

Mission: AI Possible

Initial lab setup

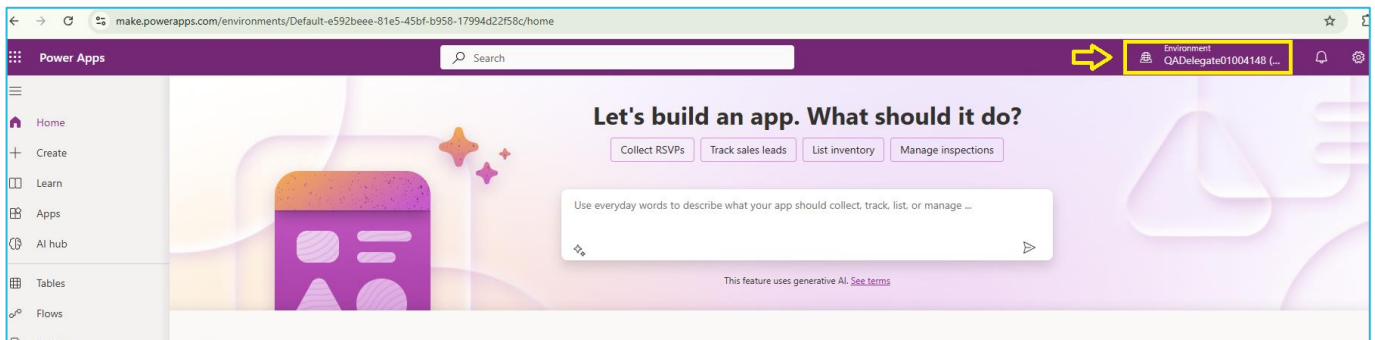


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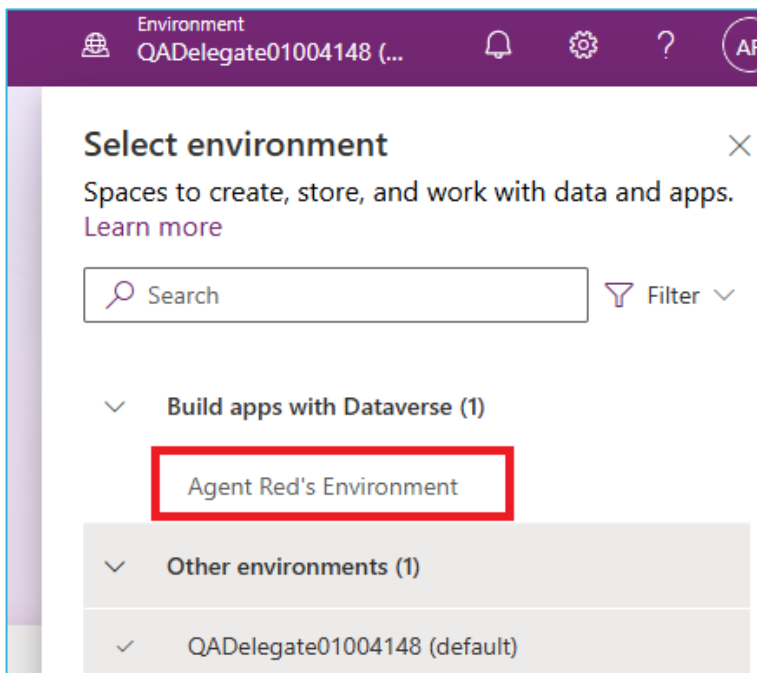
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Task 01 – Sign in to Microsoft 365 and confirm developer environment

1. Open the browser of your choice (Microsoft Edge or Google Chrome) using a profile that has not previously signed into Microsoft 365.
2. Navigate to the following URL <https://m365.cloud.microsoft> and then Sign in with the account provided to you by your instructor.
3. Close any first-run pop-ups. We will not be using Copilot chat in Microsoft 365 Apps but feel free either Skip or Add this.
4. Once you have successfully signed in, we will confirm you have a Developer environment set up.
5. Open a new tab and navigate to <https://make.powerapps.com>.
6. On the Purple Power Apps bar, select the current environment to activate the environment switcher.

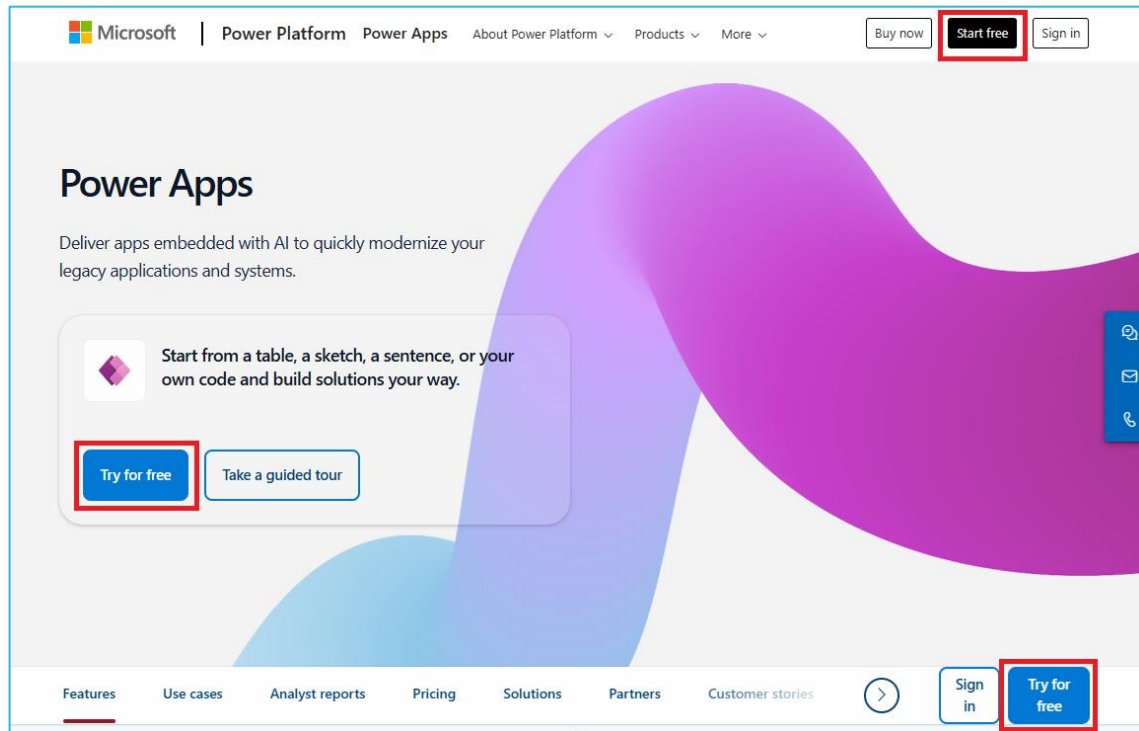


7. Select your developer environment, it will be called "Agent <Your Colour>'s Environment".

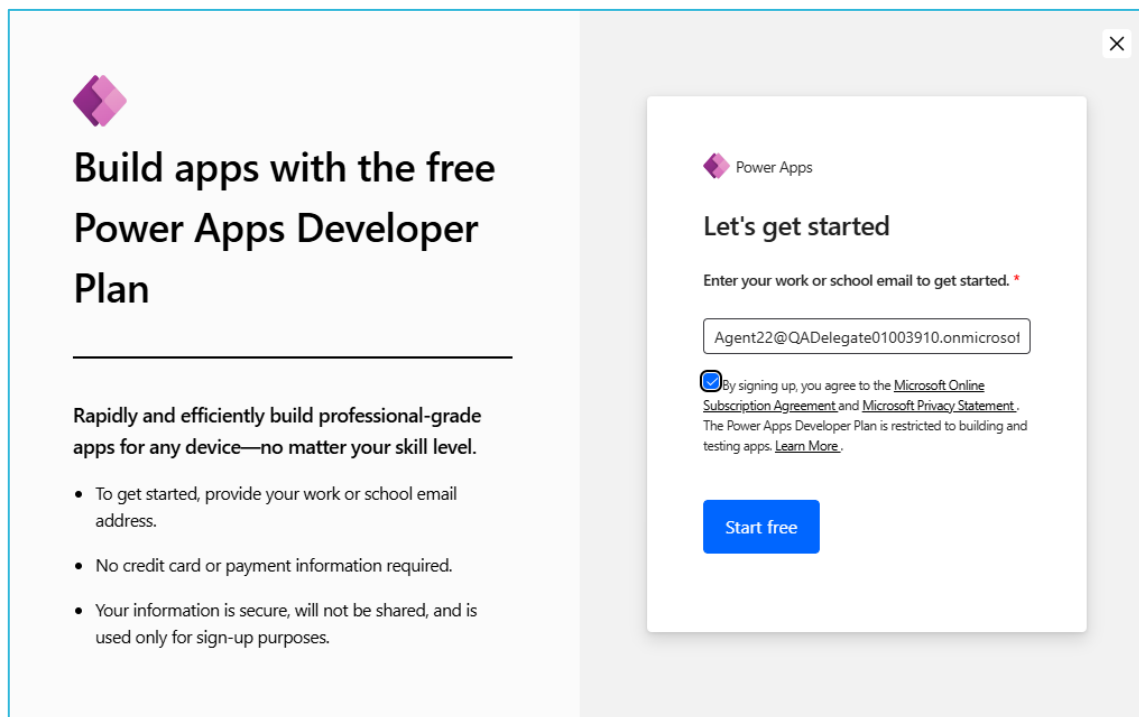


8. If you can do this then move onto Task 2.
9. If you have no developer environment, contact one of the facilitators who will check this for you. If you need to create a developer environment, then follow the instructions below.
10. Do not complete these steps if you have a Developer Environment.
11. These steps add a Power Apps developer license to give us access to a Developer environment and the functionality that comes with.
12. Open a new browser tab and navigate to <https://powerapps.microsoft.com>.

13. On this page either select 'Start free' or 'Try for free'.



14. In the pop-up that appears, ensure that the training account has been fill-in, and then select the agreement check box.

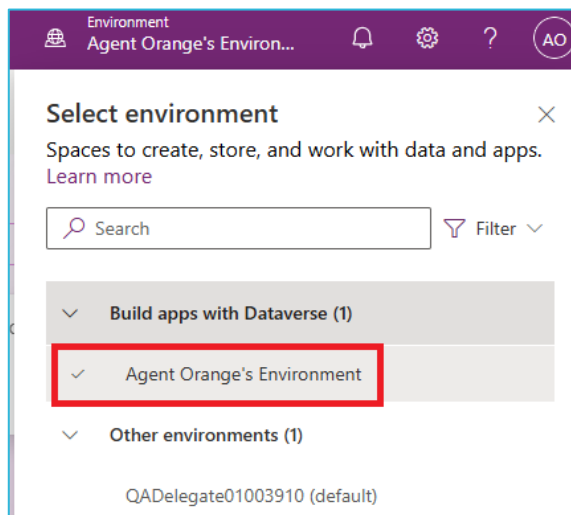


15. Select 'Start free'.

16. This process should assign you a developer license and create a developer environment for you to work in. If you receive an error message saying "Sorry, there's been a disconnect" select 'Go to home page' and then notify your trainer who will investigate.
17. You should now be on the Power Apps studio page (<https://make.powerapps.com>).
18. Ensure that you are working in your developer environment (On the purple bar it should say "Agent YouColour's Environment").

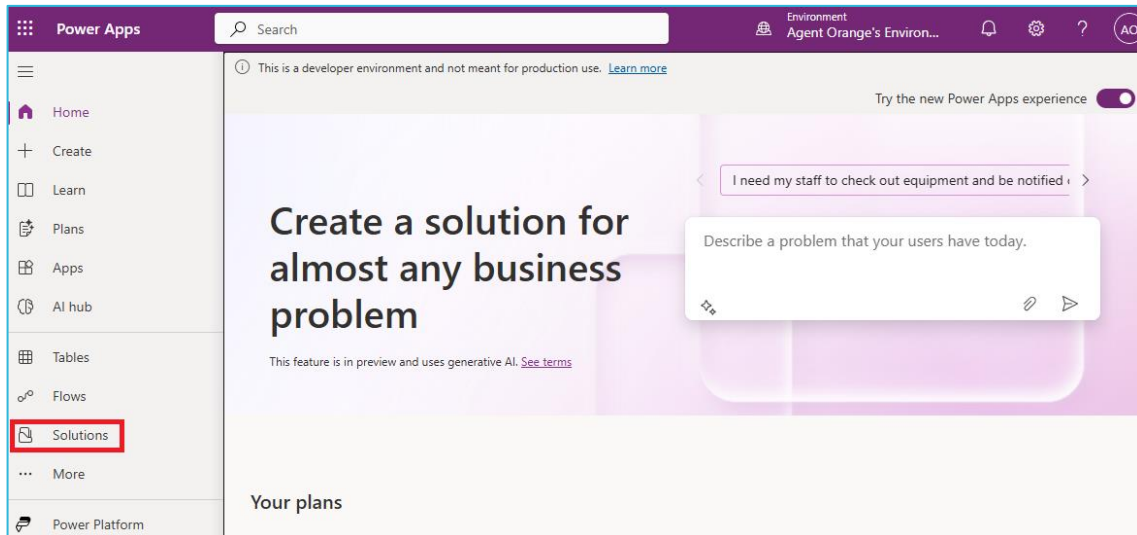


19. If you are not in your developer environment, then click the current environment name and then select your developer environment.

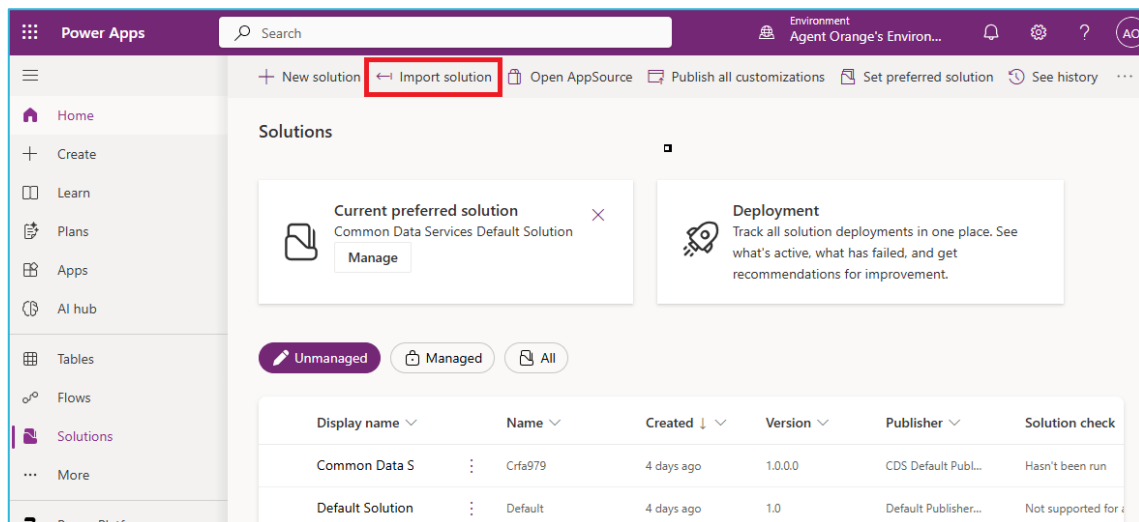


Task 02 – Import Solution

1. You should still be in the Power Apps studio (<https://make.powerapps.com>) with your developer environment selected.
2. In the left navigation pane, select Solutions.

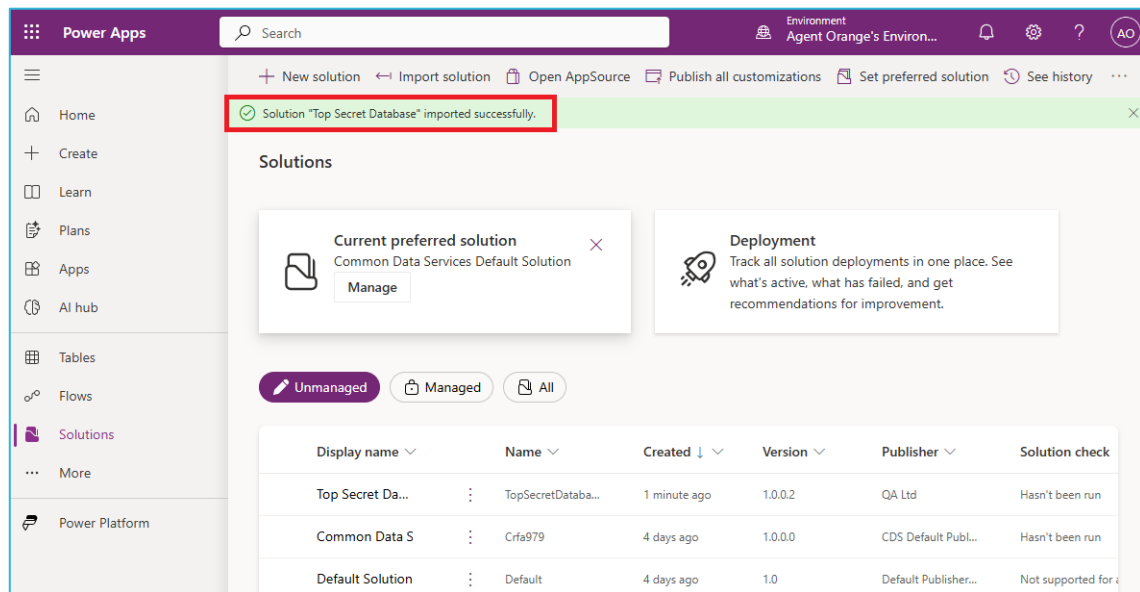


3. On the 'Solutions' page, select Import Solution from the top bar.

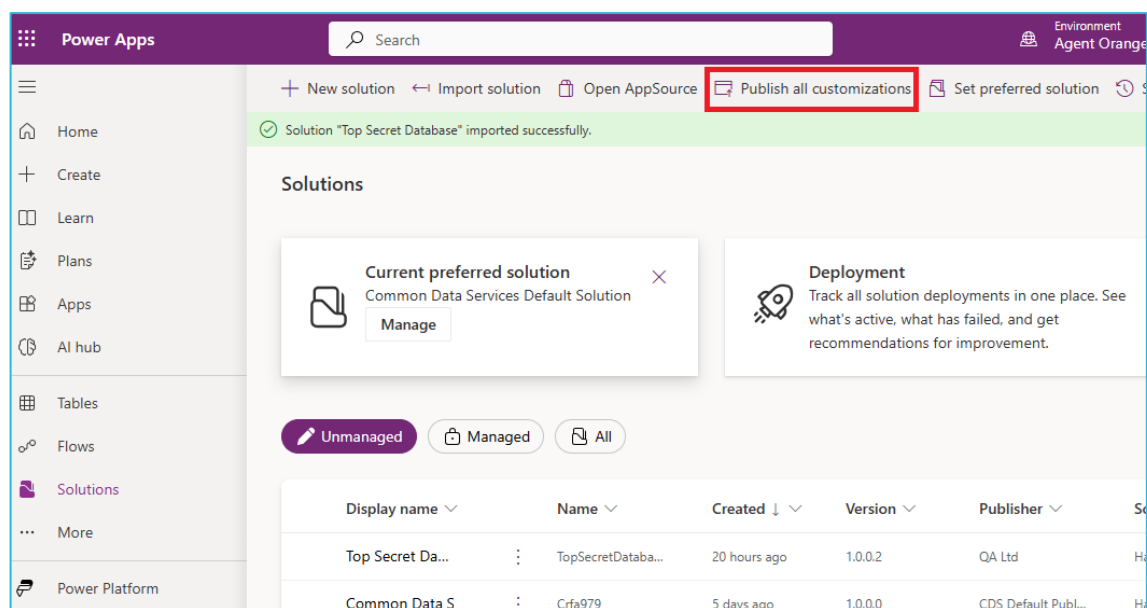


4. Select Browse and then navigate to the solution file TopSecretDatabase_1_0_0_2.zip.
5. Select Open.
6. Select Next.
7. Select Next.
8. Select Import.

9. Wait until the solution has been imported.



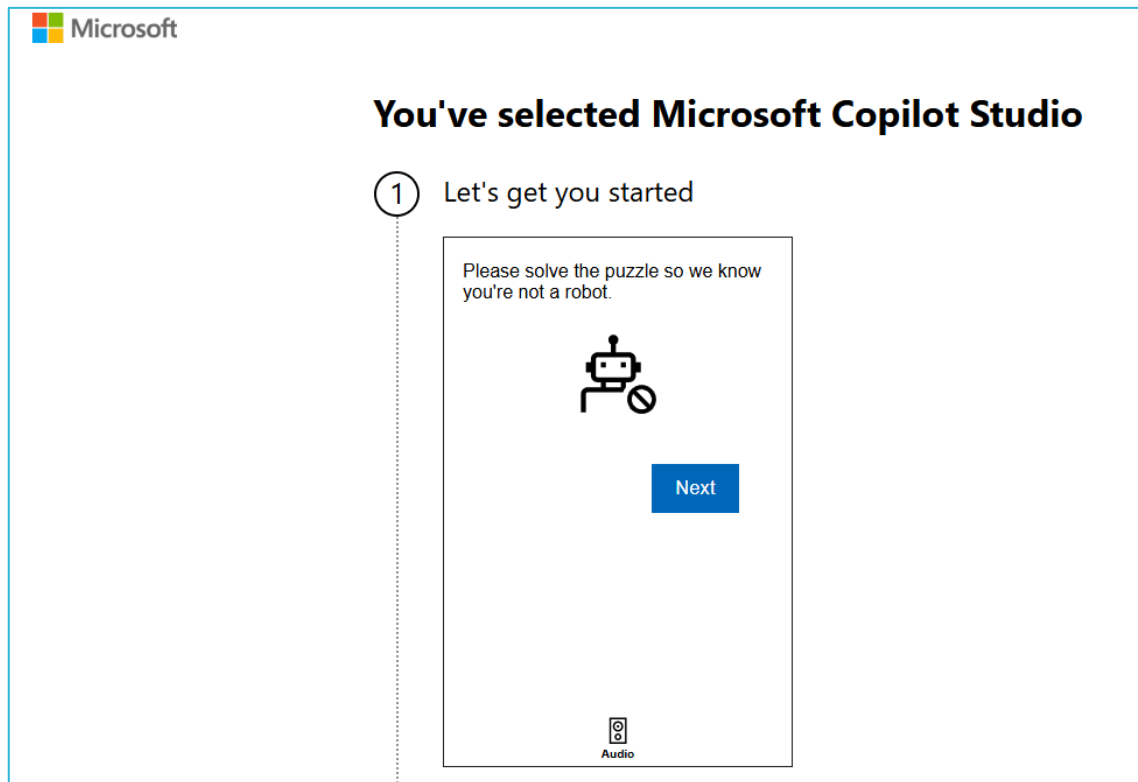
10. On the top menu of solutions select Publish all customisations.



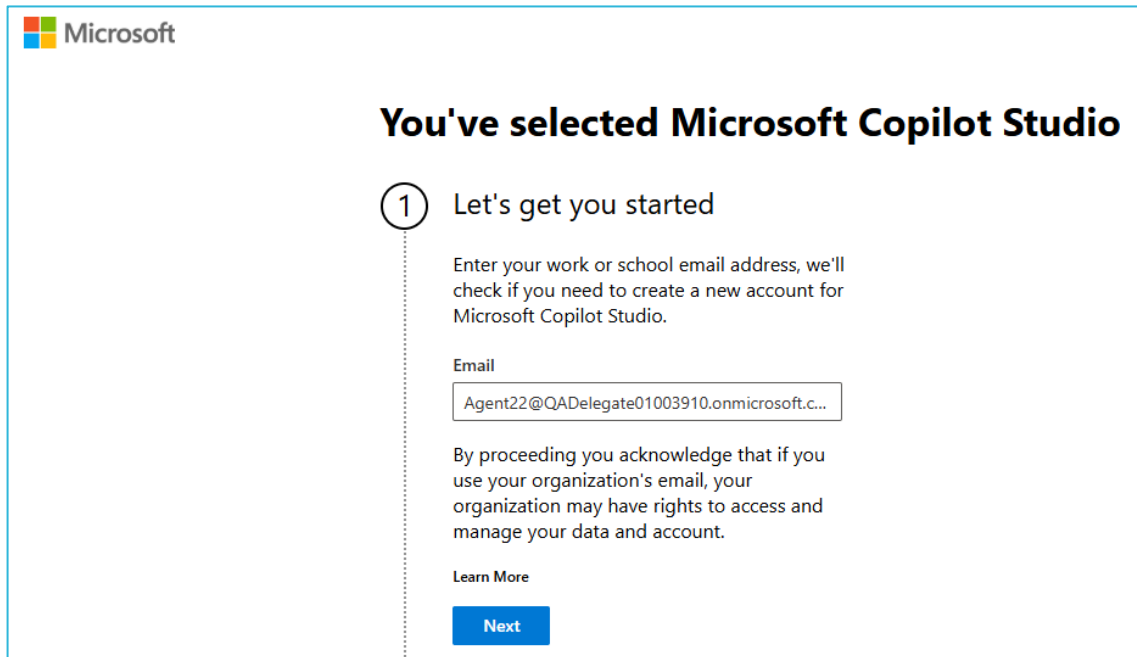
11. Wait until the customisations have been published.

Task 03 – Add Copilot trial license

1. Navigate to <https://aka.ms/CopilotStudio>.
2. Select Try free.
3. If you are asked to – solve the puzzle to prove that you are not a robot.

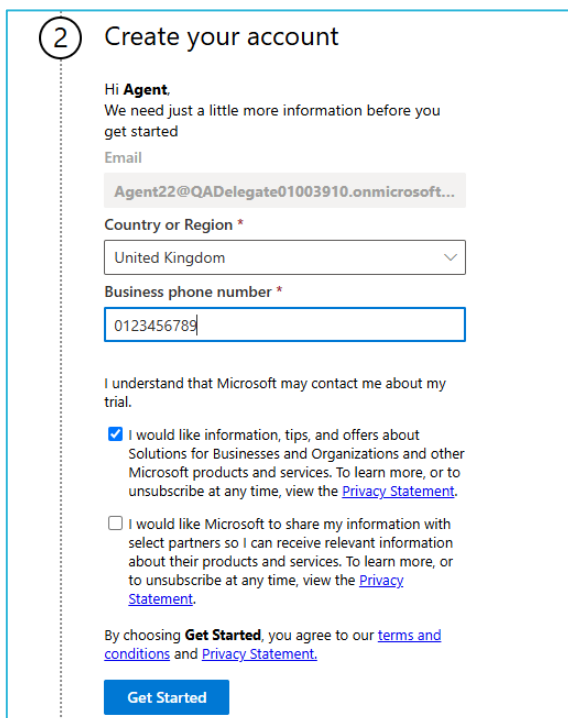


- Once you have passed this ordeal, enter your course assigned email address in the 'Let's get you started' section and then select Next.



The screenshot shows the Microsoft Copilot Studio setup screen. At the top left is the Microsoft logo. The main heading is "You've selected Microsoft Copilot Studio". Below this is a numbered step "1 Let's get you started". The text says: "Enter your work or school email address, we'll check if you need to create a new account for Microsoft Copilot Studio." There is an "Email" label and a text input field containing "Agent22@QADelegate01003910.onmicrosoft.c...". Below the input field is a paragraph: "By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account." There is a "Learn More" link and a blue "Next" button.

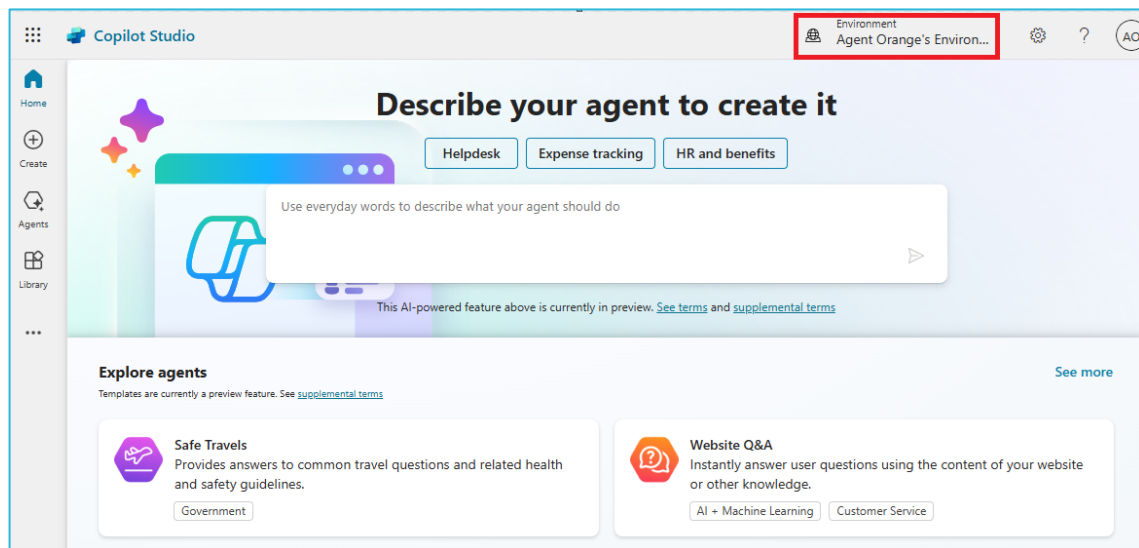
- Select Sign in.
- Select United Kingdom as the Country or Region, provide a Job Title, and then 0123456789 as the phone number. And then select Get started.



The screenshot shows the Microsoft Copilot Studio "Create your account" screen. It is numbered "2 Create your account". The text says: "Hi **Agent**. We need just a little more information before you get started". There is an "Email" label and a text input field containing "Agent22@QADelegate01003910.onmicrosoft...". Below this is a "Country or Region *" dropdown menu with "United Kingdom" selected. Then there is a "Business phone number *" label and a text input field containing "0123456789". Below the input fields is a paragraph: "I understand that Microsoft may contact me about my trial." There are two checkboxes: the first is checked and says "I would like information, tips, and offers about Solutions for Businesses and Organizations and other Microsoft products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#)."; the second is unchecked and says "I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#)." At the bottom, it says: "By choosing **Get Started**, you agree to our [terms and conditions](#) and [Privacy Statement](#)." There is a blue "Get Started" button.

- On the summary page, select Get started.
- On the 'Welcome to Microsoft Copilot Studio' splash screen, select Get started.

9. You should now be in Copilot Studio.
10. Switch to / ensure that you are in your developer environment.





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