**Review the Power Platform Admin Center**

### Task 1 – Review the Power Platform Admin Center

In your role as Holly Spencer, you want to review the Power Platform admin center, which is the go-to destination for administrators who create, manage, and support their Power Platform environments.

1. pen Internet Explorer, navigate to [**https://portal.office.com/**](https://portal.office.com/), log in as [**Holly@M365xZZZZZZ.onmicrosoft.com**](mailto:Holly@M365xZZZZZZ.onmicrosoft.com) (where ZZZZZZ is your tenant ID provided by your lab hosting provider) and **Pa55w.rd**, and then in the **Microsoft Office Home** page, select **Admin** to open the Microsoft 365 admin center.
2. Open a new tab in your browser and enter the following URL in the address bar: [**https://make.powersapps.com**](https://make.powersapps.com/)
3. This opens the **PowerApps** studio. Select the **gear (Settings)** icon on the top right corner of the screen. In the **Settings** pane that appears, select **Admin center**. This opens a new Internet Explorer session that displays the **Power Platform admin center.**

**Note:** As of this writing, the IE session does not fully expand and the Maximize option for the screen is disabled.

1. In the **Power Platform admin center**, in the left-hand navigation pane, select **Environments**. In the list of **Environments**, note how there is only one environment, the **Adatum Corporation (default)** environment. Select the **Adatum Corporation (default)** environment and review the information available for this environment.
2. In the navigation pane at the top of the screen (**Environments > Adatum Corporation (default))**, select **Environments**.
3. You have you have decided to create a new environment. On the menu bar at the top of the screen, select **+New** to create a new environment.
4. In the **New environment** pane that appears, enter the following information:
   * Name: **Adatum-Test**
   * Type: **Sandbox**
   * Region: **United States - Default**
   * Create a database for this environment: **No**
5. Select **Save.**

**Note:** Trying to save this new environment record will result in an error message at the top of the window. This message indicates you need at least 1 Gb of database capacity, which is not available in your VM lab environment. Close the **New environment** window.

1. Explore other areas of the **Power Platform admin center**, as desired.
2. When you are finished, close the **Power Platform admin center** tab in your browser.
3. In your browser, leave the **Power Apps** tab open for the next lab exercise.