

Summit PowerApps Lab with Chuck and Ted

Setup Time: 60 minutes

Lab Folder: C:\SummitPowerAppLabs\

Overview: This lab covers how to get up and running with the Power Platform by creating a new Microsoft 365 tenant with trial subscriptions to Office 365, PowerApps, Flow, Power BI and SharePoint Online. The act of creating and configuring this new Microsoft 365 tenant will yield an isolated testing and development environment for building and testing the apps and components you can build with PowerApps and Flow. One valuable aspect of creating your own new Microsoft 365 tenant is that you will have Global tenant administrative permissions allowing you to create multiple Microsoft 365 user accounts for testing your apps and flows in isolation from any other existing Microsoft 365 tenant.

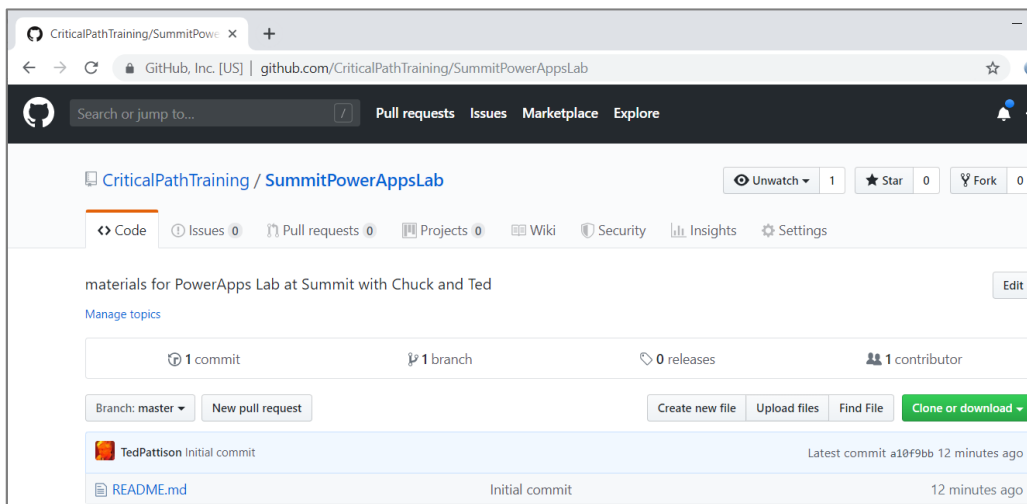
Exercise 1: Download a Local Copy of the Student Lab Files

In this exercise, you will download a local copy of the student files from a GitHub repository named **SummitPowerAppsLab**

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

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

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

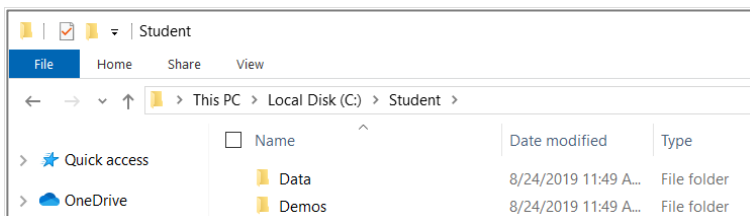


Note that you can examine the folders and the contents of individual files of this repository using the browser. However, it will be easier for you to download a local copy of the files from this repository as you work on these lab exercises.

3. Download the ZIP archive with the student files using the following URL:

<https://github.com/CriticalPathTraining/SummitPowerAppsLab/archive/master.zip>

4. Extract the contents of the zip archive into a local folder on your hard drive.



You can see that the student files contain **Lab.pdf** and **Slides.pdf**.

Exercise 2: Sign Up for an Office 365 E5 Trial

In this exercise you will create a new Office 365 trial tenant. As you work through the sign up process for this free trial, you will be asked to provide a user name and a password for an Azure AD user account that will be configured as the tenant Global administrator. You will log in with this account when developing and testing applications that use Power BI embedding. However, it's a good practice that you also test your applications with standard user Azure AD accounts that have no administrative permissions. The trial tenant that you are going to create will allow you to create up to 25 user accounts with Office 365 E5 subscriptions. Remember that any user with an Office 365 E5 subscription is automatically assigned a Power BI Pro license as well.

1. Navigate to the Office 365 trial sign up web page.

- Launch the Chrome browser.
- Copy and paste the following URL into the address bar of the incognito window to navigate to the signup page.

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

- You should now see the form you need to fill out to create your new **Office 365 E5** trial.
- Enter your email address and click **Next**.

If you enter an email address for an organization account, the form provides the option to sign in. Do not click the **Sign in** button because you don't want to sign with an existing organization account. The purpose of this exercise is to create a new organizational account in a new Microsoft 365 tenant.

- Click the **Create a new account instead** link.

- Enter your **First name** and **Last name**.
- Enter your mobile phone number as the **Business phone number**.
- Provides values for **Company size** and **Country or region** and click **Next**.

Whatever **Company name** you enter will be used as the name of the Azure AD tenant that will be created during the sign up process.

- i) When prompted to prove you're not a robot, select the **Text me** option and ensure Phone number of for your mobile phone.
- j) Click **Send Verification Code**.

② Tell us about yourself

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

Enter a number that isn't VoIP or toll free.

☒ Text me ☐ Call me

Code (+1) Phone number 1234567890

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

Send Verification Code

- k) Retrieve the access code from your mobile device and use it to complete the validation process.

Verification code 951424

Didn't get it or need a new code? [Try again](#)

Verify Change my phone number

- l) In the **Create your business identity** step, locate the textbox into which you will enter a domain name.

③ Create your business identity

To set up your account, you'll need a domain name. [What is a domain?](#)

You'll probably want a custom domain name for your business at some point. For now, choose a name for your domain using onmicrosoft.com

yourcompany.onmicrosoft.com

Check availability Next

Note that the company name you enter in this textbox will be used to create an Internet domain name for a new Microsoft 365 tenant. For example, if you were to enter a company name of **cptstudent**, it would result in the creation of a new Office 365 tenant within a domain of **cptstudent.onMicrosoft.com**. The user name you enter will be used to create the first user account which will be given global admin permissions throughout the Azure AD 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@cptstudent.onMicrosoft.com**

- m) Enter a domain name for your new Microsoft 365 tenant.

yourbusinesslabs4summit.onmicrosoft.com

- n) If the domain name you enter is not available, modify the domain name until you can verify that it is available.
- o) Once you have created a domain name that is available, click **Next**.

yourbusinesslabs4summit.onmicrosoft.com

labs4summit.onmicrosoft.com is available.

Check availability Next

- p) Enter a **Name** for your user account, a **Password** that you will remember and then click **Sign up**.

Now create your user ID and password to sign in to your account.

Name: Student @labs4summit.onmicrosoft.com

Password: [masked]

Confirm password: [masked]

By clicking Sign up, I agree to the [privacy statement](#), [default communication preferences](#) and the [final agreement](#).

☐ Microsoft Partners may contact me with information about their products, services, and events.

Sign up

At this point, the Sign up process should begin to provision your new Microsoft 365 tenant and your new organizational account.

- q) Once the provision process completes, take note of your new **user ID** and click the **Go To Setup** button.

4 Get Office

Save this info. You'll need it later.

Sign-in page
<https://www.office.com/>

Your user ID
Student@labs4summit.onmicrosoft.com

Go to Setup

You have just created a new Microsoft 365 tenant with a 30-day trial for 25 Office 365 E5 licenses. Note that some Microsoft cloud services within your new tenant such as the Microsoft 365 admin center, Power BI, PowerApps and Flow can be accessed immediately. Other Office 365 services such as SharePoint Online, OneDrive for Business and your Outlook mailbox will not be ready immediately and can take some time to provision.

- r) If you see the **Personalize your sign-in and email** setup page, click **Exit and continue later**.

Office 365 E5 Setup

Step 1 Personalize sign-in Step 2 Add users Step 3 Get apps Step 4 Connect domain

Personalize your sign-in and email

The domain you choose will become the part of your email address that comes after the @ symbol. You and your staff will use it to sign in and it's how customers will send you email.

☒ Connect a domain you already own.
Enter the domain name you own. For example, yourcompany.com
What's a domain and why do you need one?

☐ Continue using cphstudent.onmicrosoft.com for email and signing in.
Why would you use this domain?

Next Exit and continue later

- s) You should now be located at the home page of the **Microsoft 365 admin center**.

Microsoft 365 admin center

Home Users Groups Billing Custom navigation Show all

Finish setting up Office 365 E5

Start by setting up your domain

We'll help you set up a more professional domain name for your email addresses and website. It's best to do this as soon as possible to help you avoid repetitive work later like changing email addresses.

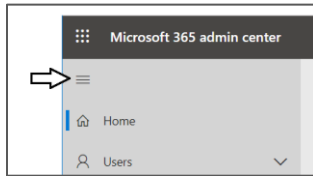
Go to setup Remind me later

My New Tenant Search users, groups, settings or tasks Add card Dark mode What's new? The new admin center

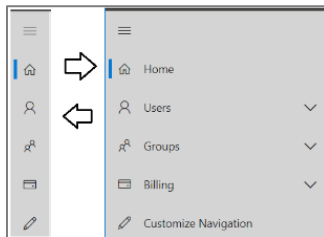
If you don't see the home page of the **Microsoft 365 admin center**, navigate to <https://admin.microsoft.com/Adminportal>.

2. Inspect the set of active users in the current Azure AD tenant.

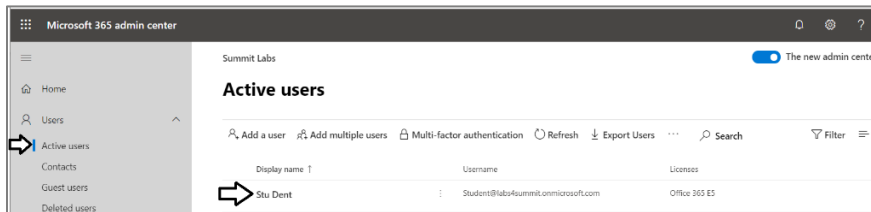
- a) Locate the top **Collapse navigation menu** with the hamburger icon just under the Microsoft 365 App Launcher menu.



- b) Toggle the **Collapse navigation menu** button to see how it collapses and expands the left navigation menu.



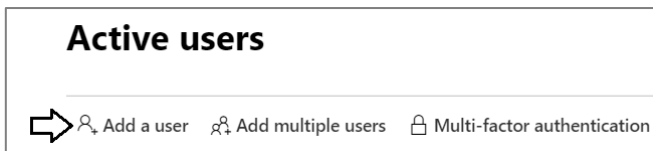
- c) Navigate to the **Active users** view where you should be able to verify that the user account you are currently logged in as is the only user account that exists in the current tenant.



Remember that your account is global tenant administrator. You have permissions to configure any settings throughout the tenant.

3. Create a second Azure AD user account in your new Azure AD tenant.

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



- b) Fill in the **Set up the basics** 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@labs4summit.onmicrosoft.com**.

 A screenshot of the "Add user" form. The "Basics" tab is selected. The "Set up the basics" section contains the following fields:

- First name: James
- Last name: Bond
- Display name: James Bond
- Username: JamesB@labs4summit.onmicrosoft.com

- c) Move below to the **Password settings** section.
- d) Select the option for **Let me create the password**.
- e) Enter a password of **pass@word1** into the textbox labeled **Password**.
- f) Uncheck the checkbox for the **Require this user change their password when they first sign in** option.
- g) Click **Next**.

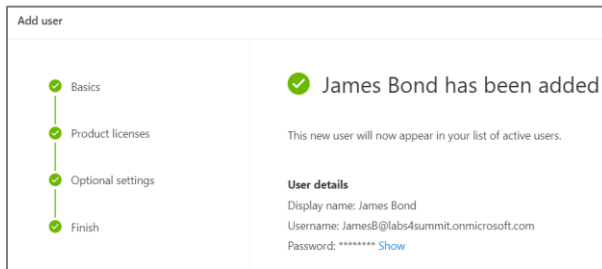
- h) In the **Product licenses** section, make sure the **Office 365 E5** license is set to **On**.

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

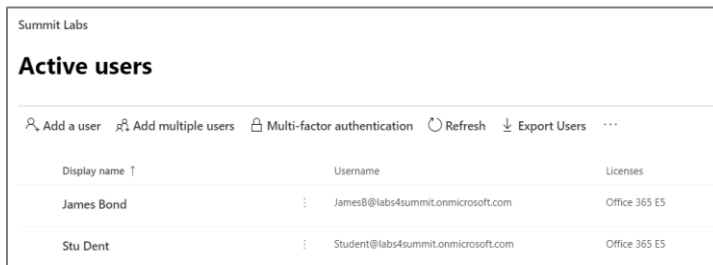
- i) Click the **Next** button down below.
- j) On the **Optional settings** view, click **Next**.

- k) On the **Finish** view, Click the **Finish adding** button at the bottom to create the new user account.

- l) You should see the **Finish** view with a message indicating that the new user account has been created.



- m) Click the **Close** button at the bottom of the **Finish** view to close the **Add User** pane on the right.
- n) Verify that the new user account has been created and is displayed along with your primary Office 365 user account.

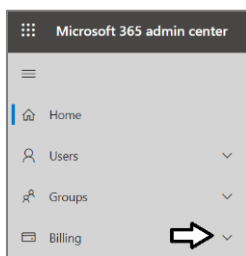


Now you have a secondary user account that does not have any administrative permissions. It's important that you test applications which use first-party embedding with standard user accounts to ensure your application doesn't require users with special permissions.

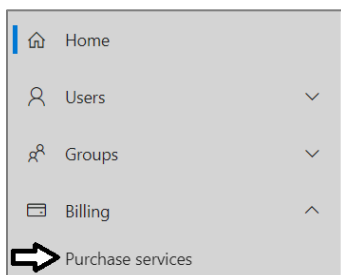
Exercise 3: Create a Trial Subscription for PowerApps Plan 2

In this exercise, you will configure your new Microsoft 365 tenant by creating a new subscription based on PowerApps Plan 2.

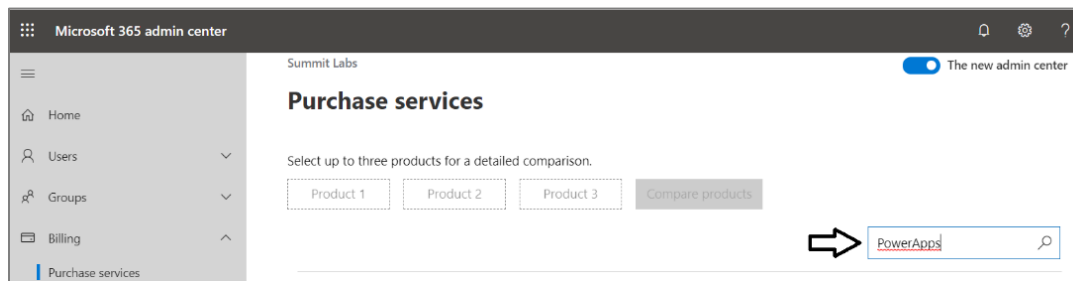
4. Navigate to the home page of the Microsoft 365 Admin center.
5. Create a new subscription for PowerApps Plan 2.
- a) Click on **Billing** in the left navigation to expand the menu items underneath.



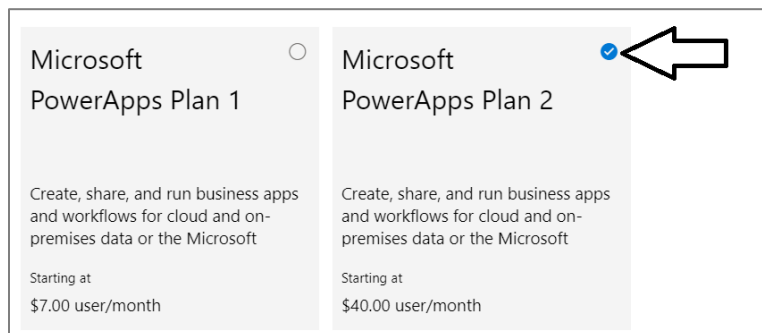
- b) Click on the **Purchase services** navigation link.



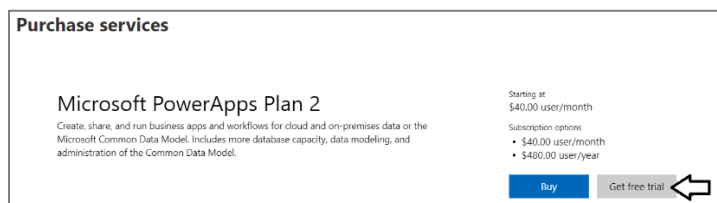
- c) Type "PowerApps" into the search box to search for PowerApps subscription plans.



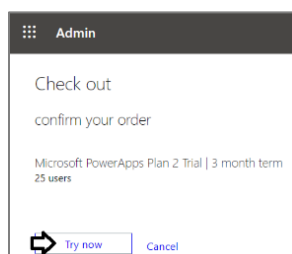
- d) Find the subscription with the name **Microsoft PowerApps Plan 2** and click on it to select it.



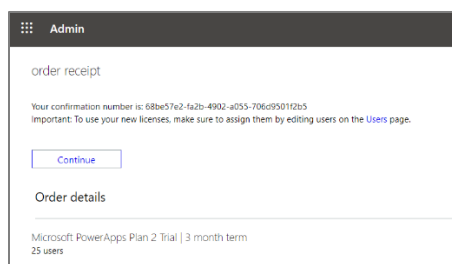
- e) Click the **Start free trial** button



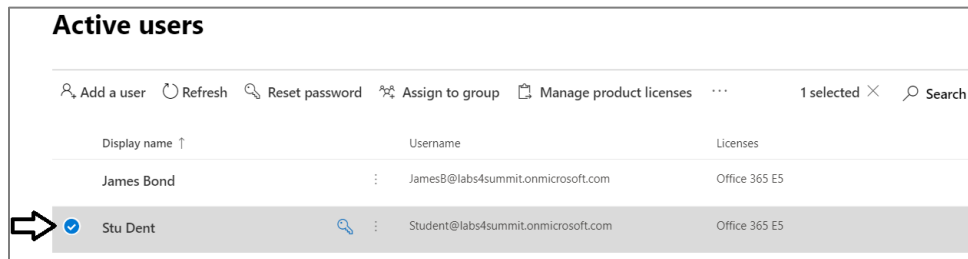
- f) When prompted to confirm your order, click **Try now**.



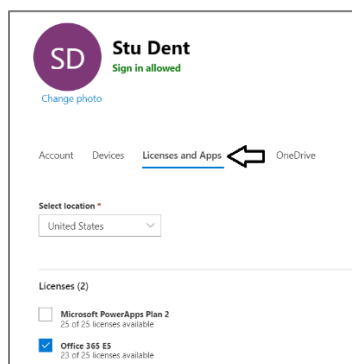
- g) You should see an order receipt to confirm you have created the new trial subscription.



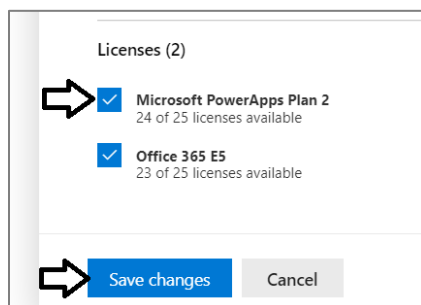
6. Configure your user account by assigning a PowerApps Plan 2 license.
 - a) Navigate back to the **Active Users** page in the Office 365 Admin center.
 - b) Click on your user account to edit it.



- c) Click the **Licenses and Apps** link.

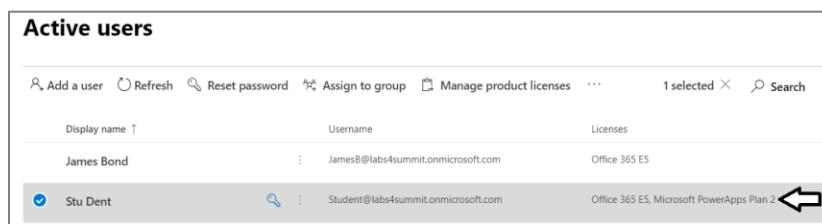


- d) Enable the **Microsoft PowerApps Plan 2** subscription and then click **Save changes** below.



After creating a new subscription for PowerApps Plan 2, it might take a minute or two before it shows up in the Product licenses dialog.

- e) You should be able to confirm your user account has been configured with a **Microsoft PowerApps Plan 2** subscription.

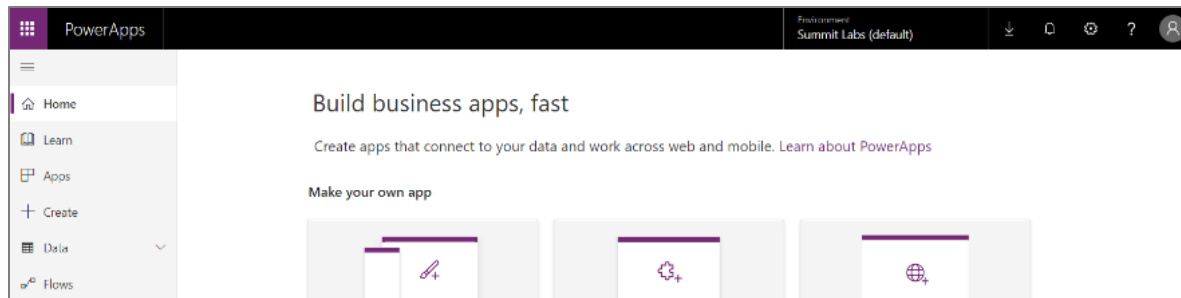


You will need the Microsoft PowerApps Plan 2 subscription to create a new PowerApps environment with a Common Data Service database. The PowerApps Plan 2 provides the licensing beyond the Office 365 license such as the ability to use premium connectors and custom connectors.

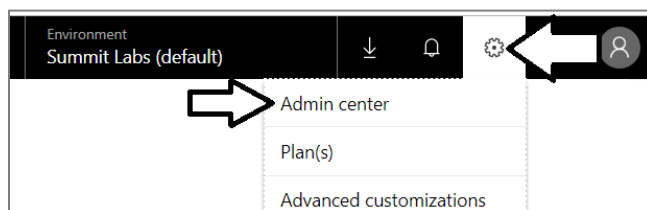
Exercise 4: Create a New PowerApps Environment with a PowerApps Portal

In this exercise, you will create a new PowerApps environment with a PowerApps portal.

1. Navigate to the PowerApps Admin center.
 - a) In the browser, navigate the PowerApps Maker portal at <https://make.powerapps.com>.



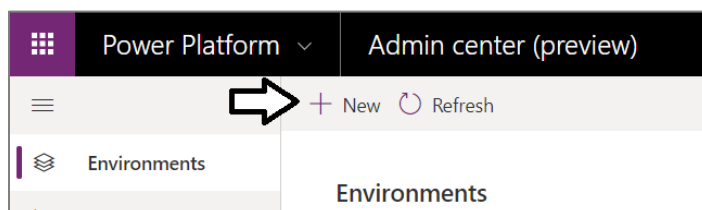
- b) Drop down the menu with the gear icon in the upper right of the page and select the **Admin center** command.



2. Create a new PowerApps environment with a Common data Service database.
 - a) In the **Power Platform Admin center**, click the **Environments** link in the left navigation.



- b) Click the **+ New** button to create a new environment.



- c) In the **New environment** pane on the right, enter a Name of **Portal Lab**.



- d) Make sure you enable the option **Create a database for this environment**.
- e) Once you have filled out the **New environment** pane, click **Next**.

- f) Leave the default setting on the **Add database** pane as shown in the following screenshot
- g) Click **Save**.

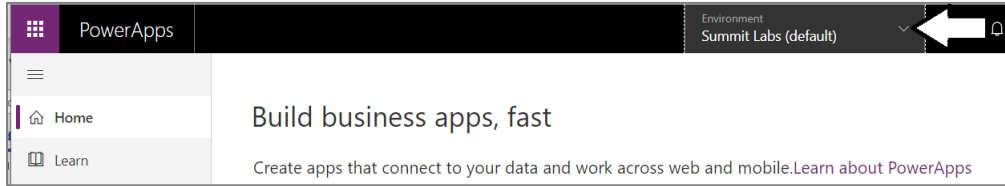
- h) You should now see the new environment in the tenant **Environments** list with a **State** or **PreparingInstance**.

Environments					
Environment	Type	State	Region	Created on ↓	Created by
Portal Lab	Production	PreparingInstance	United States	2019/09/15 11:49	Stu Dent
Summit Labs (default)	...	Default	Ready	United States	2019/09/15 11:10
					SYSTEM

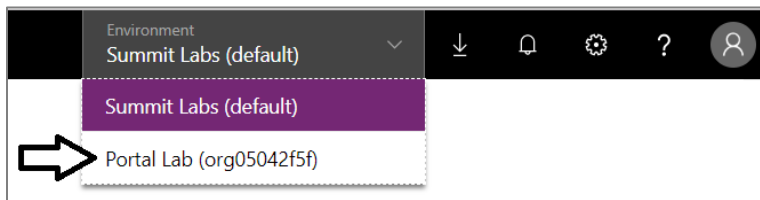
- i) Refresh the Environments list every 30 seconds until you see that the **State** has turned to **Ready**.

Environments			
Environment	Type	State	Region
Portal Lab	...	Production	Ready
Summit Labs (default)	...	Default	Ready

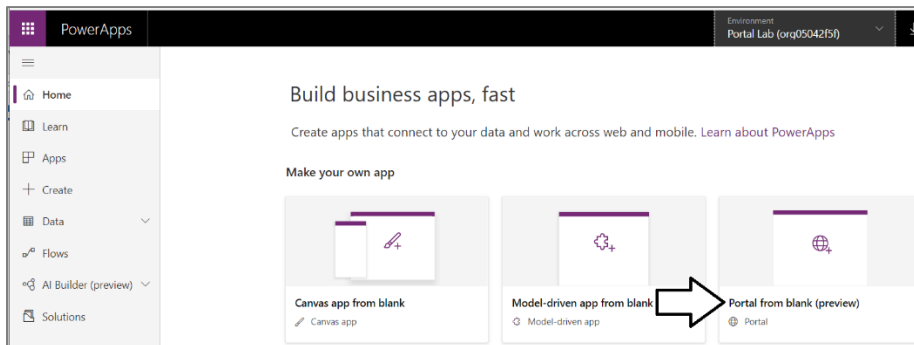
3. Create a PowerApps portal in your new PowerApps environment.
 - a) Return to the PowerApps Maker portal at <https://make.powerapps.com>.
 - b) Refresh the page at <https://make.powerapps.com> by pressing {F5}.
 - c) Drop down the Environments menu at the top right of the page.



- d) Switch over to the new environment you just created named **Portal Lab**.

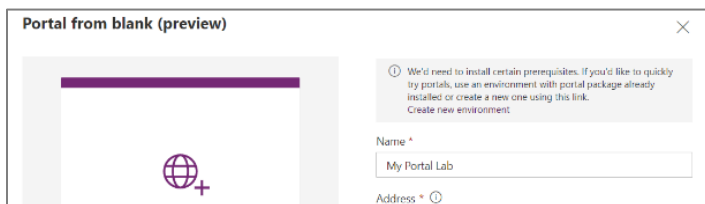


- e) Click on the **Portal from blank (preview)** tile to create a new PowerApps portal.

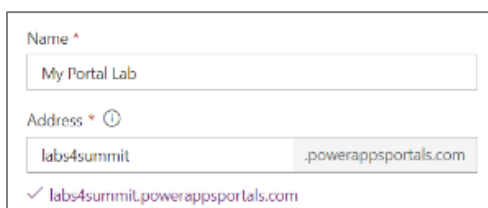


During the PowerApps portal preview, you can only create one portal per environment. If you want to create multiple portals, you will have to create a separate PowerApps environment for each one.

- f) In the **Portal from blank (preview)** dialog, enter a portal tile such as **My Portal Lab**.



- g) Enter a value for the portal **Address**. You might need to try several times if you pick an address that is already taken.



- h) Once you have entered a **Name** and **Address** for your portal, click **Create** to begin the portal provisioning process.

Once you click the **Create** button, it will take quite a bit of time before your portal is ready to use and edit. The entire provisioning process for a new portal can take from 30 to 60 minutes or even longer.

4. Inspect the apps in the **Portal Lab** environment.
 - a) Return to the list of apps for the **Portal Lab** environment.
 - b) You should see a new model-driven app named **Portal Management**.
 - c) After some time, you will also see your portal appear in a disabled state indicating it is not yet ready for use.

Name	Modified	Owner	Type
Portal Management	8 min ago	Stu Dent	Model-driven
My Portal Lab	...		Portal

Since the provisioning process is not instant, you will not be able to work on our portal for a while. Therefore, you will begin working on a different canvas app that does not involve this portal. However, you have started the PowerApps portal provisioning process. Later when it's time to work on the portal in lab exercises, you will have given it enough time to complete to the provisioning process.

Exercise 5: Create a New PowerApps Environment with a PowerApps Portal

In this exercise, you will create a new app workspace so you have a place to publish Power BI content for your custom solutions.

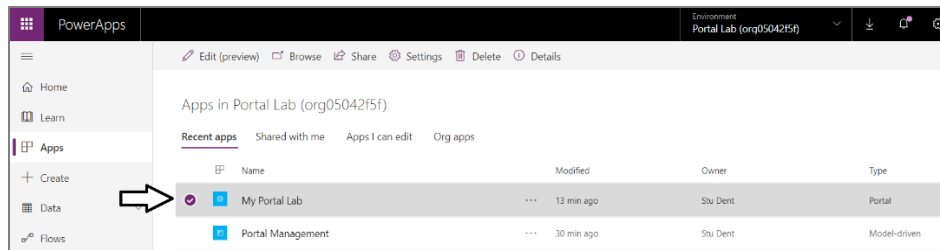
1. xxxxxx
 - a) xxxx

CHUCK: WE WIL ADD THE OTHER LAB YOU HAVE IN MIND HERE

Exercise 6: Create a New PowerApps Environment with a PowerApps Portal

In this exercise, you will create a new app workspace so you have a place to publish Power BI content for your custom solutions.

1. xxxxxx
 - a) xxxx



b) xxxxx

