

# Developing a Power Apps Portal

**Lab Time:** 60 minutes

**Lab Folder:** C:\Student\Modules\08\_PowerAppsPortals\Lab

**Lab Overview:** This lab covers how work with a Power Apps portal.

## Exercise 1: Add Content to the Portal using Power Apps Portal Studio

In this exercise, you will use **Portal App Portal Studio** to add and modify content in the portal.

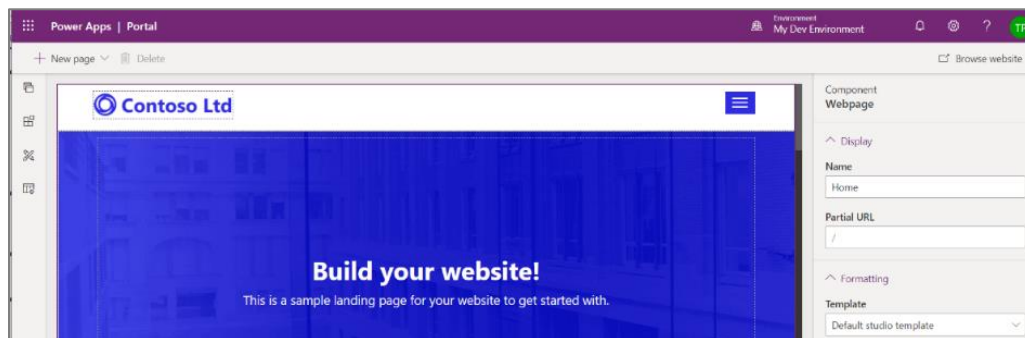
1. Open your Power Apps portal in Power Apps Portal Studio.
  - a) Click the **Apps** link in the left navigation to see the list of apps for **My Dev Environment**.
  - b) Drop down the ellipse menu for your portal.

| Apps in My Dev Environment |                   |       |            |              |              |
|----------------------------|-------------------|-------|------------|--------------|--------------|
|                            | Name              |       | Modified   | Owner        | Type         |
|                            | Product Manager   | ...   | 1 min ago  | Ted Pattison | Model-driven |
|                            | Portal Management | ...   | 1 h ago    | Ted Pattison | Model-driven |
| ✓                          | My First Portal   | ➡ ... | 31 min ago | Ted Pattison | Portal       |

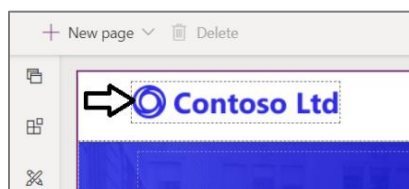
- c) Select the **Edit** command on the portal ellipse menu.



- d) The portal should open up in Power Apps Portal Studio and display the portal **Home** page in edit mode.



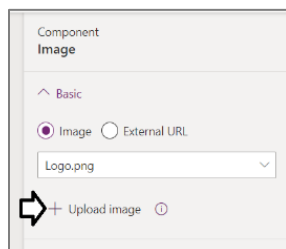
2. Replace the logo image in the portal site header
  - a) Using the mouse, select the **Contoso Ltd** logo image in the page header.



- b) With the log image select, inspect the image file name **Logo.png** on the right in the **Component Image** properties pane.

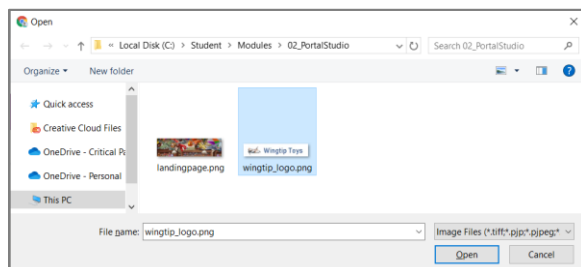


- c) Click the **Upload image** link in the **Component Image** properties pane.

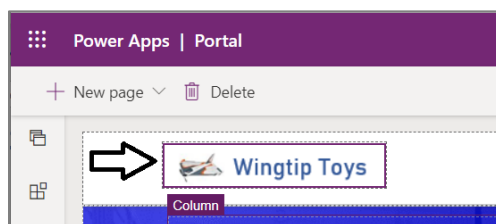


- d) Upload the image file named **wingtip\_logo.png** from inside the **Student** folder at the following path.

**C:\Student\Modules\08\_PowerAppsPortals\Lab\wingtip\_logo.png**



- e) You should see that the logo image in the page header has been updated with the **Wingtip Toys** logo.

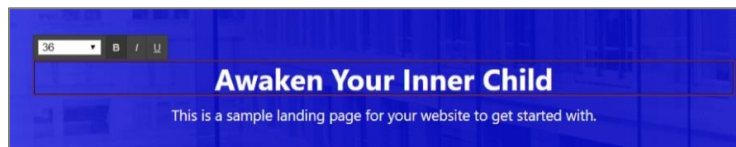


3. Modify the text on the portal home page.

- a) Select the **Build your website!** text on the Home page.



- b) Replace the text the **Build your website!** text with something different such as **Awaken Your Inner Child**.



- c) Delete the second line of text underneath the text you updated in the previous step.



- d) Select the text you added and then drop down the font size editor control.



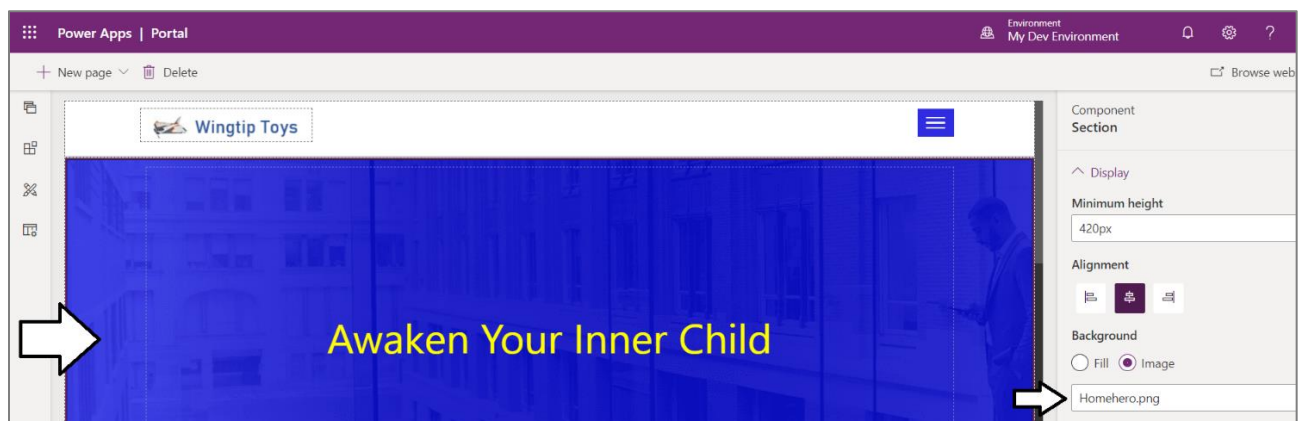
- e) Set the font size to **48**.



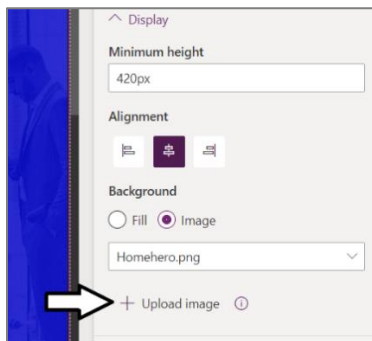
- f) Change the **Font color** to **#ffff00** which is the hex code for the color yellow.



- g) On the left, click the image with blue background and inspect the image file name in the **Component Section** properties pane.

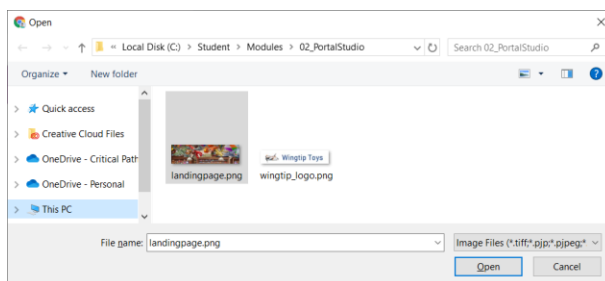


- h) Click the **Upload image** link to replace **Homehero.png**.

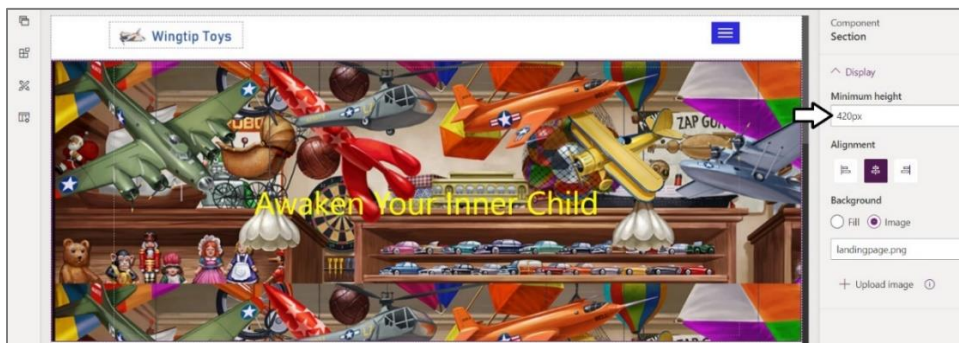


- i) Select the image file named **landingpage.png** from inside the **Student** folder at the following location.

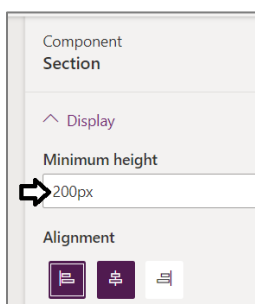
**C:\Student\Modules\08\_PowerAppsPortals\Labs\landingpage.png**



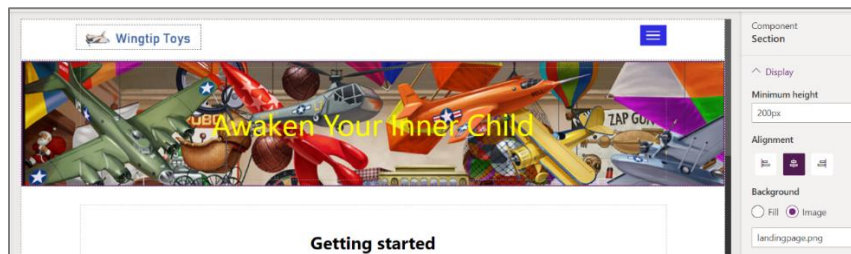
- j) You should now see the image background shown in the following screenshot.  
k) You should be able to see in the **Minimum height** property of **420px** displayed in the **Component Section** properties pane.



- l) Update the **Minimum height** property for the section to **200px**

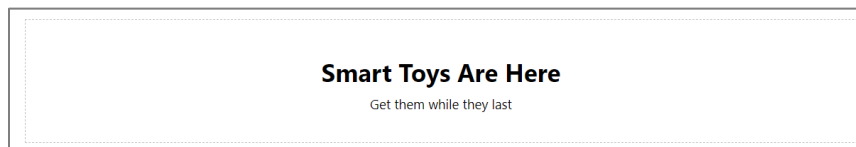


- m) The section with the background image should now be half the height as it was before.

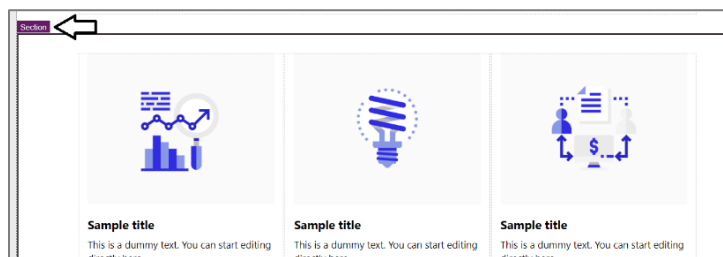


4. Modify the remaining Home page content.

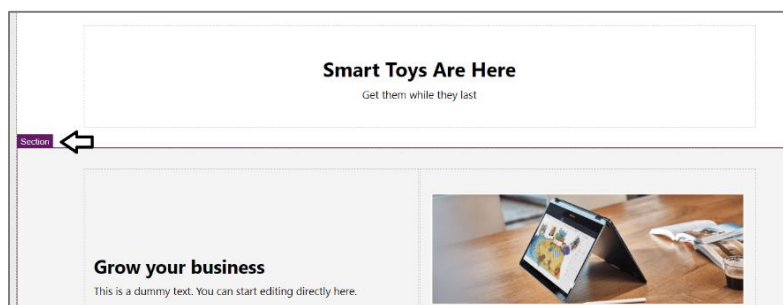
- a) Move down to the next section and change the **Getting started** text the text shown in the following screenshot.



- b) Move down the Home page. Select and delete the next section with the three columns.



- c) Move down the Home page and delete the next section with the **Grow your business** text as well.

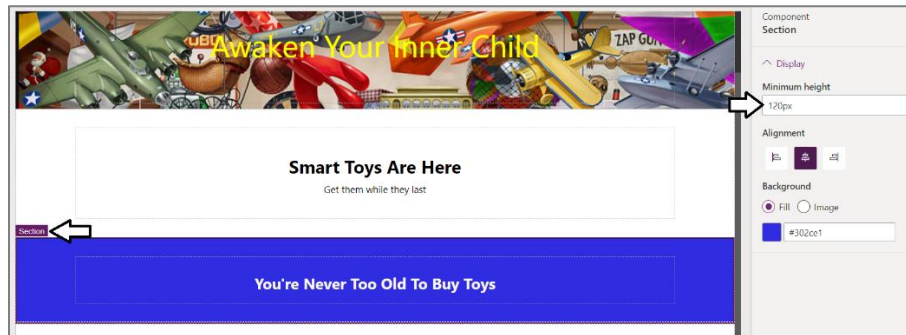


- d) Move down in the **Home** page to the blue section and modify the text as shown in the following screenshot.



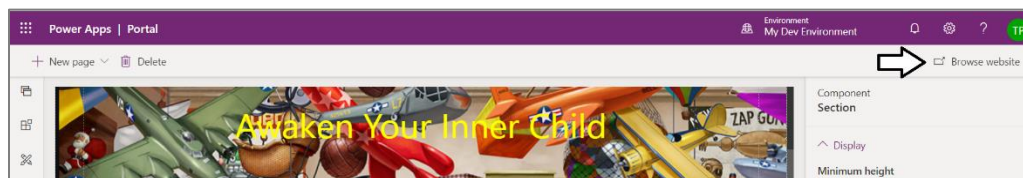


- e) Set the **Minimum height** of the blue section to **120px**.

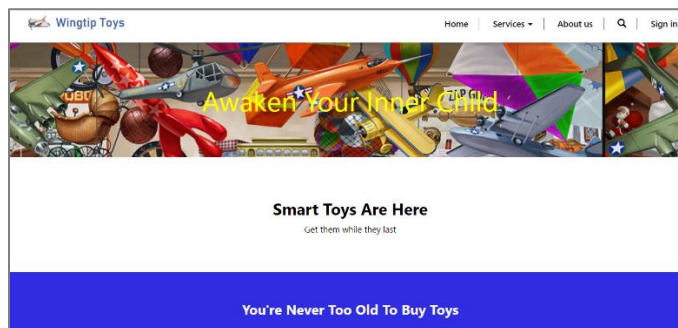


5. Launch the portal to test what your changes look like to a website visitor.

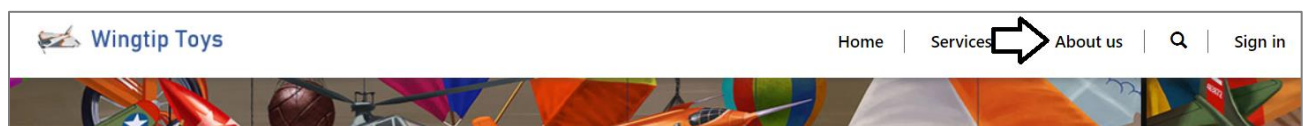
- a) Click the **Browse website** button to clear the cache and launch the portal in a new browser tab.



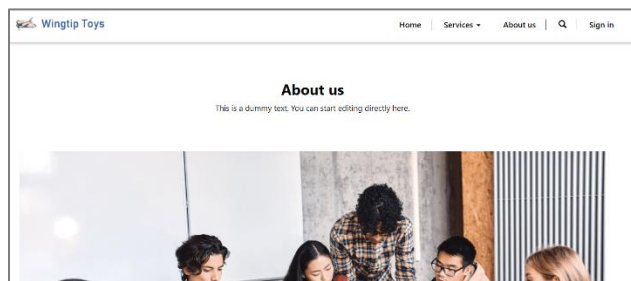
- b) The portal should launch and display the **Home** page in a new browser tab.



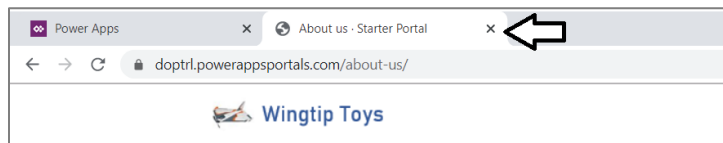
- c) Click the **About us** link on the top navigation menu to navigate to the **About us** page.



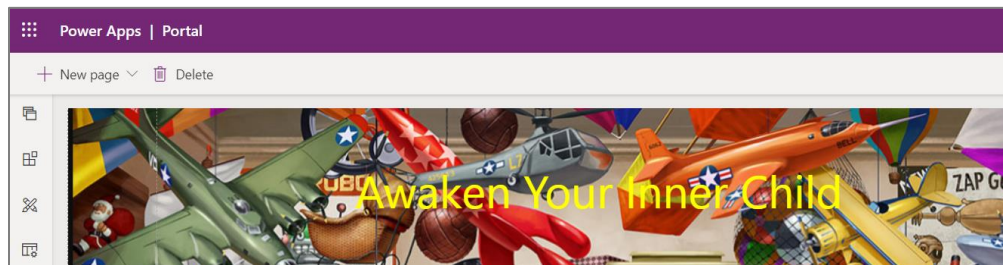
- d) The portal should display the **About us** page as shown in the following screenshot.



- e) Close the current browser tab and move back to the tab with Power Apps Portal Studio.

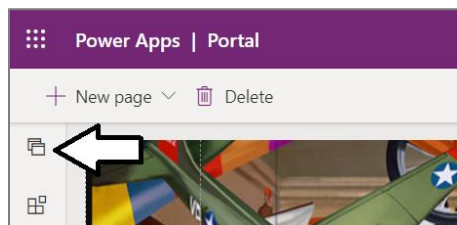


- f) You should now be back at the **Home** page of the portal in Power Apps Portal Studio.

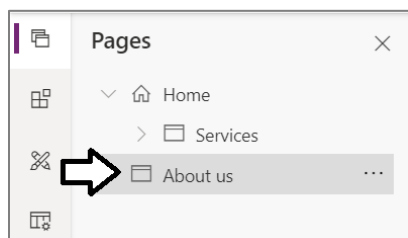


6. Modify the content in the **About us** page.

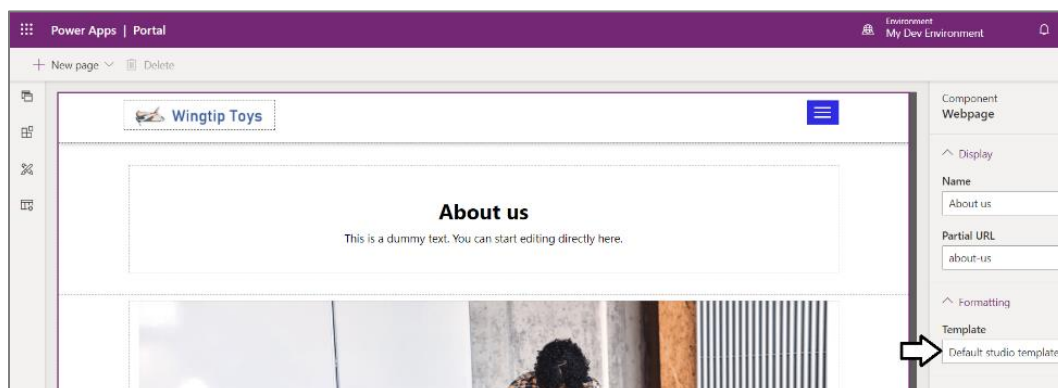
- a) Click the **Pages** icon button to expand the **Pages** flyout menu.



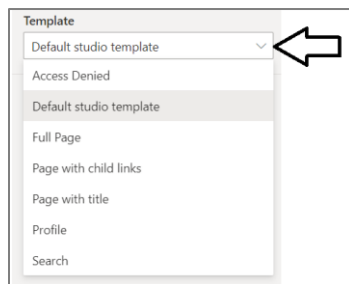
- b) Click the **About us** link to navigate to the **About us** page.



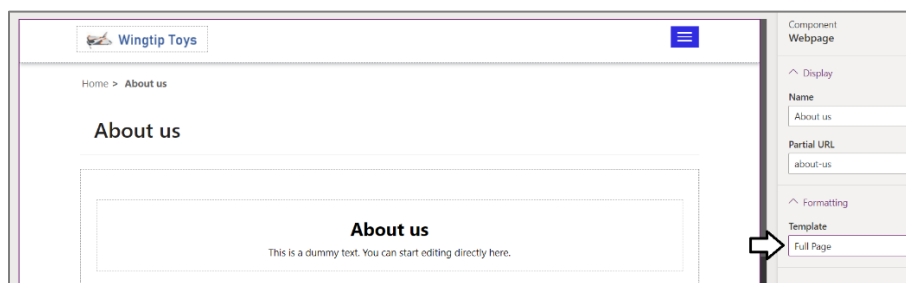
- c) You should now see the **About us** page which is configured to use the page template named **Default studio template**.



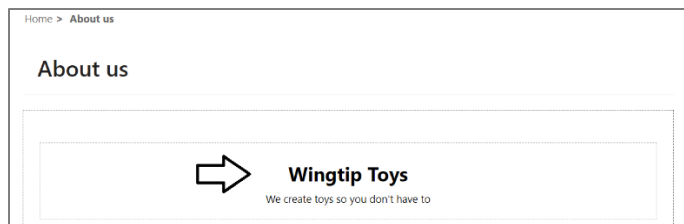
7. Change the page template for the **About us** page.
- a) Drop down to **Template** menu to see the available set of templates.



- b) Select the **Full Page** template and then wait a few seconds while the page refreshes and renders using the new template.



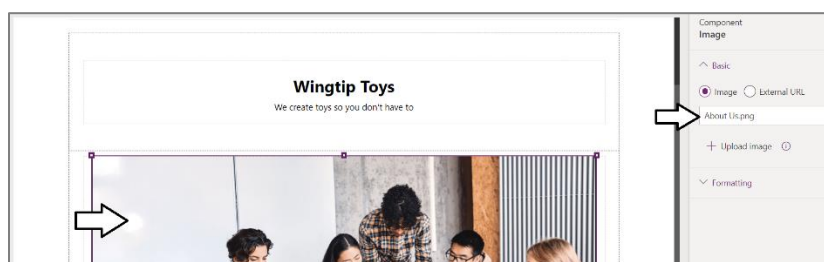
8. Modify the text on the **About us** page.
- a) Modify the text in the top section to match the following screenshot.



- b) Modify the **Minimum height** of this section to **64px**.

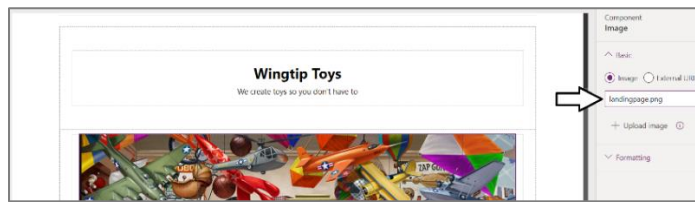


- c) Select the image and inspect the name of the image (**AboutUs.png**) in the **Component Image** properties pane.

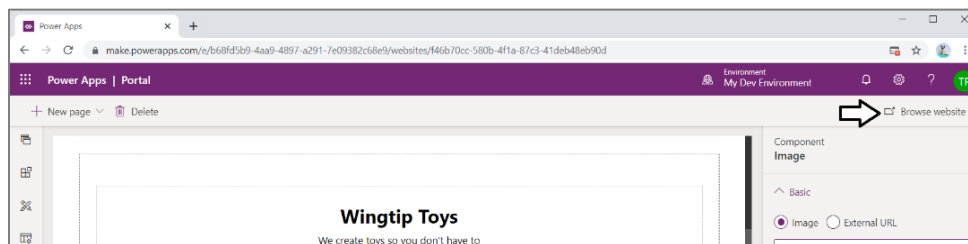




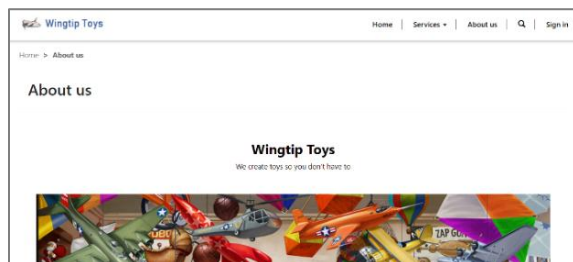
- d) Update the image to use the image file uploaded in an earlier step named **landingpage.png**.



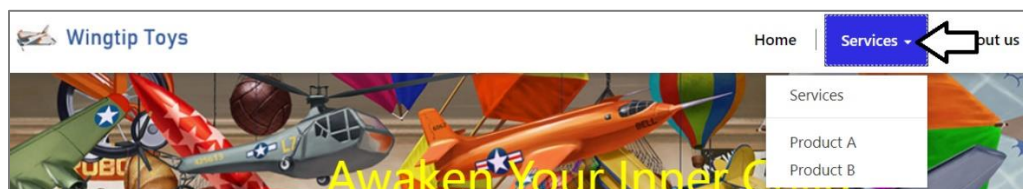
9. Browse the website to test the changes you have made to the **About us** page.
- a) Click the **Browse website** button to clear the cache and launch the portal in a new browser tab.



- b) Your **About us** page should match the following screenshot.



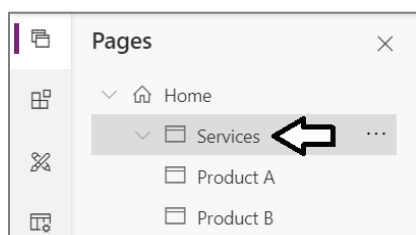
- c) Drop down the **Services** menu to see the menu commands inside.



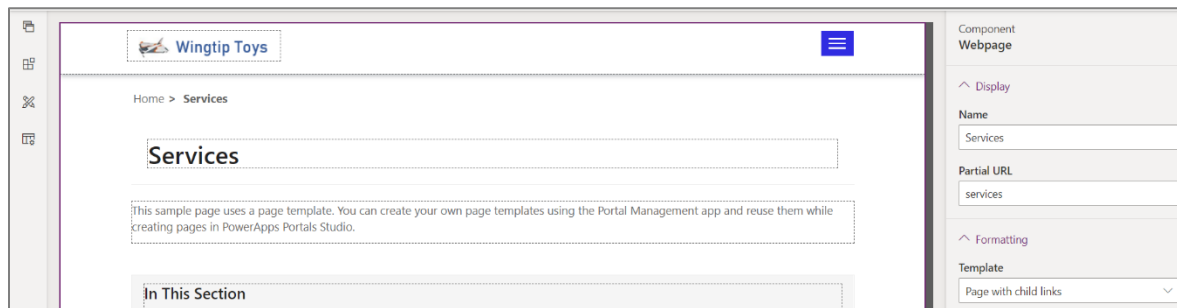
- d) Close the current browser tab and move back to the browser tab with the portal in Power Apps Portal Studio.

10. Modify the **Services** page.

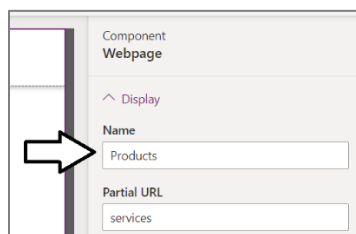
- a) Click the **Pages** icon button to expand the **Pages** flyout menu.
- b) Click the **Services** link to navigate to the **Services** page.



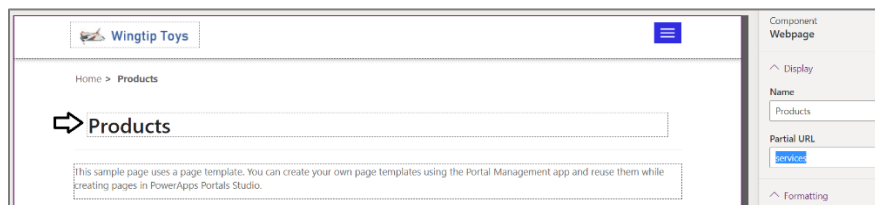
- c) You should now see the **Services** page in Power Apps Portal Studio as shown in the following screenshot.



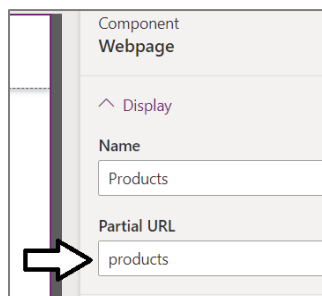
- d) In the **Components Webpage** properties pane, update the **Name** property to **Products**. and press Tab to exit the textbox.



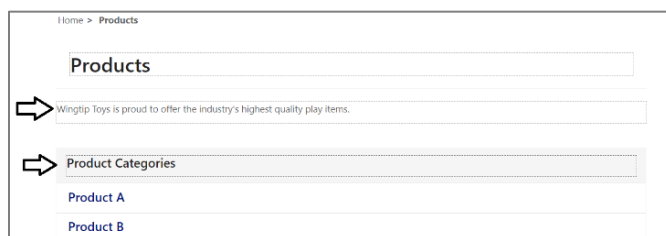
- e) Once the change to the **Name** property has been saved, the page should display the new name of **Products**.



- f) Update the **Partial URL** property to products and press Tab to exit the textbox.

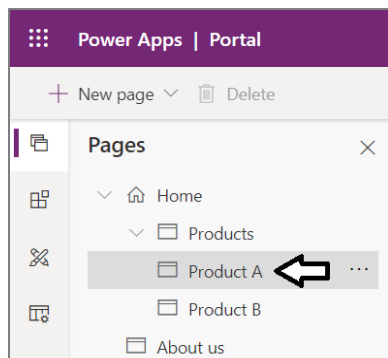


- g) Update the two section of text on the **Products** page as shown in the following screenshot.

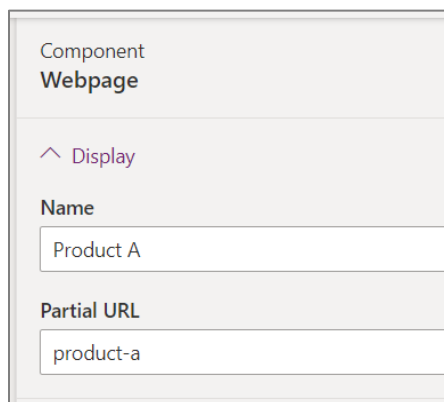


11. Update the child pages of the **Products** page.

- a) Navigate to the page named **Product A**.



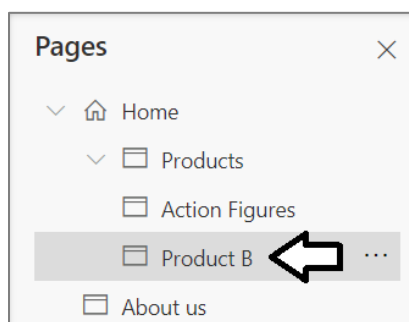
- b) Inspect the Component Webpage properties pane to see the page **Name** and **Partial URL**



- c) Update the **Name** to **Action Figures** and the **Partial URL** to **action-figures**.



- d) Navigate to the page named **Product B**.

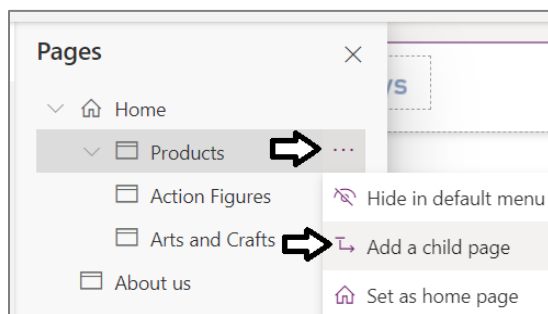


- e) Update the webpage **Name** to **Arts and Crafts**
- f) Update the **Partial URL** to **arts-and-crafts**.

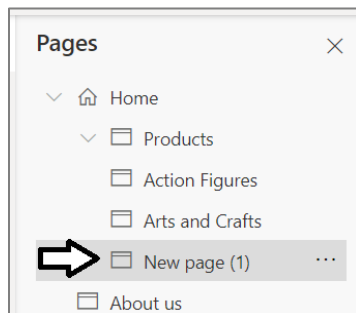


12. Add a new child page underneath the **Products** page.

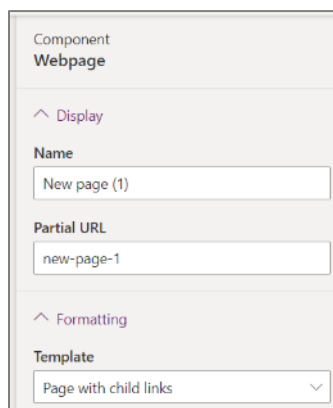
- a) From the **Pages flyout** menu, select the **Add a child page** command using the ellipse menu of the **Products** page.



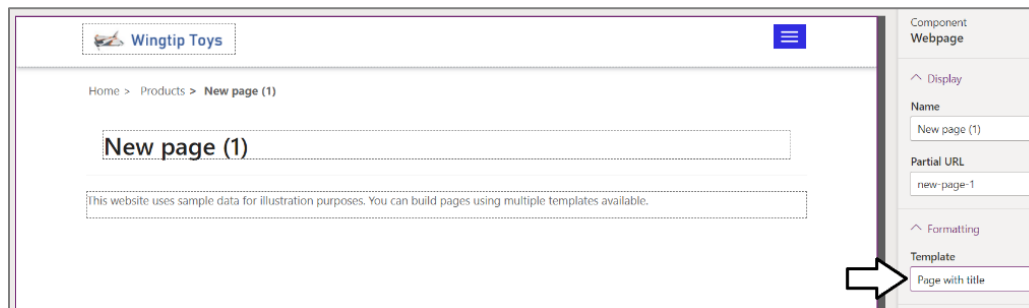
- b) You should now see a new page with a default name of **New page (1)**.



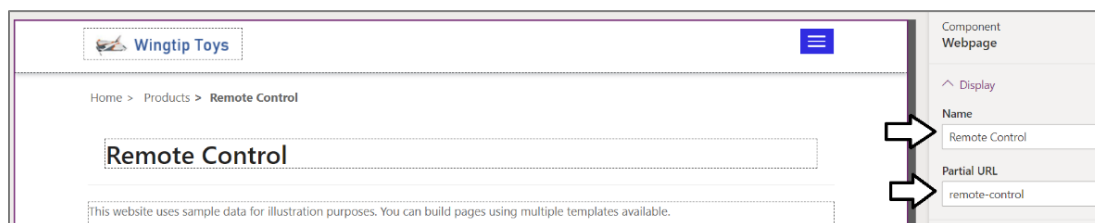
- c) The **Component Webpage** properties pane should initially appear with the settings shown in the following screenshot.



- d) Change the **Template** setting for the new page to the template named **Page with title**.



- e) Update the webpage **Name** to **Remote Control**.  
f) Update the **Partial URL** to **remote-control**.

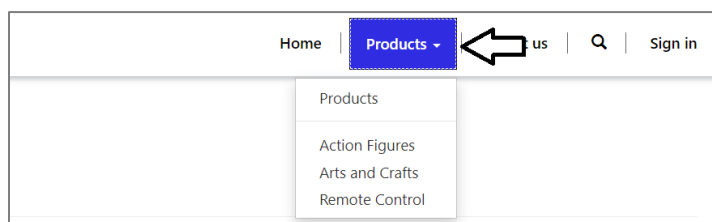


13. Browse the website to test the changes you have made to the **Product** page and its children.

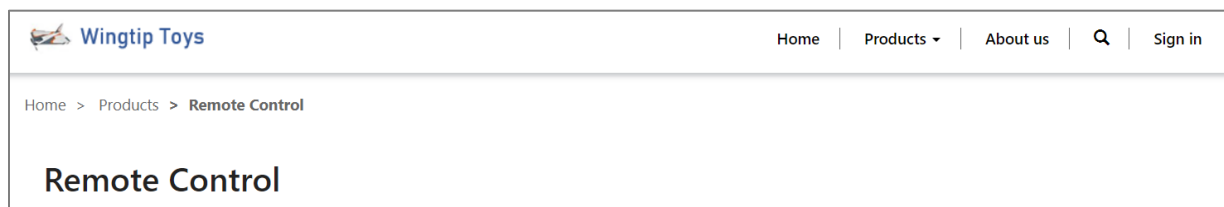
- a) Click the **Browse website** button to clear the cache and launch the portal in a new browser tab.



- b) Once the portal launches, use the **Products** drop down menu to navigate to its child pages.



- c) You should observe that each child page displays a breadcrumb menu with **Home > Products > Remote Control**.



You're now done working with Power Apps Portal Studio. In the next exercise, you will begin working with the Portal Management app.

## Exercise 2: Configuring a Power Apps Portal using the Portal Management App

In this exercise, you will use **Portal App Portal Studio** to add and modify content in the portal.

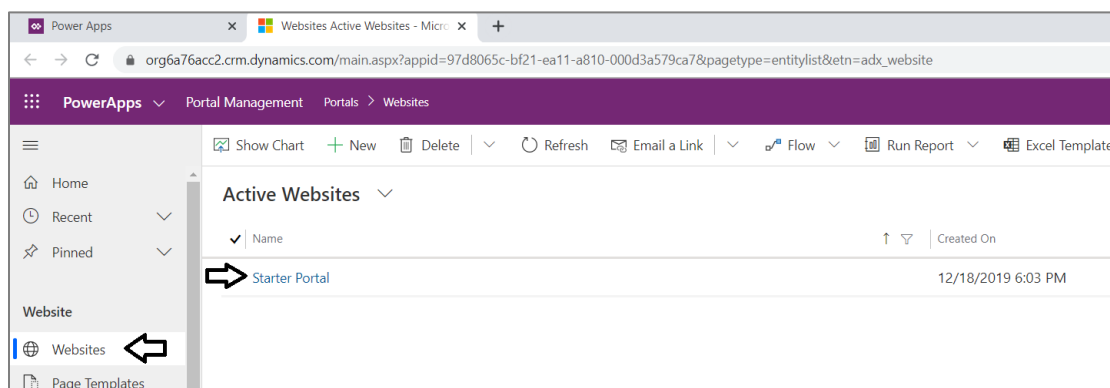
1. Make sure you leave Power Apps Portal Studio running in its own separate browser tab.
  - a) In later steps, you will be asked to return to Power Apps Portal Studio so you can click the **Browse website** button for testing.



2. Launch the model-driven app named **Portal Management**.
  - a) Open a new browser tab and navigate to **My Dev Environment** in the Power Apps make portal.
  - b) Click the **Apps** link in the left navigation to see the list of apps for **My Dev Environment**.
  - c) Click on **Portal Management** to launch this model-driven app.

| Name              | Modified | Owner        | Type         |
|-------------------|----------|--------------|--------------|
| Product Manager   | 4 h ago  | Ted Pattison | Model-driven |
| My First Portal   | 5 h ago  | Ted Pattison | Portal       |
| Portal Management | 6 h ago  | Ted Pattison | Model-driven |

- d) When the app starts, you should see the Websites list which contains a single website named **Starter Portal**.
- e) Click on **Starter Portal** to display the record for this website.



- f) The website name has a default value of **Starter Portal**.

| General |                | Root Pages          | Child Pages | Content Snippets | Web Link Sets | Site Settings | Site Markers | Page Templates | Publishing States |
|---------|----------------|---------------------|-------------|------------------|---------------|---------------|--------------|----------------|-------------------|
| Name    | Starter Portal | Primary Domain Name | ---         | Default Language | * English     | Partial URL   | ---          | Owner          | * Ted Pattison    |
|         |                | Parent Website      | ---         |                  |               |               |              |                |                   |



- g) Update the website name to **Wingtip Toys Portal** and then click the **Save** button in the lower right corner.

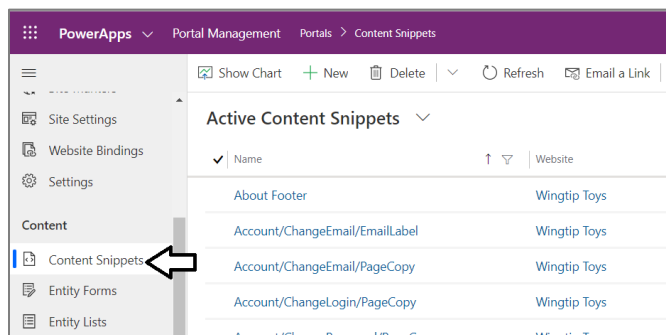
**Wingtip Toys Portal**  
Website

General Root Pages Child Pages Content Snippets Web Link Sets Site Settings ...

|                  |                     |                     |     |
|------------------|---------------------|---------------------|-----|
| Name             | Wingtip Toys Portal | Primary Domain Name | --- |
| Default Language | English             | Partial URL         | --- |
| Owner            | Ted Pattison        | Parent Website      | --- |

Active Status: Active Save

3. Update the snippet named **Browser Title Suffix**.
- a) Select **Content Snippets** from the left navigation.



- b) Scroll down the Active Content Snippets list and locate the **Browser Title Suffix**.
- c) Click on the **Browser Title Suffix** snippet to open its record.

Active Content Snippets

| Name                                     | Website      | Content Snippet Lang... | Type | Value                 |
|--|--------------|-------------------------|------|-----------------------|
| Account/Signin/TermsAndConditionsHeading | Wingtip Toys | English                 | Text | Terms and Conditions  |
| Account/Signin/UsernameLabel             | Wingtip Toys | English                 | Text | User name             |
| Browser Title Suffix                     | Wingtip Toys | English                 | Text | &nbsp; Starter Portal |
| Chat Widget Code                         | Wingtip Toys | ---                     | HTML | ---                   |

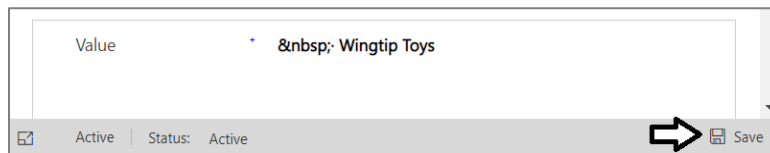
- d) Locate the textbox with the snippet **Value** property.

**Browser Title Suffix**  
Content Snippet

General Administration Related

|                          |                       |
|--------------------------|-----------------------|
| Name                     | Browser Title Suffix  |
| Website                  | Wingtip Toys          |
| Display Name             | Browser Title Suffix  |
| Type                     | Text                  |
| Content Snippet Language | English               |
| Value                    | &nbsp; Starter Portal |

- e) Replace the text "Starter Portal" with "Wingtip Toys" and then click **Save**.

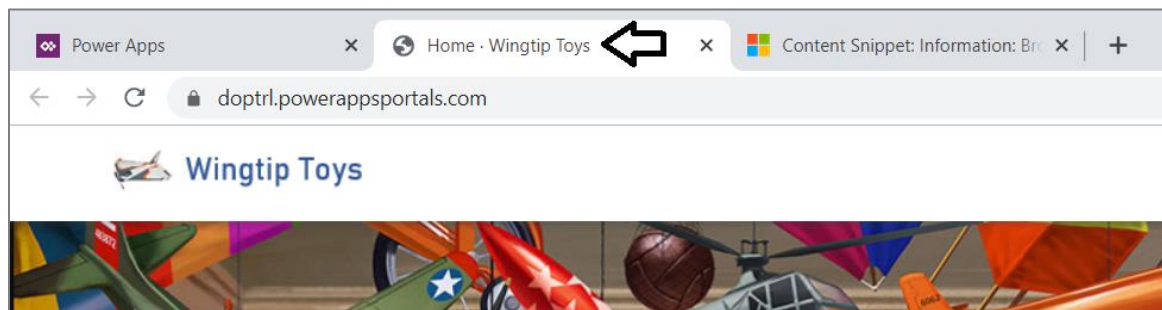


4. Test your changes to the browser title.

- a) Return to the browser tab running Power Apps Portal Studio.  
b) Click the **Browse website** button to clear the cache and launch the portal in a new browser tab.



- c) Once the portal launches with a cleared cache, you should see the title **Wingtip Toys** in the browser tab.



You are now finished with this lab.