

Getting Started with Office 365 Development

Lab Time: 45 minutes

Lab Folder: C:\Student\Modules\01_GettingStarted\Lab

Lab Overview: In this lab you will get up and running with an azure/Office 365 development environment. You should be working with a Windows PC that has been set up according to the [Setup.docx](#) document that accompanies this course. You will perform the necessary tasks of creating a new Office 365 trial account which will create an Azure Active Directory (AAD) tenant that you will use for your development environment. Once you have created your Office 365 trial, you will then create a trial subscription for Microsoft Azure (unless you already have an Azure account that you can use. At the end of the lab you will use PowerShell libraries for Microsoft Azure and SharePoint Online to verify you can connect to your Office 365 and Azure accounts with a PowerShell script.

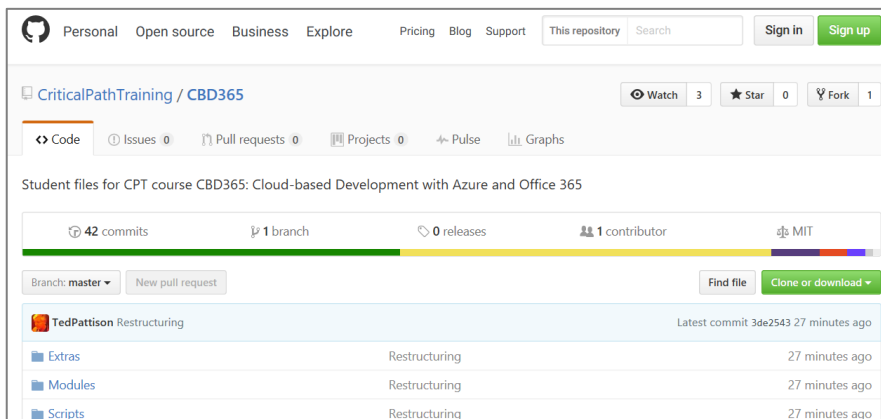
Exercise 1: Download a Local Copy of the Student Lab Files

In this exercise, you will use the GIT utility to download a local copy of the student files for CBD365. Note that this exercise assumes that GIT has already been installed on your PC as discussed in the setup guide for this course.

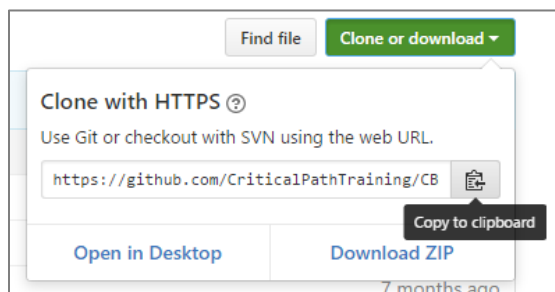
1. Launch a browser and navigate to the GitHub repository for this course at the following URL.

<https://github.com/CriticalPathTraining/MSD365>

2. You should see the home page for the repository as shown in the following screenshot.



3. Copy the URL to clone the repository.
 - a) On the home page of the CBD365 repository, click the green **Clone or download** dropdown menu.
 - b) Click the **Copy to clipboard** button to copy the URL for cloning to the Windows clipboard.



4. Use GIT to clone the MSD365 repository.
 - a) Open up a Windows PowerShell command prompt.
 - b) Type in and execute the following **git** command to download the student files to a local folder named **C:\Student**. Note that you copied the URL to github.com in the previous step and you can paste it from the Windows clipboard instead of typing it it.

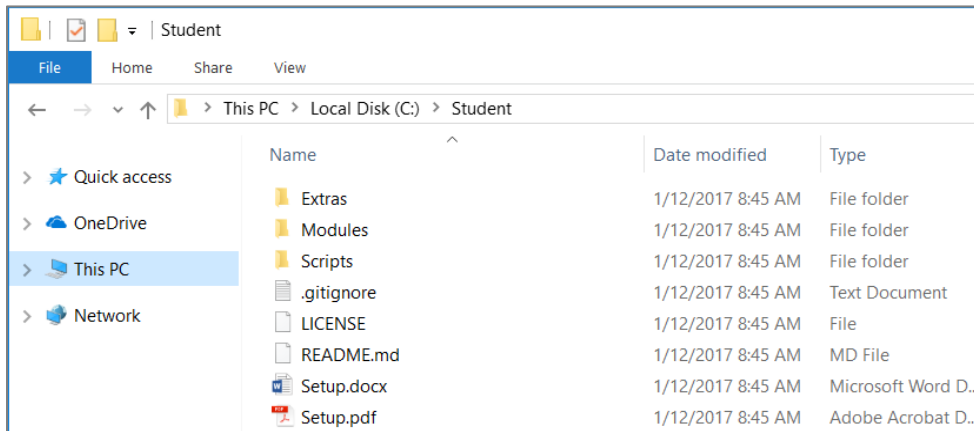
```
git clone https://github.com/CriticalPathTraining/MSD365.git C:\Student
```

- c) When the **git clone** command runs, it will create a local copy of the repository on your local machine in the **C:\Student** folder.

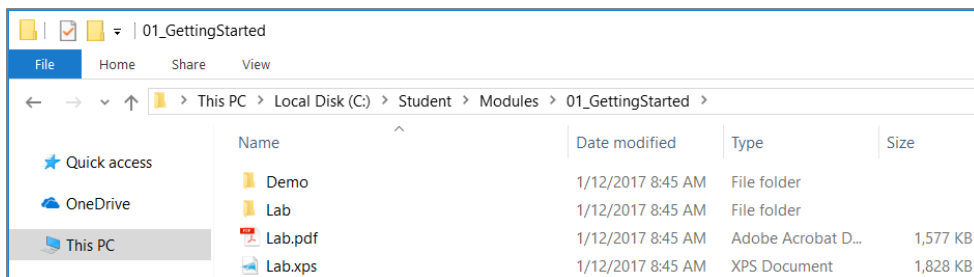
```
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\Users\Student> git clone https://github.com/CriticalPathTraining/CBD365.git C:\Student
Cloning into 'C:\Student'...
remote: Counting objects: 6032, done.
remote: Total 6032 (delta 0), reused 0 (delta 0), pack-reused 6032
Receiving objects: 100% (6032/6032), 212.51 MiB | 9.00 MiB/s, done.
Resolving deltas: 100% (2604/2604), done.
Checking out files: 100% (3678/3678), done.
PS C:\Users\Student>
```

- d) When the **git clone** command completes, open Windows Explorer and examine the **Student** folder. You should be able to see the **Student** folder has child folders named **Extras**, **Modules** and **Scripts**.



- e) Drill into the **Modules** folder and look in the folder inside named **01_GettingStarted**.



You can see that the **01_GettingStarted** folder contains two child folders named **Demo** and **Lab**.

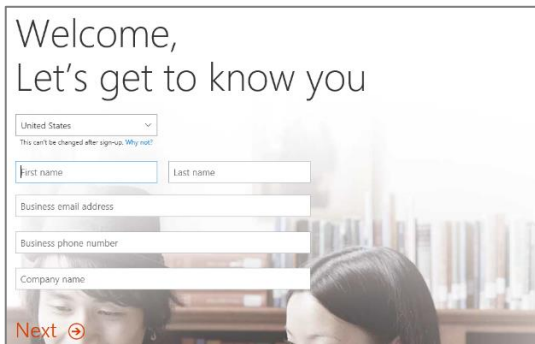
Exercise 2: Create an Office 365 Trial Account

In this exercise, you will create a new trial Office 365 which in turn will create a new Office 365 tenant. This Office 365 tenant will allow you to create up to 25 user accounts with Enterprise E5 trial licenses. Note that the Enterprise E5 trial license provides the benefits of the Office 365, SharePoint Online and Power BI Pro. Being able to create multiple Office 365 user accounts in your cloud-based testing environment will be important so that you can test the effects working with multiple users.

1. Navigate to the following URL:

<https://go.microsoft.com/fwlink/p/?LinkID=698279&culture=en-US&country=US>

2. Fill out the form with your personal information and click **Next**.



Welcome,
Let's get to know you

United States
This can't be changed after sign-up. Why not?

First name Last name

Business email address

Business phone number

Company name

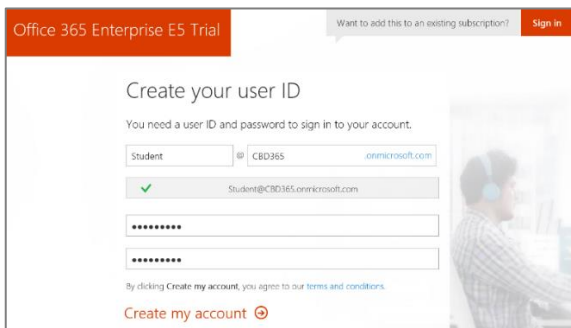
Next ➔

The information you provide here will be used throughout your tenant so if you do not wish to use your actual company name then you can provide a humorous and/or fictitious company name. The name you use for company name will turn out to be the name of the Office 365 tenant that you are creating.

3. On the next page, you are prompted to provide a user ID, company name and password.

Note that the company name you enter on this page will be used to create the domain name for your new Office 365 trial tenant. For example, if you were to enter a company name of **MSD365**, it would result in the creation of a new Office 365 tenant within a domain of **MSD365.onmicrosoft.com**. The user name you enter will be used to create the first user account which will be given administrative rights within the trial tenant. If you enter a user name of **Student**, then the email address as well as user principal name for this account will be **Student@MSD365.onmicrosoft.com**.

4. Enter a user name and a company name (*i.e. domain name*) for your new Office 365 trial tenant. For the company name, you may wish to simply use your first and/or last name with a number which you can increment each time you have to create a new trial account (e.g. EricClapton1.onmicrosoft.com).



Office 365 Enterprise E5 Trial

Want to add this to an existing subscription? Sign in

Create your user ID

You need a user ID and password to sign in to your account.

Student @ CBD365 onmicrosoft.com

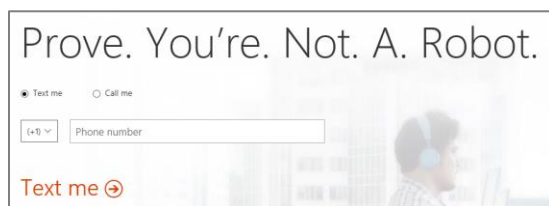
Student@CBD365.onmicrosoft.com

By clicking Create my account, you agree to our [terms and conditions](#).

Create my account ➔

Don't use your actual company name as that may cause some conflict when your company decides to create their own official tenant. Throughout the remainder of this guide you will see a company domain name of **MSD365** which you should replace with the value specified for your company name.

5. Complete the validation form in step 3 by proving you are not a robot.
 - a) Select the **Text me** option and provide the number of your mobile phone.



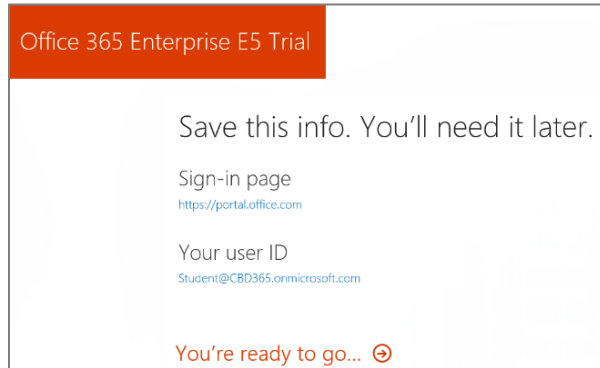
Prove. You're. Not. A. Robot.

☒ Text me ☐ Call me

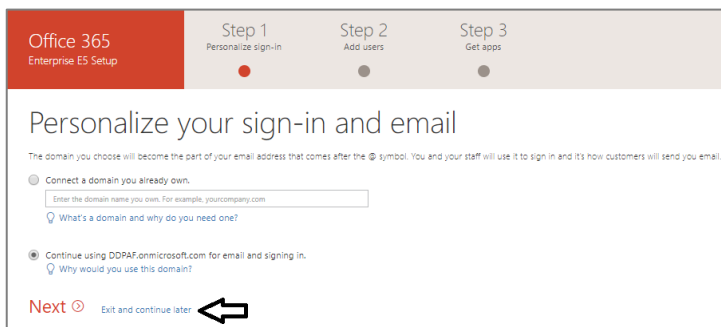
(+9) Phone number

Text me ➔

- b) When you go through this process, a Microsoft online service will send you a text message that contains an access code.
 - c) You can then retrieve the access code from your mobile device and use it to complete the validation process.
6. Once you have completed the validation process, click the **You're ready to go...** link to navigate to the portal welcome page for your new Office 365 trial tenant. Note that you should already be logged on using the user account that was created during the sign up process.



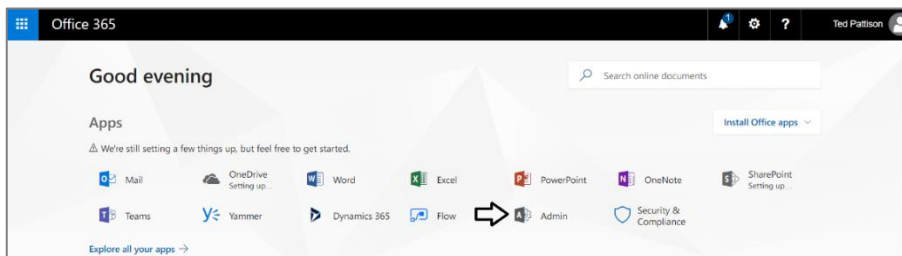
7. If you are prompted with the **Personalize your sign-in and email**, click the **Exit and continue later** link at the bottom of the page.



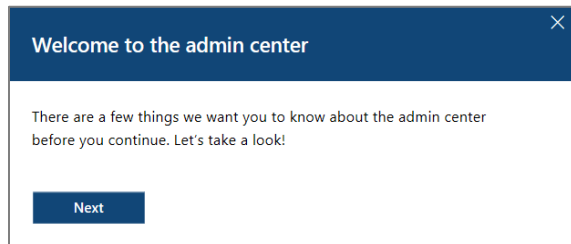
At this point, you have already created your new Office 365 tenant which can support creating up to 25 user accounts with Office 365 Enterprise E5 trial licenses. Note that some Office 365 services within your new Office 365 tenant such as the Office 365 admin center, PowerApps, Flow and Power BI can be accessed immediately. Other services in your Office 365 tenant such as SharePoint Online, OneDrive for Business and Outlook will not be ready immediately and can take some time to provision.

There is no more need to run the browser in incognito mode anymore because it's only required to get through the signup process. You can now return to using a standard browser window. However, it's always a good thing to check to see who you are logged in as because sometimes the browser may log you on using a different Office 365 account you have instead of your new trial account.

8. You should now be located on the portal welcome page of the Office 365 portal. You will notice that this page shows the progress of the Office 365 environment in provisioning each of the individual services that make up your new Office 365 trial tenant. Click the **Admin** tile to proceed to the **Office 365 admin center**.
9. At this point, you should be located on an Office 365 welcome page. Click the **Admin** tile to go to the **Office 365 admin center**.

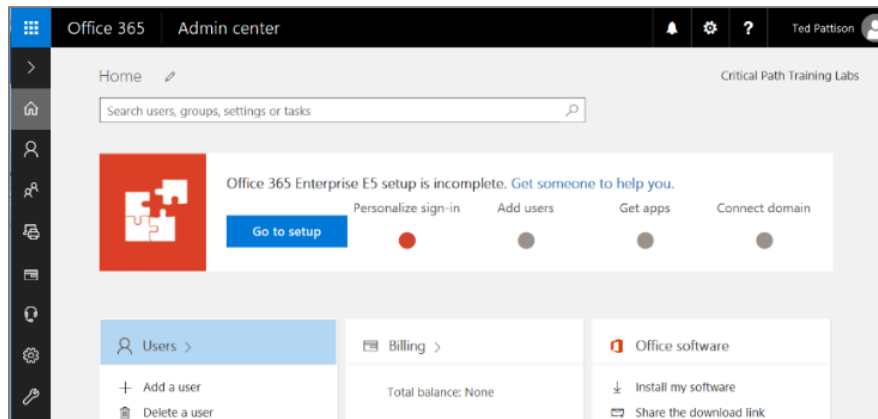


10. If you are presented with the Office 365 admin center welcome dialog, close it by clicking the **X** menu in the upper right corner.

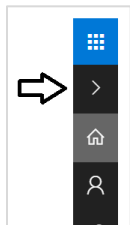


11. Verify that you are able to access the home page of the **Office 365 admin center**.

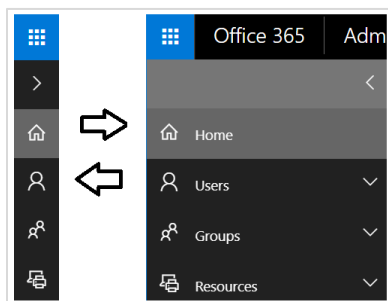
a) The following screenshot shows the Office 365 Admin home page.



b) Locate the top **Menu** button for the left navigation menu. It's the second button from the top with the arrow icon which sits just beneath the Office 365 App Launcher menu button.

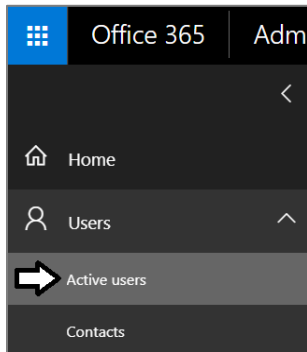


c) Click the top **Menu** button several times and see how it toggles the left navigation between a collapsed and expanded mode.

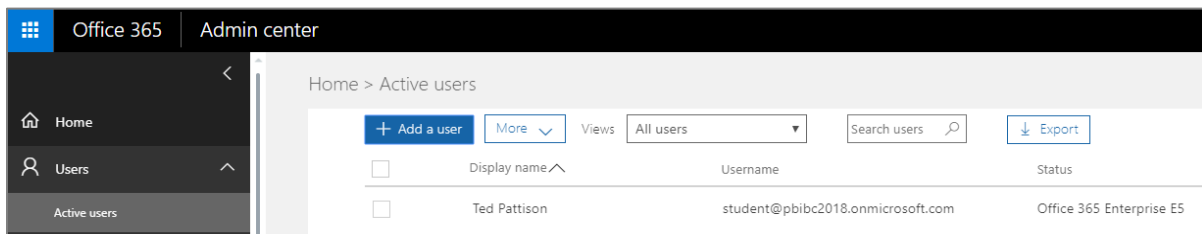


Over the next few steps, you will configure your new Office 365 tenant by creating a secondary user account that you will need later when you begin experimenting with sharing PowerApps and Flows with other users.

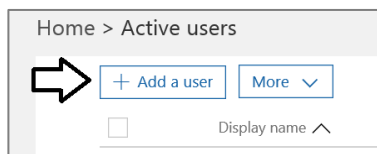
12. Make sure you are in the browser at the home page of the Office 365 admin center.
13. Inspect the set of Active Users in the current tenancy.
 - a) In the left navigation menu, expand the **Users** node and click **Active Users** to navigate to the **Active Users** page.



- b) Once the **Active Users** page is displayed, you should be able to verify that the user account you are currently logged on as is the only user account that exists in the current tenancy. Remember that this account has been set up as a Global Administrator to the tenant because it is the account that was used when creating your new Office 365 tenant.



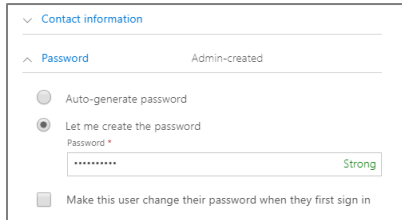
14. Create a new user account.
 - a) On the **Active Users** page, click the button **Add a user** button to create a new user account



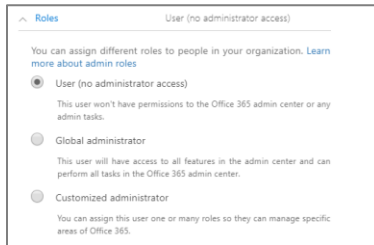
- b) Fill in the **Create new user account** form with information for a new user account. When creating this account, you can use any name you would like. These lab instructions will demonstrate this by creating a user account for a person named **James Bond** with a user name and email of **JamesB@pbibc2018.onmicrosoft.com**.

James Bond JamesB@pbibc2018.onmicrosoft.com	
First name	Last name
<input type="text" value="James"/>	<input type="text" value="Bond"/>
Display name *	
<input type="text" value="James Bond"/>	
Username *	Domain
<input type="text" value="JamesB"/>	@ <input type="text" value="pbibc2018.onmicrosoft.com"/>
Location	
<input type="text" value="United States"/>	

- c) Expand **Password** section under **Contact Information** section.
- Select the option for **Let me create the password**.
 - Enter a password of **pass@word1** into the textboxes labeled **Password** and **Retype Password**.
 - Uncheck the checkbox for the option labeled **Make this user change their password when they first sign in**.

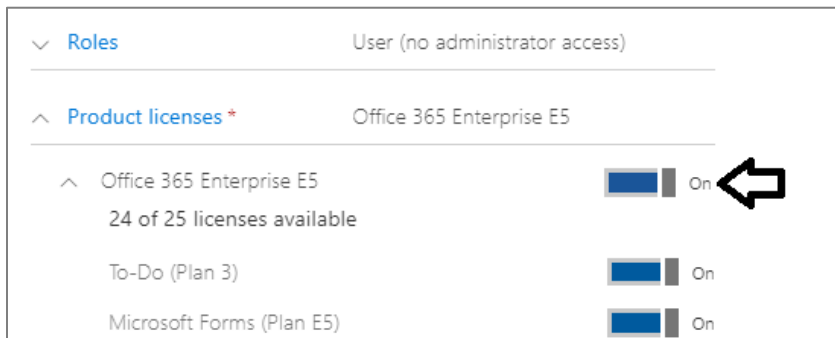


- d) Expand the roles section. You do not need to change anything in this section, although you should note that this new user account will be created as a standard user account without any administrator access or privileges.

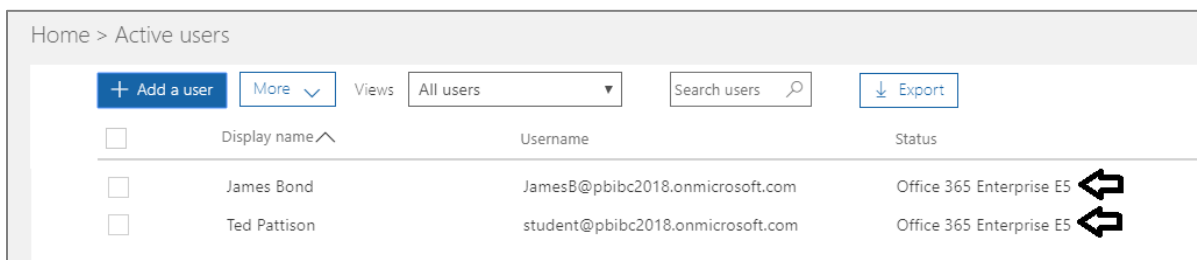


Note that the new account is usually assigned a trial license for **Office 365 Enterprise E5** plan. However, it's a good practice to check and make sure the new user has been assigned a license for **Office 365 Enterprise E5** which includes the **Power BI Pro** license.

- e) In the **Product licenses** section, make sure the **Office 365 Enterprise E5** license is set to **On**.



- f) Click the **Save** button at the bottom of the new user form to create the new user account.
- g) When you see the **User was added** message, click **Send email and close** to dismiss the **Add new user** task pane.
- h) Verify that the new user account has been created and is displayed along with your primary user account.



Display name	Username	Status
James Bond	JamesB@pbibc2018.onmicrosoft.com	Office 365 Enterprise E5
Ted Pattison	student@pbibc2018.onmicrosoft.com	Office 365 Enterprise E5

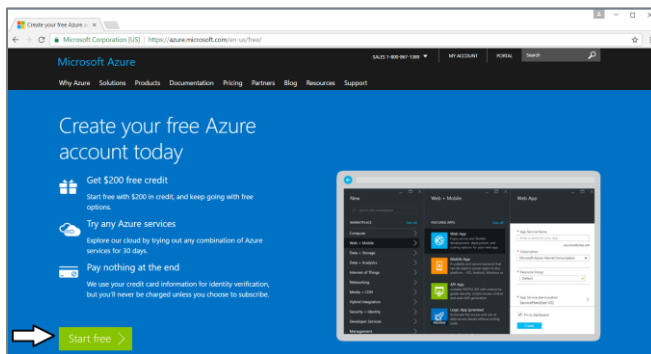
Exercise 3: Create an Azure Trial Account

In this exercise you will create a trial Azure subscription using the primary account that was created in your Office 365 tenant.

IMPORTANT: Over the steps of this lab exercise, it is critical that you authenticate using the primary Office 365 user account that was created for you when you created the Office 365 tenancy earlier in this lab. Make sure you do not log into any site on the Internet using any personal account or organization account other than your primary Office 365 user account. If you have logged on to any site using another account, then you should close all browser instances and then launch a new browser session for this exercise.

Note that if you already have an Azure subscription, you can use your pre-existing subscription instead of creating a new trial subscription. Also keep in mind that Microsoft has a policy that only allows for one free trial subscription per person. If you have already created a trial subscription in the past, you might need to register for the new trial using a different email address, mobile phone number or credit card number.

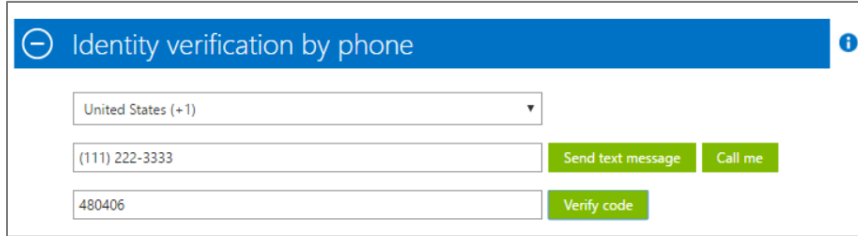
1. Sign up for a free Microsoft Azure trial account using your primary Office 365 account.
 - a) Navigate to <https://azure.microsoft.com/en-us/free/>.
 - b) Click the **Start Free** button to go to the sign up screen to navigate to the **Free trial sign up** page.



- c) Once you get to the **Free trial sign up** page, start by looking at the logged in user name in the top right corner of the page and verify that you are logged in under the identity of your primary Office 365 user account. Also verify that the **Country/Region** setting is correct. Fill in the rest of the information requested in the **About you** section and then click **Next**.

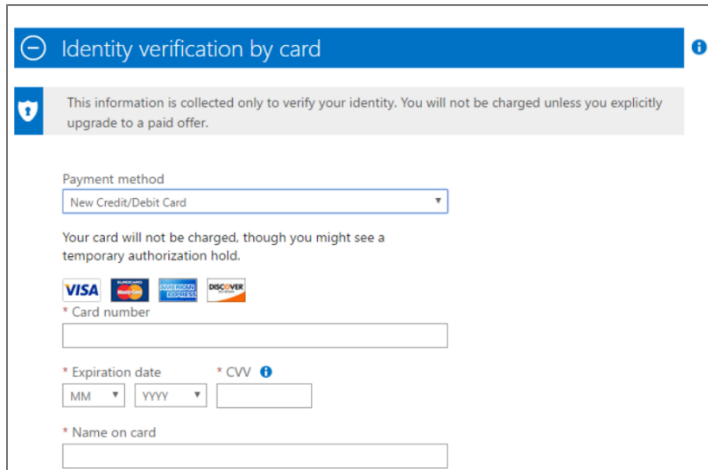
- d) In the **Identity verification by phone** setting, enter the phone number of your mobile phone and click the **Send text message** button. Wait until you receive a text message with your access code.

- e) Once you receive the text message with the access code, enter the access code in the bottom textbox and click the **Verify code** button.



The screenshot shows a form titled "Identity verification by phone". It includes a dropdown menu for "United States (+1)", a text input field for the phone number "(111) 222-3333", and a "Send text message" button. Below that is another text input field for the "480406" verification code and a "Verify code" button.

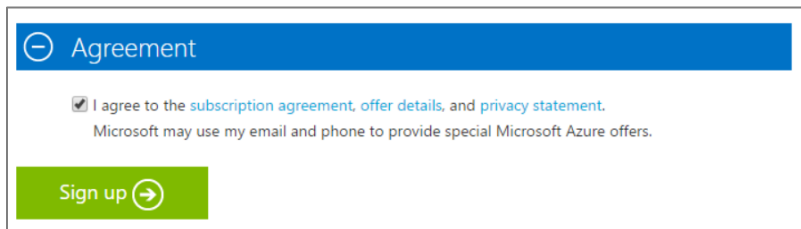
- f) In the **Identity verification by card** section, you must enter the information for a valid credit card. This is a required step. Once you have entered the credit card information, click the **Next** button to verify the credit card information.



The screenshot shows a form titled "Identity verification by card". It includes a disclaimer: "This information is collected only to verify your identity. You will not be charged unless you explicitly upgrade to a paid offer." Below this is a "Payment method" dropdown menu set to "New Credit/Debit Card". A note states: "Your card will not be charged, though you might see a temporary authorization hold." There are logos for VISA, MasterCard, American Express, and Discover. The form includes fields for "Card number", "Expiration date" (MM and YYYY), "CVV", and "Name on card".

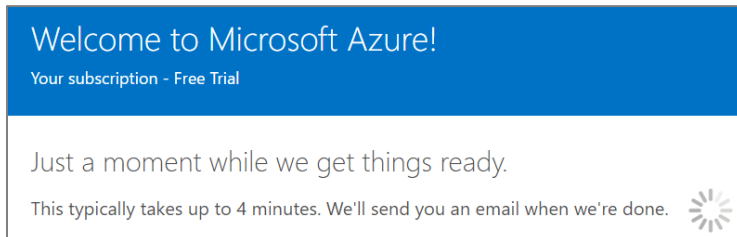
Note that Microsoft will not charge your credit card for any type of Azure usage as you work with new your free trial subscription. However, your credit card information is retained by Microsoft in case you upgrade your free trial to a pay-as-you-go subscription.

- g) Complete the final step in the **Agreement** section by checking the **I agree** checkbox and clicking the **Sign up** button.



The screenshot shows a form titled "Agreement". It includes a checkbox labeled "I agree to the [subscription agreement](#), [offer details](#), and [privacy statement](#)." Below this is a line of text: "Microsoft may use my email and phone to provide special Microsoft Azure offers." At the bottom is a green "Sign up" button with a right arrow icon.

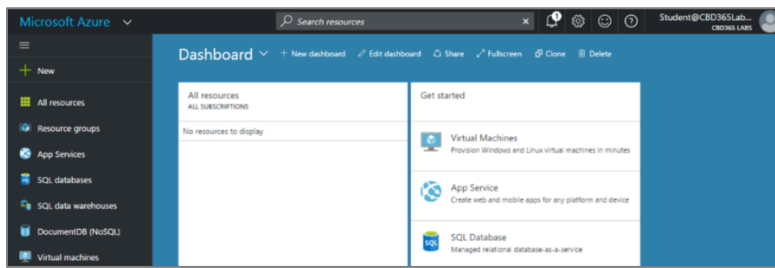
- h) You should now see a page that indicates your free trial Azure subscription has been created.



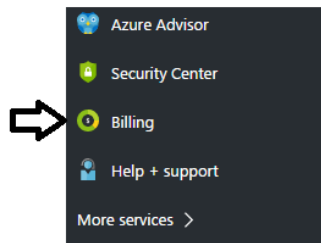
The screenshot shows a page titled "Welcome to Microsoft Azure!". Below the title is the text "Your subscription - Free Trial". A message says: "Just a moment while we get things ready. This typically takes up to 4 minutes. We'll send you an email when we're done." There is a loading spinner icon.

- i) Once the setup process completes, click on the big button on the page to navigate to the new Azure portal.

- j) You should now see the main page of the Azure portal which displays the dashboard and the left navigation menu.



- k) Locate and click the **Billing** link which is down toward the bottom of the left navigation menu.



- l) When you click Billings, the Azure portal will display a pane which shows your subscriptions at the bottom. Note that this view allows you to see and copy the GUID associated with your subscription. Note that you should copy this GUID and save it to a local text file because you will need it in later lab exercises.

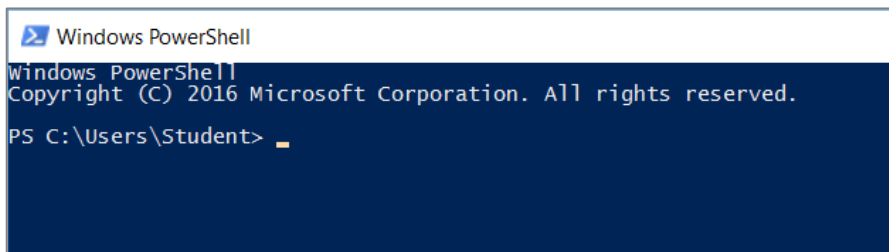
Subscription costs				
Active subscriptions you've created				
1 Subscriptions				
SUBSCRIPTION ID	NAME	OFFER	LAST BILLED (USD)	
47af29b8-c1d7-47de-ab78...	Free Trial	Free Trial	0.00	

Now that you have an active Azure subscription, it's time to test out this subscription by using a few Azure PowerShell commands.

Exercise 4: Connect to Microsoft Azure using PowerShell

In this exercise, you will use the Azure ARM PowerShell module to verify PowerShell connectivity to your Azure subscription. Note that this exercise assumes you have already installed the Azure PowerShell modules as discussed in the lab setup document.

1. Open up a PowerShell command prompt.



2. Use PowerShell to establish a login to Microsoft Azure

- a) Type and execute the following PowerShell command to establish a login to Microsoft Azure.

Login-AzureRmAccount

- b) The first time you execute the **Login-AzureRmAccount** cmdlet, you might be prompted as to whether you want to allow Azure PowerShell to collect data. If you see this prompt, you can answer with either a Y or an N.

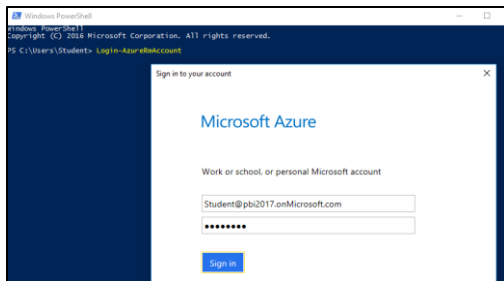
```
PS C:\Users\Student> Login-AzureRmAccount
WARNING: Microsoft Azure PowerShell collects data about how users use PowerShell cmdlets and some problems they
encounter. Microsoft uses this information to improve our PowerShell cmdlets. Participation is voluntary and when you
choose to participate your device automatically sends information to Microsoft about how you use Azure PowerShell.

If you choose to participate, you can stop at any time by using Azure PowerShell as follows:
1. Use the Disable-AzureDataCollection cmdlet to turn the feature Off. The cmdlet can be found in the
AzureResourceManager module
To disable data collection: PS > Disable-AzureDataCollection

If you choose to not participate, you can enable at any time by using Azure PowerShell as follows:
1. Use the Enable-AzureDataCollection cmdlet to turn the feature On. The cmdlet can be found in the
AzureResourceManager module
To enable data collection: PS > Enable-AzureDataCollection

Select Y to enable data collection [Y/N]:
```

- c) When the **Login-AzureRmAccount** cmdlet begins to execute, you will be prompted to sign in. Enter the credentials of your primary Office 365 user account and click **Sign In**.



- d) When the **Login-AzureRmAccount** cmdlet executes successfully, it displays the information shown in the following screenshot. You should be able to see the GUID for your Office 365 tenant as well as the GUID for your Azure subscription.

```
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\Users\Student> Login-AzureRmAccount

Environment      : AzureCloud
Account          : Student@pb2017.onmicrosoft.com
TenantId         : d9a1b89e-6d90-4aa9-ad2e-472840e09214
SubscriptionId   : 6f28b023-7e49-4f74-b53e-46a0966ea67c
SubscriptionName : Free Trial
CurrentStorageAccount :
```

Make sure you see a **SubscriptionId** value for your Azure subscription. If you have more than one Azure subscription, you might need to make one of them the active subscription by calling the **Set-AzureRmContext** with the **SubscriptionName** parameter.

- e) Type and execute the **Get-AzureRmADUser** cmdlet to display the users in your Office 365 tenancy.

Get-AzureRmADUser

- f) When **Get-AzureRmADUser** executes, it should display information about the user accounts in your Office 365 tenancy. At this point, you should have a single user account which is your primary Office 365 account.

```
PS C:\Users\Student> Get-AzureRmADUser

DisplayName      Type      ObjectId
-----
Ted Pattison    User      03d0f4a0-7d28-4bc9-946a-811f6fe3b653
```

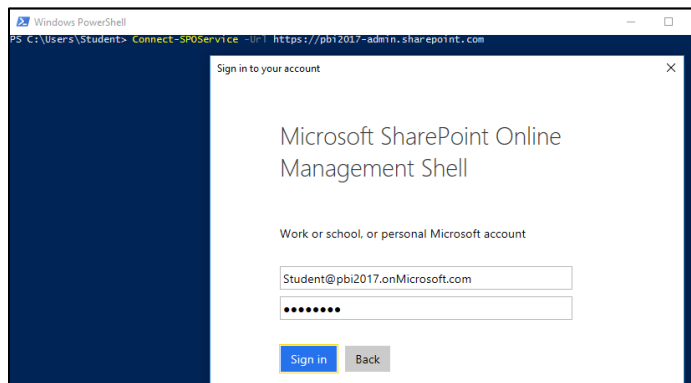
Exercise 5: Connect to SharePoint Online using PowerShell

In this exercise, you will use the SharePoint Online PowerShell module to verify connectivity to your Azure subscription. Note that this exercise assumes you have already installed the SharePoint Online Management Shell as discussed in the lab setup document.

1. Connect to SharePoint Online and sign in using PowerShell.
 - a) Run the following command to connect to your SharePoint Online tenant. Be sure to replace **[your tenant]** with the value you provided when creating your Office 365 tenant (this will be the same value that is preceding **onmicrosoft.com** in your login).

```
Connect-SPOService -Url https://[your tenant]-admin.sharepoint.com
```

- b) When the **Connect-SPOService** cmdlet begins to execute, you will be prompted to sign in. Enter the credentials of your primary Office 365 user account and click **Sign In**.

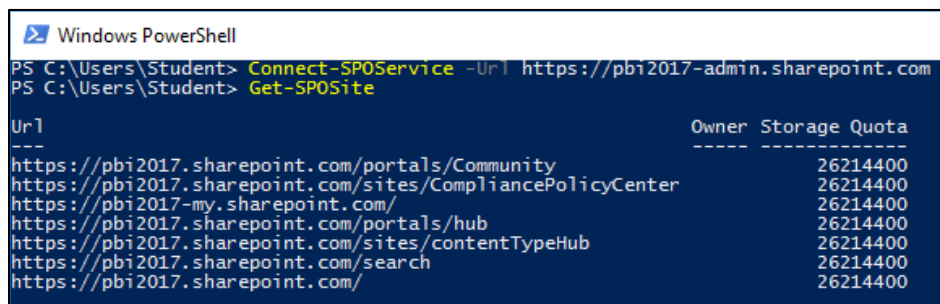


Once you have established a login session by calling **Connect-SPOService**, you can now begin to use the other SPO cmdlets.

2. Execute a few more SPO cmdlets to view information about existing site collections in your Office 365 tenancy
 - a) Type and execute the following command.

```
Get-SPOSite
```

- b) You should see that the call to **Get-SPOSite** displays the set of site collection in your Office 35 tenancy.



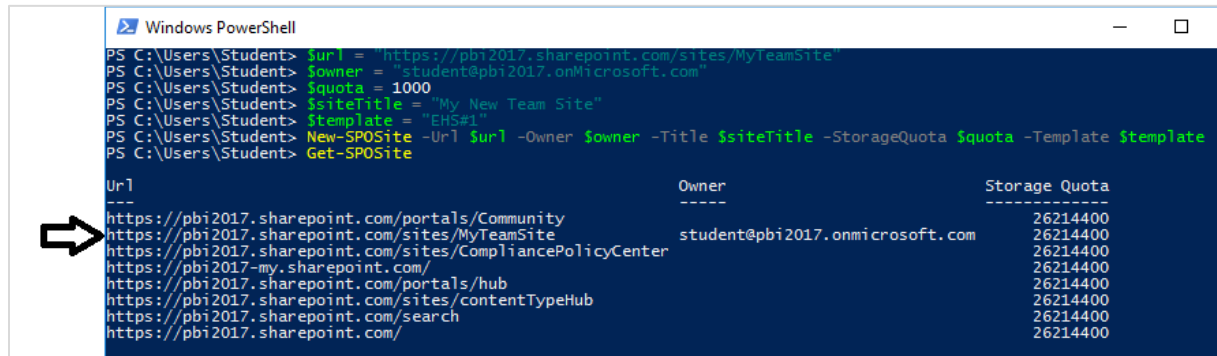
3. Create a new Site Collection using the **New-SPOSite** cmdlet.
 - a) Execute the following lines of code to set up a few variables for the new site. Be sure to replace **[Your tenant]** and **[Your User Account]** with the value you provided when creating your Office 365 tenant

```
$url = "https://[Your Tenant].sharepoint.com/sites/MyTeamSite"  
$owner = "[Your User Account]@[Your Tenant].onmicrosoft.com"  
$quota = 1000  
$siteTitle = "My New Team Site"  
$template = "EHS#1"
```

- b) Execute the **New-SPOSite** cmdlet to create a new SharePoint site in SharePoint Online.

```
New-SPOSite -Url $url -Owner $owner -Title $siteTitle -StorageQuota $quota -Template $template
```

- c) Wait until the call to **New-SPOSite** completes. This usually takes 1-2 minutes.
- d) Execute another call to **Get-SPOSite** and make sure you see the new site collection you just created.



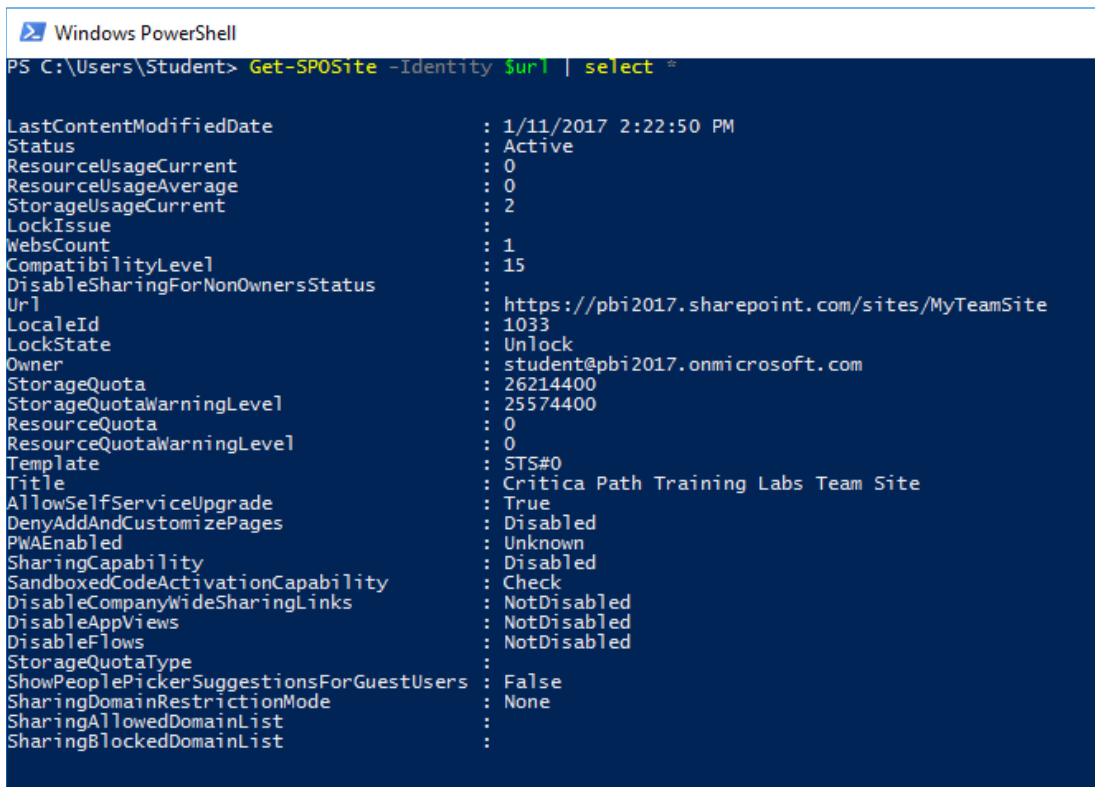
```
Windows PowerShell
PS C:\Users\Student> $url = "https://pbi2017.sharepoint.com/sites/MyTeamSite"
PS C:\Users\Student> $owner = "student@pbi2017.onmicrosoft.com"
PS C:\Users\Student> $quota = 1000
PS C:\Users\Student> $siteTitle = "My New Team Site"
PS C:\Users\Student> $template = "EHS#1"
PS C:\Users\Student> New-SPOSite -Url $url -Owner $owner -Title $siteTitle -StorageQuota $quota -Template $template
PS C:\Users\Student> Get-SPOSite

Url                                Owner                                Storage Quota
----                                -
https://pbi2017.sharepoint.com/portals/Community  student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/sites/MyTeamSite  student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/sites/CompliancePolicyCenter  student@pbi2017.onmicrosoft.com  26214400
https://pbi2017-my.sharepoint.com/               student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/portals/hub        student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/sites/contentTypeHub  student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/search             student@pbi2017.onmicrosoft.com  26214400
https://pbi2017.sharepoint.com/                   student@pbi2017.onmicrosoft.com  26214400
```

- e) Execute the following PowerShell command to get more information about the new site.

```
Get-SPOSite -Identity $url | select *
```

- f) You should see a list of properties similar to what you can see in the following screenshot.



```
Windows PowerShell
PS C:\Users\Student> Get-SPOSite -Identity $url | select *

LastContentModifiedDate : 1/11/2017 2:22:50 PM
Status                  : Active
ResourceUsageCurrent    : 0
ResourceUsageAverage    : 0
StorageUsageCurrent     : 2
LockIssue               :
WebbCount               : 1
CompatibilityLevel      : 15
DisableSharingForNonOwnersStatus :
Url                     : https://pbi2017.sharepoint.com/sites/MyTeamSite
LocaleId                : 1033
LockState               : Unlocked
Owner                   : student@pbi2017.onmicrosoft.com
StorageQuota            : 26214400
StorageQuotaWarningLevel : 25574400
ResourceQuota           : 0
ResourceQuotaWarningLevel : 0
Template                : STS#0
Title                   : Critica Path Training Labs Team Site
AllowSelfServiceUpgrade : True
DenyAddAndCustomizePages : Disabled
PWAEnabled              : Unknown
SharingCapability       : Disabled
SandboxedCodeActivationCapability : Check
DisableCompanyWideSharingLinks : NotDisabled
DisableAppViews        : NotDisabled
DisableFlows           : NotDisabled
StorageQuotaType        :
ShowPeoplePickerSuggestionsForGuestUsers : False
SharingDomainRestrictionMode : None
SharingAllowedDomainList :
SharingBlockedDomainList :
```

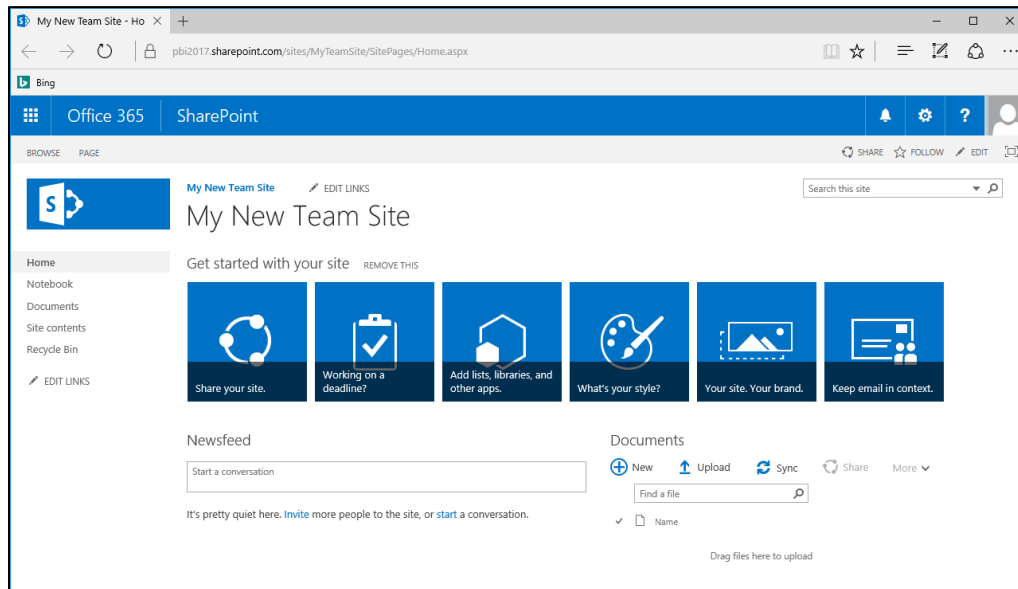
- g) Note that there is a small bug in the SPO PowerShell cmdlets when you call **New-SPOSite**. In particular, it does not assign the site title correctly. You can fix this problem by running the following PowerShell command to assign a site title for the new site.

```
Set-SPOSite -Identity $url -Title $siteTitle
```

- 4. Run the following PowerShell command to open the new SharePoint site in the browser.

Start-Process \$url

5. Take a moment to inspect your new SharePoint Online site.



You have now reached the end of this lab.