



Microsoft Power Apps and SAP with Azure

Set Up and Prerequisites

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Lab Overview and Pre-requisites

The estimated time to complete this setup is 30 minutes.

Creating your tenant ahead of time will maximize the time available for learning on the day, and allow you to get started with Power Platform quickly and easily.

Set Up and Prerequisites



This document takes you through setting up a tenant to use for training.
You will:

- Create a trial account and set up a tenant
- Create a new environment



The time to complete this setup is **[30]** minutes.


Task 1: Set up a tenant

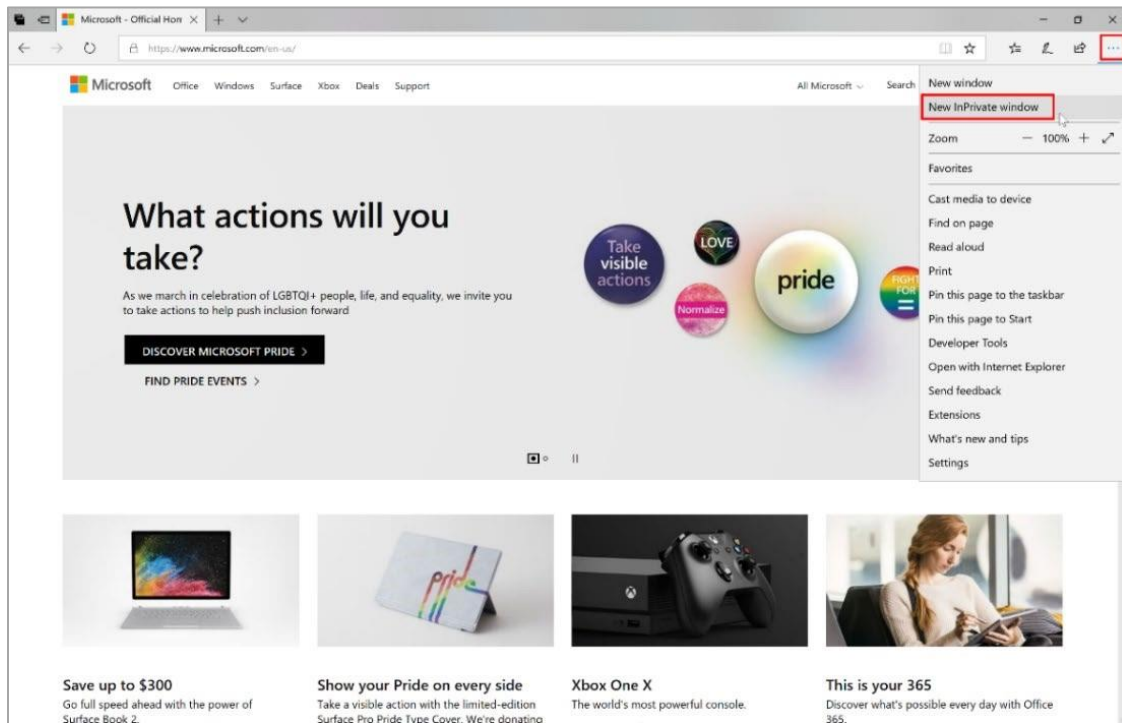
You will sign up for an Office 365 E3 tenant with trial licenses for Power Virtual Agents and Power Apps to perform the labs.

Follow the instructions below to sign up for a free trial.

Open a private browser

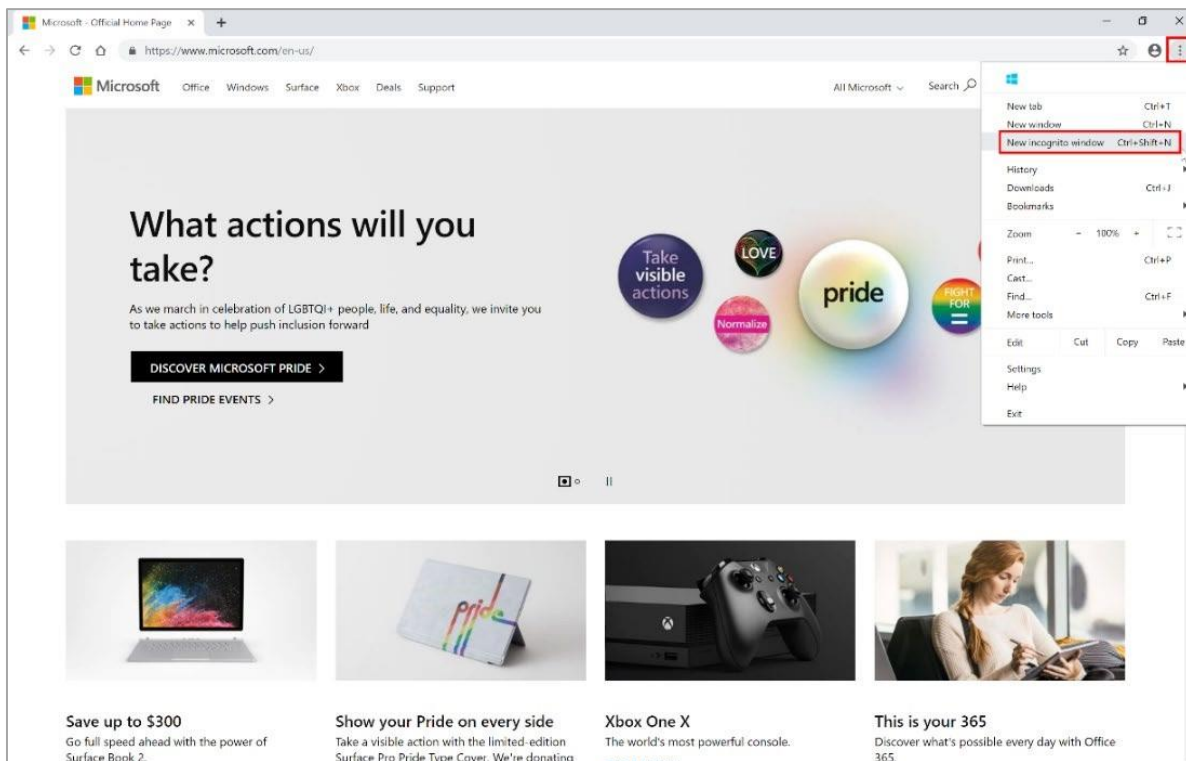
➔ If you're in Edge, open a New InPrivate Window.

- I. To open a New InPrivate Window in Edge: click 
- II. Then, select New InPrivate Window.



If you're in Chrome, open a New Incognito Window.

- I. To open New Incognito Window in Chrome: click ⋮
- II. Then, select New Incognito Window.



1. After opening an **in-private browser**, navigate to <https://aka.ms/appinadayo365signup>
2. Enter a personal e-mail address and click **Next**.



You've selected Office 365 E3

1

Let's get you started

Enter your work or school email address, we'll check if you need to create a new account for Office 365 E3.

Email

This is required

Next

2

Tell us about yourself

3

How you'll sign in

4

Confirmation details

3. Click **Set up account**.



You've selected Office 365 E3

①

Let's get you started

Looks like you need to create a new account. Let's get you started!

Continue as [\[email address\]](#). Not you?

[Set up account](#)

②

Tell us about yourself

③

How you'll sign in

④

Confirmation details

4. Fill in your information and click **Next**.

You've selected Office 365 E3

1 Let's get you started

2 Tell us about yourself

3 How you'll sign in

4 Confirmation details

● ●

First name Middle name (Optional) Last name

Virtual

Business phone number

2066666666

Company name Company size


Demo Company 10-24 people

Country or Region

United States

Next

5. You'll be asked to verify you identify using either phone call or text message. Follow directions and confirm your identity by specifying phone number.



1 Let's get you started

2 Tell us about yourself

☐ ☒

A text or phone call helps us make sure this is you.
Enter a number that isn't VoIP or toll free.

☒ Text me ☐ Call me

Country code Phone number

(+1) United States 2066666666

We don't save this phone number or use it for any other purpose.

[Send verification code](#) [Back](#)

3 How you'll sign in

4 Confirmation details

6. Create a username, Domain name, and password

Note: if your domain name is not unique modify before continuing.

7. Click **Next** if the custom domain name is available.

3 How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username Domain name @ .onmicrosoft.com [Save](#)

Password

Confirm password

By selecting **Next**, you agree to our [trial agreement](#).

I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#)

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. [Privacy Statement](#)

Next

8. Wait while tenant is created. It usually takes less than 1 min.
9. Click **Get started**. This will navigate you to **Office admin portal**. When you land on the admin center page, you need to **EXIT SETUP**.






























You've selected Office 365 E3

- 1 Let's get you started
- 2 Tell us about yourself
- 3 How you'll sign in
- 4 Confirmation details



Thanks for signing up for Office 365 E3

Your username is **admin@your democompany.onmicrosoft.com**

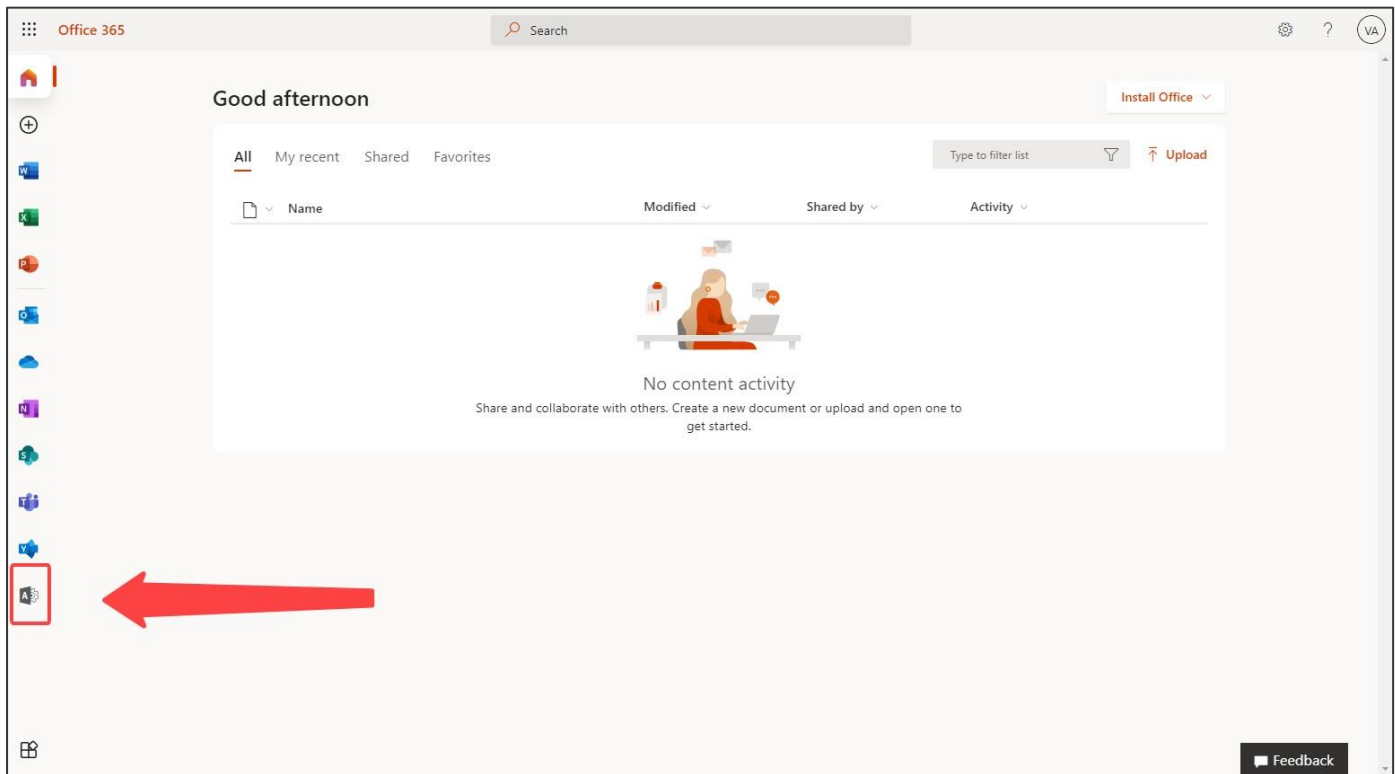
We've sent a confirmation email to                             

Get Started

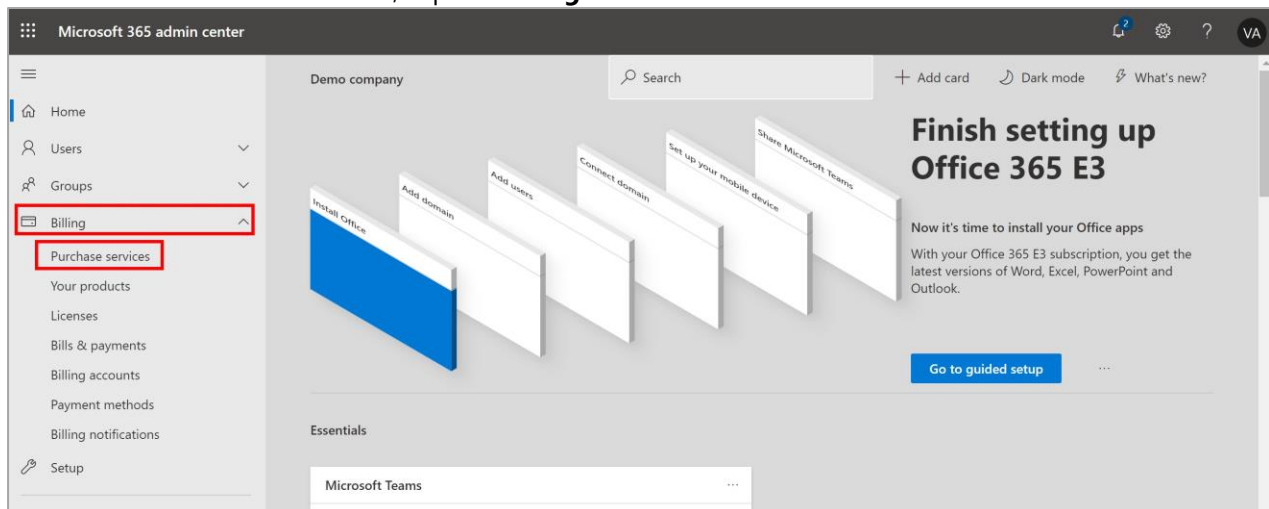
Manage your subscription

Task 2: Obtain a Power Apps Trial

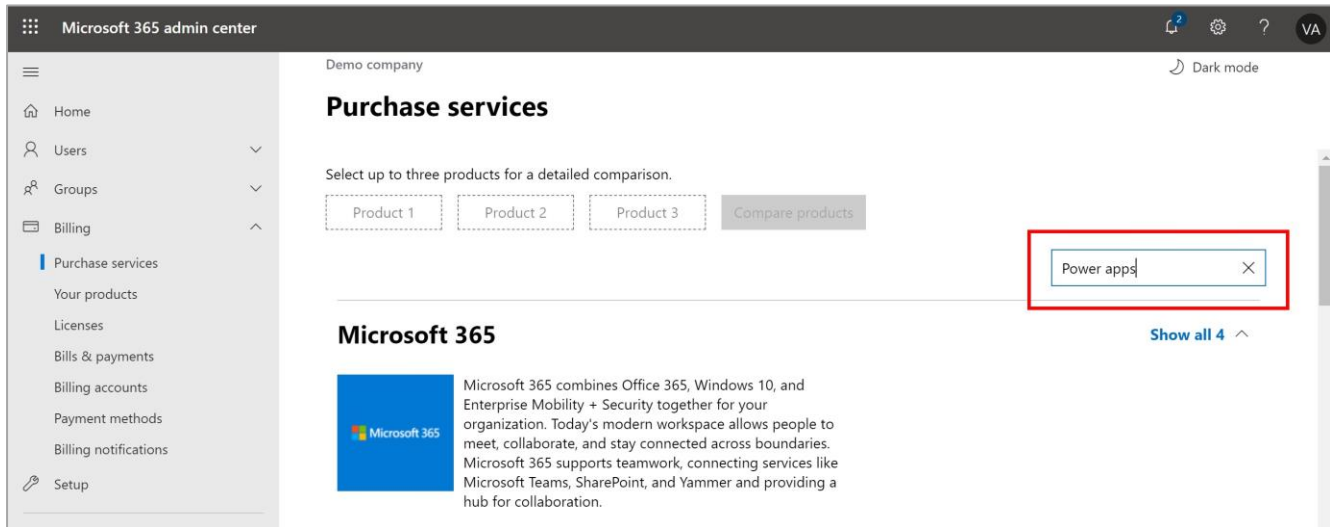
1. Navigate to <https://www.portal.office.com> and click on **Admin** to open the Admin Center.



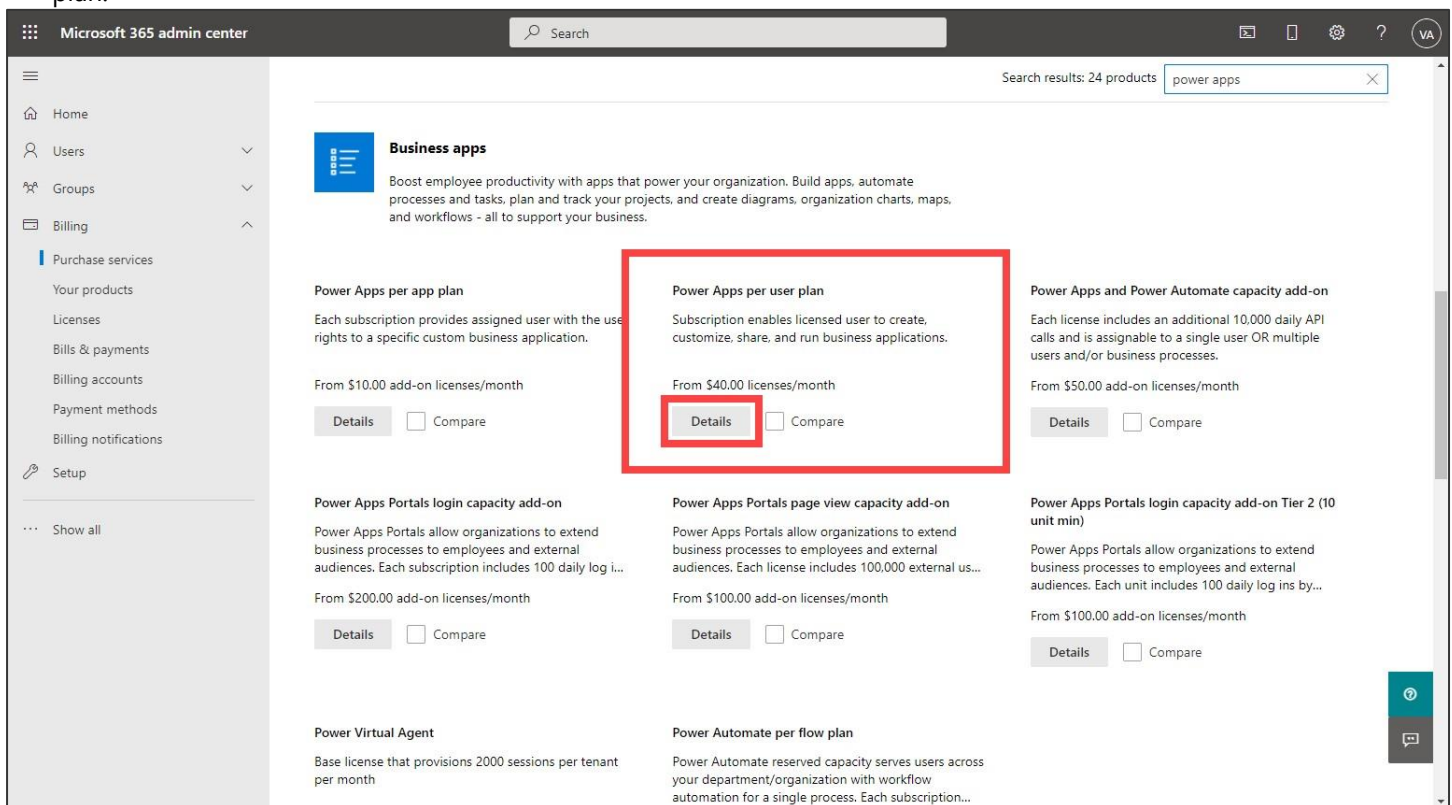
2. On the left side of the Admin Center, expand **Billing** and click on **Purchase Services**.



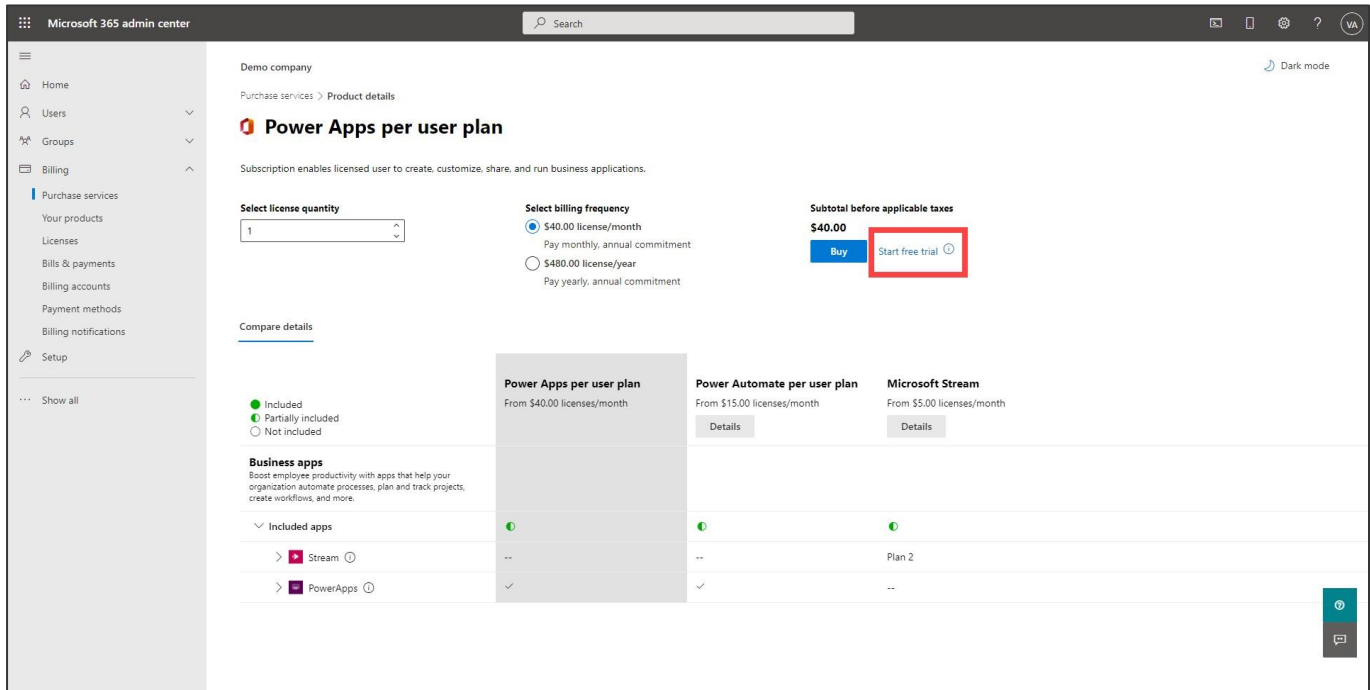
3. Search for **Power Apps**.



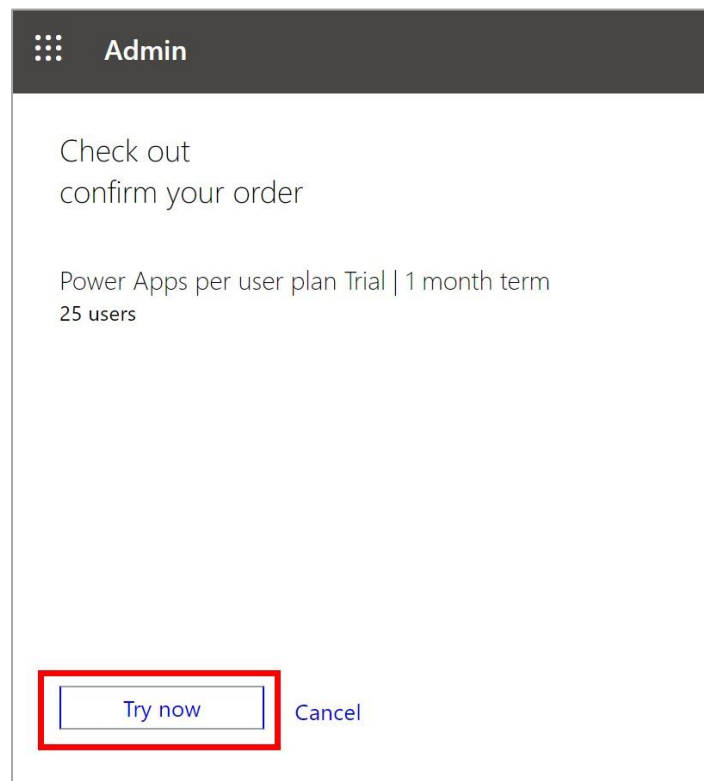
- Find **Power Apps per user plan** and click on **Details**. Ensure this is **per user plan**, do not select per app plan.



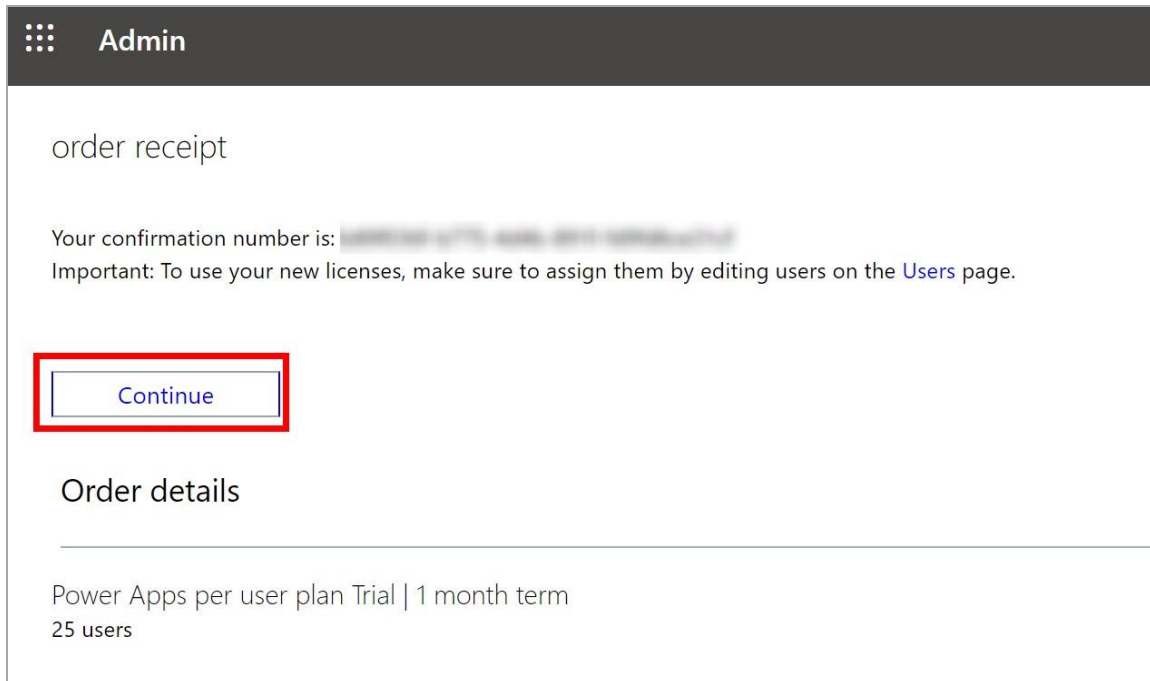
- Click on **Start free trial** for Power Apps per user plan.



6. Click **Try now** to confirm your order.




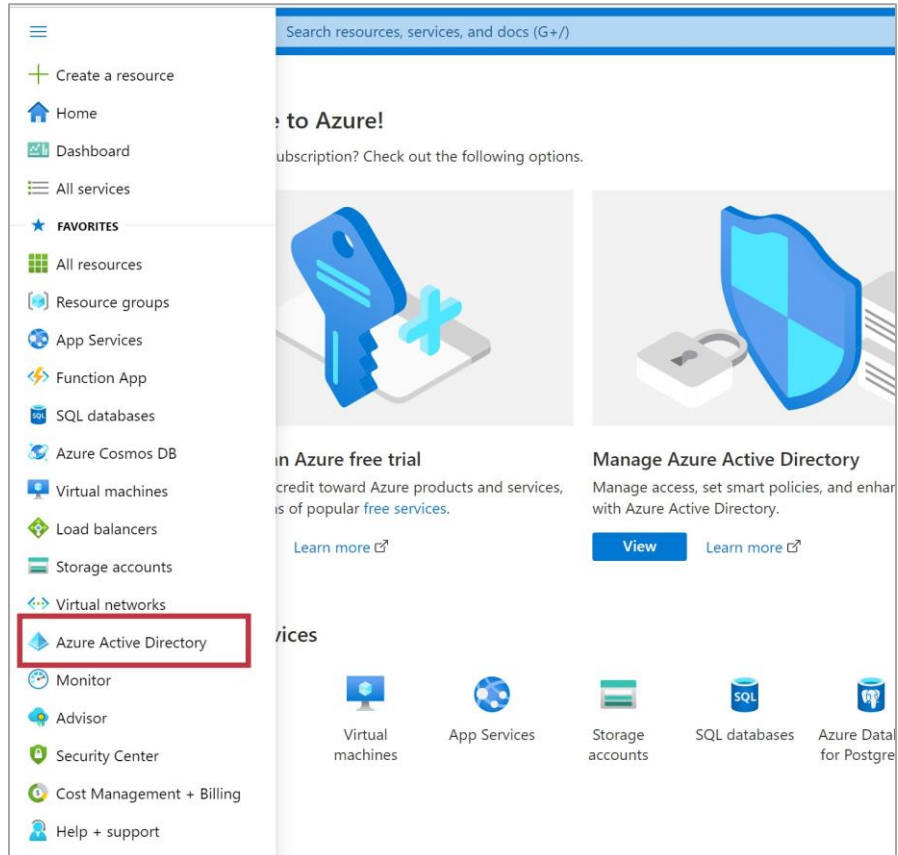
7. Click **Continue** on your order receipt screen.



Optional- Turn off Multi-factor authentication

Upon login, users may be asked to set up multi-factor authentication (MFA) on their trial account. To avoid this, you can turn MFA off for the tenant via the Azure portal.

1. Navigate to <https://portal.azure.com/> and sign in with your admin account for the tenant.
2. Click on the  icon on the top left of the screen to expand the navigation menu.
3. Click on **Azure Active Directory**.



4. Click on **Properties** then **Manage Security defaults**.

Microsoft Azure

Home > Demo company

Demo company | Properties

Azure Active Directory

Save Discard

Tenant properties

Name * Demo company ✓

Country or region United States

Location United States datacenters

Notification language English ✓

Tenant ID ad380cfd-9bcf-4718-b838-cb14431433be

Technical contact lisa.crosbie@barhead.com ✓

Global privacy contact ✓

Privacy statement URL ✓

Access management for Azure resources

Virtual Agent (admin@pvaia0521.onmicrosoft.com) can manage access to all Azure subscriptions and management groups in this tenant. [Learn more](#)

Yes No

Manage Security defaults

5. Switch the Enable Security defaults toggle to **No**. Then, **save** your changes.

Enable Security defaults

Security defaults is a set of basic identity security mechanisms recommended by Microsoft. When enabled, these recommendations will be automatically enforced in your organization. Administrators and users will be better protected from common identity related attacks. [Learn more](#)

Enable Security defaults

Yes No

We'd love to understand why you're disabling Security defaults so we can make improvements.

☐ My organization is using Conditional Access

☐ My organization is unable to use critical business applications

☐ My organization is getting too many MFA challenges

☒ Other

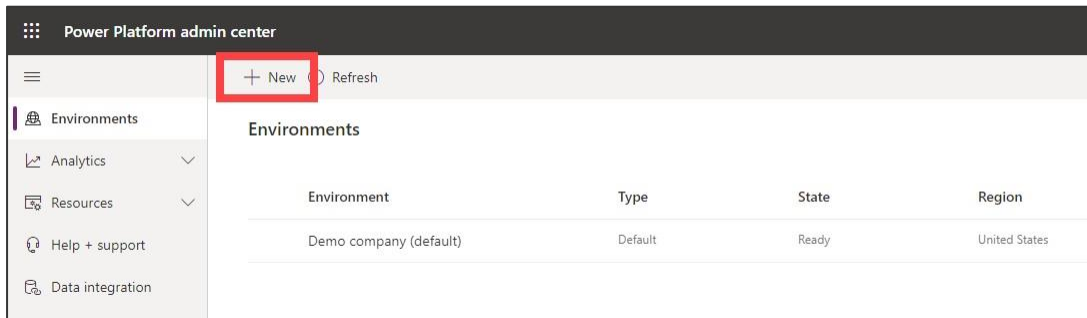
Trial account for training ✓

Save

Task 3: Create a trial environment

You'll need create a Power Apps trial environment to store the Canvas Power App you will be creating.

1. In your private browser, navigate to the Power Platform Admin Center
[/https://admin.powerplatform.microsoft.com/environments](https://admin.powerplatform.microsoft.com/environments), and sign in with the trial account you just created.
2. Select +New to create a new Environment.



Fill in the fields in the New environment dialog box with these values and select **Next** to continue. **Note:** *Creating an environment may take up to one minute.*

- Environment Name: Contoso Test
- Type: Trial
- Region: United States (default)
- Create a database for this environment? Yes

New environment

Name *
PVAtest

Type ⓘ *
Trial

Region *
Local environments can provide quicker data access.
United States - Default

Purpose
Describe the environment purpose

Create a database for this environment? ⓘ
☒ Yes

Next Cancel

3. Specify values in the **Add database** dialog box, as follows:.

- Language: English
- URL: *(leave this blank)*
- Currency: USD
- Select the "Deploy Sample Apps and Data" option
- Click Save

← Add database ×

Language *
Default language for user interfaces in this environment

English

URL
If you don't enter domain name, we will pick it for you

Choose Url

crm.dynamics.com

Currency *
Reports will use this currency

USD (\$)

Enable Dynamics 365 apps
In addition to Power Apps. [Learn more](#)

☐ No

⚠ Currently, Dynamics 365 apps can only be enabled for production environment. You can create trial here

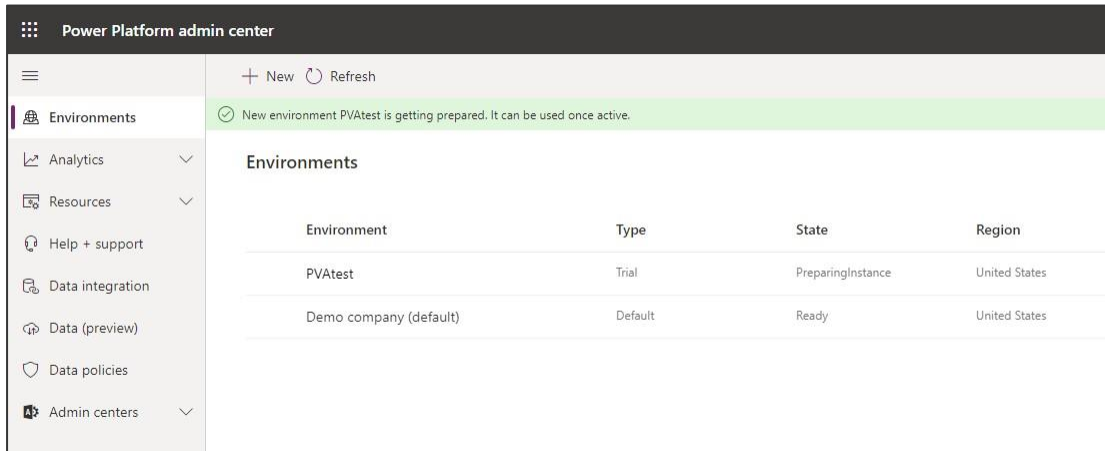
Deploy sample apps and data
☒ Yes

Security group
Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)

+ Select

Save Cancel

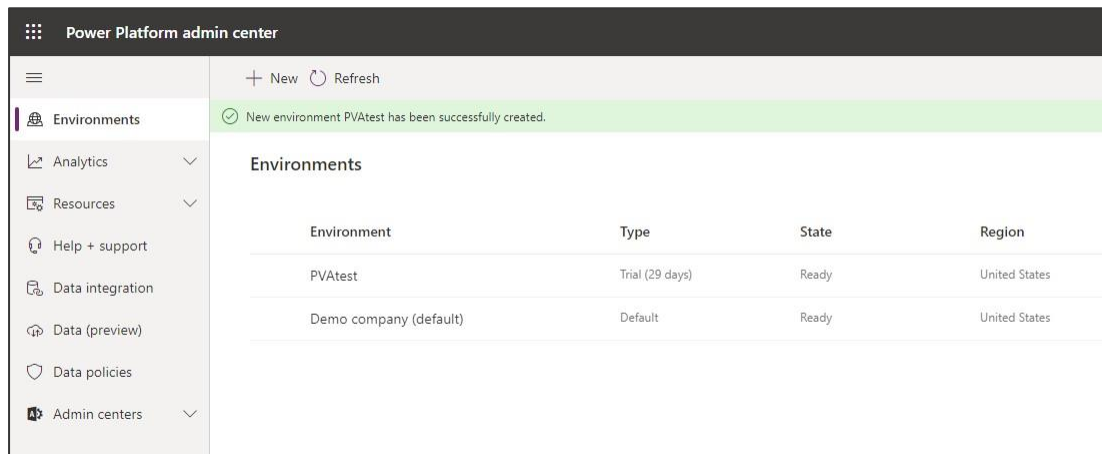
4. An alert bar will pop up to tell you that your new environment is getting prepared.



The screenshot shows the Power Platform admin center interface. On the left is a navigation pane with options: Environments, Analytics, Resources, Help + support, Data integration, Data (preview), Data policies, and Admin centers. The main area has a header with '+ New' and 'Refresh' buttons. Below the header is a green alert bar with a checkmark icon and the text: 'New environment PVAtest is getting prepared. It can be used once active.' Below the alert bar is a table titled 'Environments'.

Environment	Type	State	Region
PVAtest	Trial	PreparingInstance	United States
Demo company (default)	Default	Ready	United States

5. Wait about a minute and click refresh. When your environment is fully prepared, you will see this message.



The screenshot shows the Power Platform admin center interface after refreshing. The green alert bar now displays a checkmark icon and the text: 'New environment PVAtest has been successfully created.' The table below it shows the updated state of the environments.

Environment	Type	State	Region
PVAtest	Trial (29 days)	Ready	United States
Demo company (default)	Default	Ready	United States

4. Congratulations! You are all set for the training!

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