* Office 365 Logging can take hours to enable, so setup at least a couple days prior to events
* Must have the following licenses
  + Dynamics 365 Customer Engagement Plan / PowerApps P2 / P1 – Script is setup to assign Dynamics to admin, P2 to Back office and P1 to employee – they could all use P2 also but would require change of script
  + Must have Exchange E3 or E5
  + Tenant must have these licenses for each person Admin, Emp and Back office

## Create new Trial tenant

* Sign up for trial at <https://bit.ly/2Gc6J3G> This will give you an Office E5 and Dynamics 365
* Admin.microsoft.com start trial on PowerApps P1 and P2
  + Via Billing > Purchase services
* If you use a demo tenant, you can clean up existing users with RemoveAllDemoUsers.ps1 run the Delete-CDSUsers function

## Create the Service account and the Lab Tester users

* Edit config at top of **AddTestersToGroups.ps1** and run it – it will add service account, labemployee and labbackoffice and create their necessary groups

## Enable Office 365 Audit Logging

* (Make sure that Exchange Online Module is installed <https://www.powershellgallery.com/packages/ExchangeOnlineShell/2.0.3.2>)
* Run **EnableOffice365Logging.ps1** to enable logging

## Create Environments

* You either need support to up the allowed environments or create additional admins to allow creating these environments otherwise you will hit the limit of 2
* Edit the accounts and the regions in **CreateTenantEnvs.ps1** and then run it
* For **Thrive HR – UAT**, edit settings in ppac to make it sandbox
* For **Thrive HR – Test**, edit settings in ppac to make it sandbox
* It may take a few minutes to reflect the change from production to sandbox

## Setup Device Ordering Environment

* Import **Contoso Device Ordering** unmanaged solution into Device Ordering Development environment, publish all changes
* (Optional)Fix connections for Flow and canvas app – and ideally make sure they run

## Setup Power Platform COE environment

* Install the COE starter kit and configure

## Create Dynamics 365 Sales environment

* In PPAC, go to D365 Admin Center
* You should have an Instance to configure – if you don’t, check that you have a D365 trial active
* Name it Dynamics 365 Sales Prod
* Give it a url and then Click Configure
* Click on the instance in the list, select Solutions edit on the right
* On the second page of solutions, select Sales Applic and click install

## Configure DLP

* Create a tenant level DLP named **Contoso Global DLP** with Only Selected Environments (Default) and configuring the following as Business Data Only
  + CDS, SharePoint
* Create a tenant level DLP named **Thrive Exception DLP** with only selected environments (all 4 thrive environments) and configure the following for Business Data Only
  + CDS,SharePoint,Microsoft Teams, Onedrive, Office 365 Users, Office 365 Outlook

## Give Everyone Env Admin on Default and My Sandobx

* So they can see them in admin portal, go to environment and Security – Env Admin and Add all org users – Do this for Default and My Sandbox environments

## Create Dummy Apps and Flows

* In Powershell ISE change directory to the **GenereateAppsAndFlows** folder and load **import.ps1**
* Edit the environment and user and then run, it will generate apps and flows in about 15 minutes

## Create Lab Admin Users

* If users are not pre-created, Create users for attendees (created by running **CreateUsers.ps1**)
  + Lab Admin n are created e.g. [labadmin1@mytenant.onmicrosoft.com](mailto:labadmin1@mytenant.onmicrosoft.com)
  + This section can be run multiple times to add additional users (may produce some already exists messages)

Create-CDSUsers -Tenant adminInADayDry1 -Count 23 -TenantRegion VN -password "pass@word1"

* If users were created already with a different prefix than labadmin – edit $userprefix in the following scripts before running
* Add Compliance role to each admin user by running **AddCompRole.ps1**
* Add a Lab Admin AD Group by running **AddAdminToADGroup.ps1**
* In Device Ordering Development, share Device Ordering app with Lab Admin Team Azure AD Group
* In Power Platform COE – share PowerApp Creator Portal and App Catalog with Lab Admin Team
* After editing **AddAdminRoleV2.ps1** run to add sysadmin to each lab admin user to the development environment
  + Make sure to run this in a directory where user has read/write permissions (e.g., Downloads)

## Create Contoso Shared Apps Test environments

* Edit CreateCDSDB.ps1 and update the user prefix if different from labadmin
* Run CreateCDSDB.ps1 and then execute command Setup-CDSenvironments no parameters