/single.html

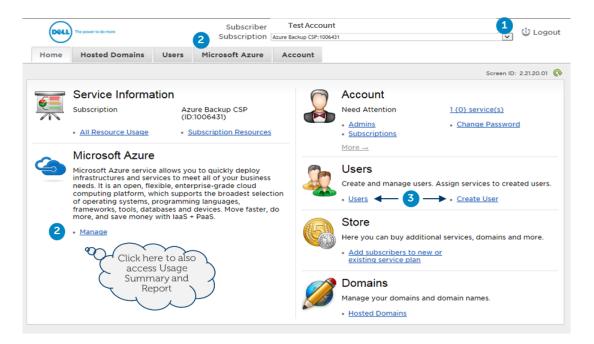
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#### **Customer Control Panel**

- 1. Select Azure Backup CSP by clicking on the drop down Subscription list
  - this is only required if you have multiple subscriptions (Office 365, Azure)
- 2. To view usage and/or download a usage report, click on either the Microsoft Azure tab or the 'Manage' link within the Microsoft Azure section
- 3. User Administration: to see who from your company has access to the portal, click on 'Users'. If you need to add a user, click on 'Create User'

Access the control panel @https://cp.office365.dell.com/single.html





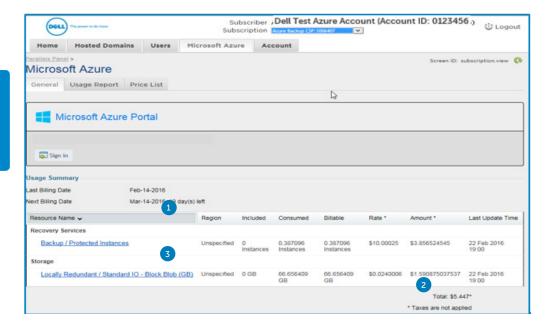
# **Usage Screen**

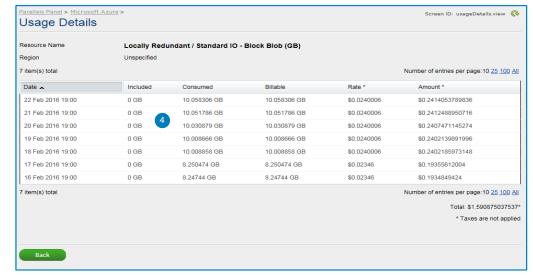
#### **Key Information:**

- 1. Last Billing and Next Billing Date
- 2. Total consumed amount for the current billing cycle

MS Azure Billing Cycle

- Billable Amount x Rate
- Does not include taxes
- 3. If you would like to see detailed usage, click on the resource name links
- 4. Note: resource usage details are displayed by date



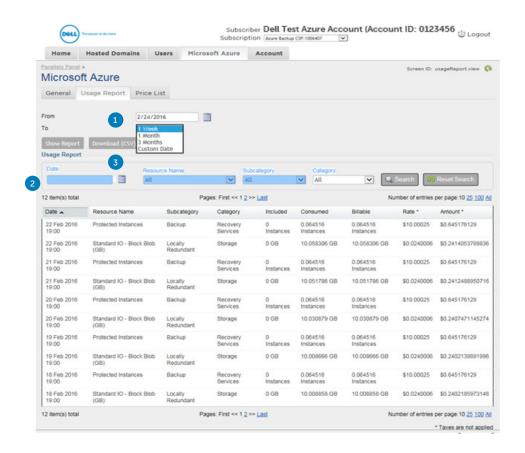




## **Usage Report**

#### **Usage Report Tab**

- 1. Filter by date range
  - 1 week, 1 month, 3 months, and Custom Date range
- 2. Filter online report results
- 3. Download usage report in a CSV format (open with MS-Excel)

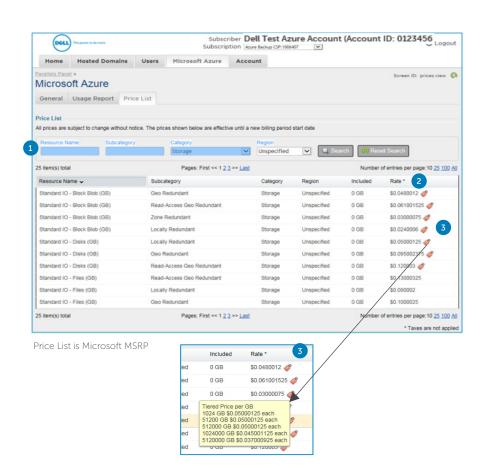




## **Pricing**

#### Azure Backup consist of 2 resources:

- Storage and Recovery Services
- 1. To find pricelist for Azure Backup, filter by resource information
  - Resources categories are:
    - Storage and Recovery Services
  - For Region, select Unspecified
- 2. Storage is offered in 6 tiered price rates. The 1st tiered price rate is displayed on the screen
- 3. To see the other 5 tiered price rate per GB, move your mouse over the ## icon





## **Contacting Dell Support**

Contact by telephone: 1-888-927-4187

Contact by email: AzureSupport@Dell.com

