# Getting started with Labs.

Pre-requisites

You must have access to Partner Center to complete these labs.

- Partners are required to be enrolled with the Microsoft Partner Center https://partner.microsoft.com to access the site. If your organization is not enrolled with Microsoft Partner Center, you will be unable to do these labs.
- If you previously had access to these tools, but cannot access them now, it is likely that your partner organization is not enrolled with the Microsoft Partner Center. Please enroll your organization at https://partner.microsoft.com for continued access to these tools.
- If you need further assistance, please review the information on the Partner Center https://partner.microsoft.com/en-us/support/partner-center-help
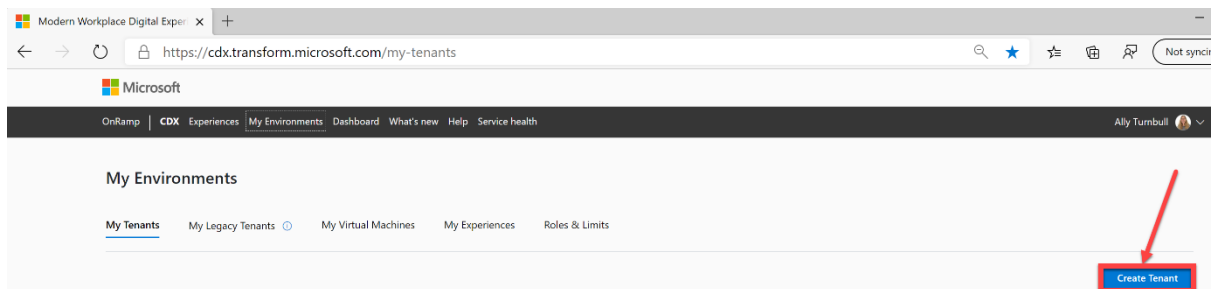
How to Create a new M365 Demo Tenant
Ideally this needs to be completed 24 hours prior to doing the LABS

1. Logon to https://cdx.transform.microsoft.com/ You should use your partner email address and password that you use to connect to https://partner.microsoft.com
2. At the top of the page select My Environments Tab as shown below
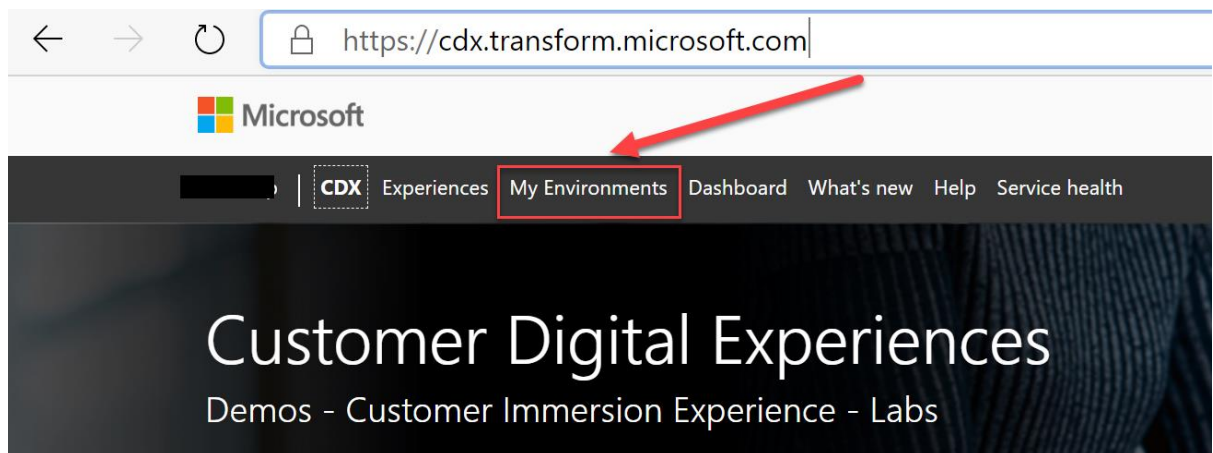
3. Click Create Tenant

4. Fill in the details for the new tenant as below - This will start to create in the new tenant in the background.
5. Please make sure you select the Microsoft 365 Enterprise Demo Content with Microsoft Defender for Endpoint. Please note this will likely only be available as a 90 day tenant.

6. Once it has been created you have your own demo tenant to complete the labs in as well as a place that you can use to demo the products to your customers or as a learning tool.
7. You will now be presented with a screen as shown below.

The status will update to Completed once done"

8. This will now build your demo tenant in the background.

9. When this is completed please return to My Tenants. Whilst it is building you will see it tenant status as Processing.
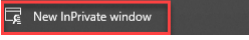
10. When it's completed you will be able to use your tenant. It will look as show as below in the console.
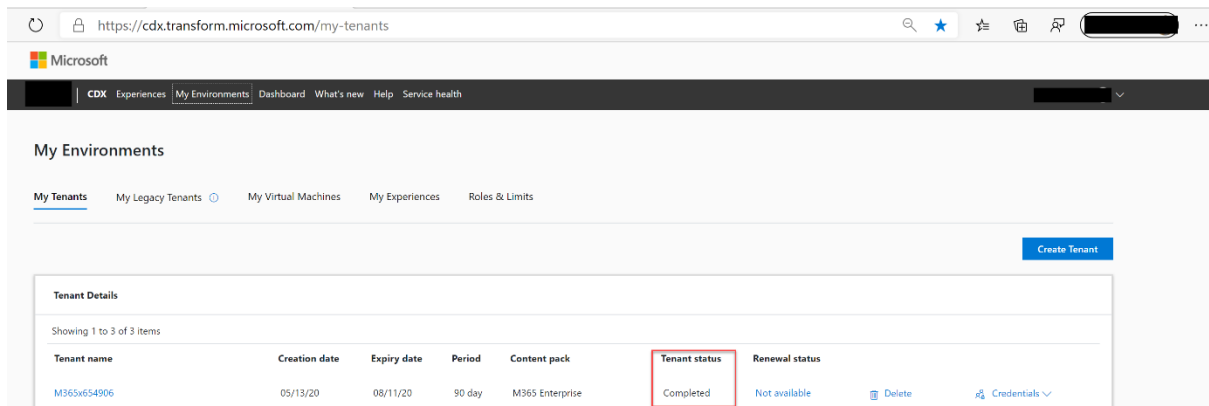
11. Next step is to logon to your tenant. You will need to do this for each lab.

a) Open an Inprivate browser (Edge) or New in-Cognito (Chrome)
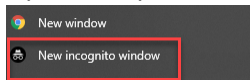
 on your machine and then go to https://admin.microsoft.com/

b) Enter the admin account username that you saved in Step 6 into the sign in as below and click NEXT.
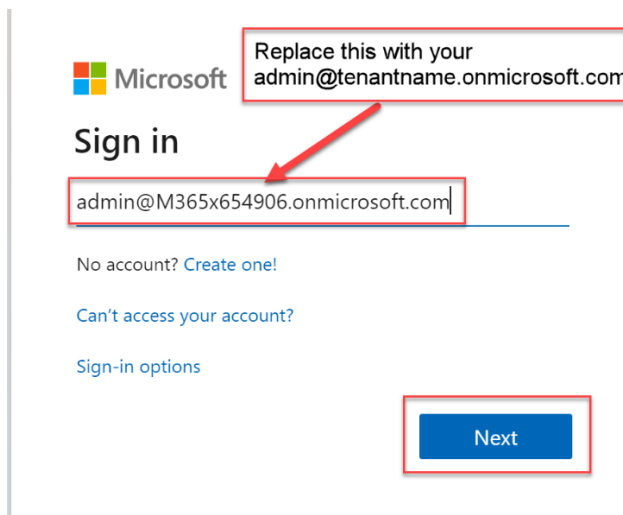
c) Enter the password and then click "Sign in".

12. You are now logged onto the tenant successfully. Please proceed to the LAB itself.

FAQ

Which browsers are supported?

- The latest Microsoft Edge released on January 15th 2020 is the latest supported browser for all applications within https://cdx.transform.microsoft.com. All Demos, Customer Immersion Experiences and Labs from https://cdx.transform.microsoft.com will adopt the latest Microsoft Edge browser as the supported version, and the Windows Virtual Desktop experiences will be updated. The Transform support team will address web browser related support requests by first asking to upgrade to the latest version of Microsoft Edge before attempting to troubleshoot. We encourage you to download and install Microsoft Edge now. Read Joe Belfiore's blog post here. Google Chrome also has been tested and confirmed to work with the https://cdx.transform.microsoft.com.

403 Unauthorised error accessing cdx.transform.microsoft.com

- Instead of logging into cdx.transform.microsoft.com try transform.microsoft.com

Authorisation issue logging on cdx.transform.microsoft.com

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Reached maximum capacity of 90 days when creating a tenant

- Try a refresh / logout / log back in again or create a different tenant that has e5 licences. Scroll down for the options

Something when wrong whilst creating your tenant

- This is due to high demand. Try and create a different tenant that has E5 licence or without an add-on pack or come back later to provision. Priority is always given to Paying customers so demo trials and tenants can often be affected when demand is high

How can I submit a support Request

   a. Navigate to Help
   b. Select "Submit Request"
   c. Complete form
   d. Select "Submit"

      - Launch will take you to the associated Experience card, with your customer(s) added
      - Click the Launch button from the Experience card

- Session will open with the remaining amount of time available

How can I renew my Tenants

1. Navigate to My Environments.
2. Locate the Tenant in My Tenants Details Table
   - *If available to renew:*
     - Select renew button on the summary screen, or within the Tenant details screen
     - Fill out the form
     - Select Submit
   - *If not available to renew:*
     - Navigate to Help section
     - Submit a ticket requesting a renewal

How do I create Virtual Machine

- Currently, creating a Virtual Machine is not available in the CDX portal, but is coming soon. Please contact support via a Support Request in the help section if you require assistance.

How do I create a Quick tenant

1. Navigate to My Environments
2. Select Create Tenant
3. Choose Quick Tenant from Type Selection

What Experience Types are available?

- **Customer Immersion Experience - with Virtual Machines** Utilize an Office Tenant to facilitate a session using a requested number of virtual desktops to share with customers.

  Customer Immersion Experience - Tenant Only Utilize an Office Tenant to facilitate a session using a device kit with customers.

  Lab Utilize a tenant and a virtual machine to learn how to configure and implement products and features in a hands-on environment.

  Demo - Asset Only Access downloadable assets intended to demonstrate products or technology that a demo environment is not available for at this time.

  Demo - With Virtual Machine Utilize a configured virtual desktop and a tenant to demo products and features.

  Demo - Tenant Only Utilize a configured tenant to demo products or features.

What is the difference between demo tenants and a traditional Office 365 trial offer?

- o Traditional Office 365 B4trial offer provides users a 30 day Office 365 E5 license containing 25-seats with no tenant content.
- o Demo tenants provides users with licenses pertinent to the tenant type selected and also includes rich, demo-ready sample content (document libraries, emails, OneDrive contents, Yammer posts, etc.).

Is there a limit on the number of demo tenants you can create?

- Yes, there are limits in place for Partner users, regarding the number of active tenants a user is allowed to have:

  Partner Users:

  - o One Year tenants: 1
  - o 90-Day Tenants: 5

How long does it take to provision a tenant?

- o Standard Microsoft 365 tenants take approximately 12-48 hours (NOT including Add-Ons).
- o Dynamics 365 tenants take approximately 24-60 hours.

How do I access a tenant after it's been created?

- Navigate to My Environments to locate your tenant. Use the provided credentials and log into portal.office.com.