Create a SharePoint list that you can use for the Power Apps, Power Automate, and Power BI labs.

1. From the client VM, login as **admin@M365xYYYYYY.onmicrosoft**
2. Open a browser page and enter the URL: **https://login.microsoftonline.com,**  you should be on the Office 365 page, logged in as MOD Administrator.
3. Select the SharePoint icon, to open SharePoint.
4. Select **+Create site**, from the top ribbon of the SharePoint page
5. From the Create a site page, select **Team site**
6. In the Site name box, enter **IT Services**
7. Select the drop-down arrow next to **Privacy** settings and select **Public – anyone in the organization can access this site**.
8. Under **Select a language**, leave the language as **English**.
9. Select **Next**. Then Select **Finish**.
10. You are taken to the IT Services site you just created. From the top ribbon, select **+New**, then select **List** from the drop-down list.
11. In the Create list window, enter **Service Desk Requests** in the Name box, leave the **checkmark** next to **Show in site navigation**, then select **Create**.
12. The list page will show on the screen. To create the columns for the list, select the **Settings (gear)** icon on the top right corner of the SharePoint screen and select **List Settings**.
13. From the settings page, notice the list of existing columns. A title column is created by default. Let’s rename that to Issue Title. Select **Title**, from the columns list. In the column name, enter **Issue Title**, then select **OK**.
14. Create a customer column.
    1. Select **Create Column**
    2. In the **Column name** enter **Customer** (customer in this case will be the internal users entering tickets).
    3. in **The Type of information in this column is:** select **Person or group**
    4. for **Request that this column contains information:** select **Yes**
    5. Scroll to the bottom of the page and select **OK**.
15. Create a location column
    1. Select **Create Column**
    2. In the **Column name** enter **Location**.
    3. in **The Type of information in this column is:** select **Choice**
    4. for **Request that this column contains information:** select **Yes**
    5. in the box labeled **Type each choice on a separate line:** delete what is currently in the box and enter the following:
       1. **Main site**
       2. **Remote site**
    6. Where it says **Default value:** leave choice selected but **delete what is listed in the box**. This way the default value will blank, forcing the user to select a location.
    7. Scroll to the bottom of the page and select **OK**.
16. Create a description column
    1. Select **Create Column**
    2. In the **Column name** enter **Description**.
    3. in **The Type of information in this column is:** select **Multiple lines of text**
    4. for **Request that this column contains information:** keep it set to **No**
    5. where it says **Specify the type of text to allow:** select **Plain text**.
    6. Scroll to the bottom of the page and select **OK**.
17. Create an Assigned to column
    1. Select **Create Column**
    2. In the **Column name** enter **Assigned to**.
    3. in **The Type of information in this column is:** select **Person or Group**
    4. for **Request that this column contains information:** keep it set to **Yes**
    5. Scroll to the bottom of the page and select **OK**.
18. Create the Issue status column
    1. Select **Create Column**
    2. In the **Column name** enter **Issue status**.
    3. in **The Type of information in this column is:** select **Choice**
    4. for **Request that this column contains information:** select **Yes**
    5. in the box labeled **Type each choice on a separate line:** delete what is currently in the box and enter the following:
       1. **New**
       2. **Active**
       3. **Resolved**
    6. Where it says **Default value:** leave choice selected and leave the content of the box as is, you want New to be the default.
    7. Scroll to the bottom of the page and select **OK**.

**Populate the list with some entries!!**