

WorkshopPLUS

Power Platform for Admins

Module 3 – Power Platform Environments

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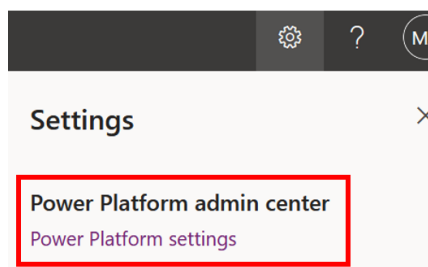
Labs Prerequisites

- Every workshop attendee will have a dedicated demo tenant to perform upcoming labs.
- To provision and access this demo tenant, please follow the steps below:
 - Use Edge, Edge Chromium or Chrome web browser to navigate to <http://aka.ms/lod>
 - Sign-in using Microsoft personal account (other email service account can also work) – don't use business email.
 - From "WorkshopPLUS" menu item, select "My Training" → Redeem training key
 - type assigned training key [Ask MS engineer delivering this workshop].
 - In loaded page, scroll to "Lab" section then select the "Workshop labs title" link to launch it.
- In virtual labs environment select "Resources" tab to get Office 365 Credentials you need to sign in.
- Use these credentials to login to Office 365 (www.office.com) from virtual machine or your personal computer.

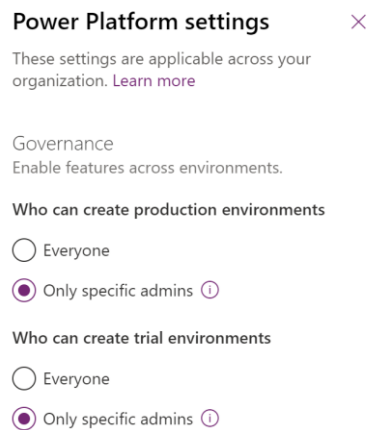
Lab 1 – Power Platform Environments

Exercise 1 - Restrict Environments Creation

1. In this exercise, you will use a global admin or Power Platform admin account to restrict environment creation to certain admin types only.
2. Using a tenant global admin, navigate to www.aka.ms/ppac or <https://admin.powerplatform.microsoft.com>
3. From the Power Platform admin center on the top-right hand side, click on the gear button, then select Power Platform settings.

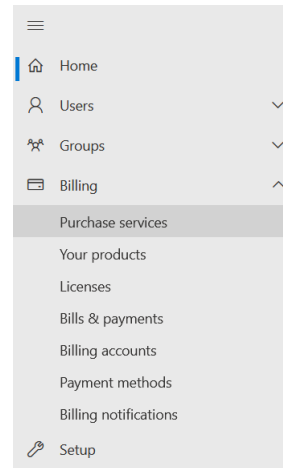


4. Change the Governance settings:
 - Who can create production environments: Only specific admins
 - Who can create trial environments: Only specific admins
 - Click Save



Exercise 2 - Register Trial Per User Licenses

1. In this exercise, you will register a trial license for a used account. This will allow you to create a “trial” environment type since demo tenants are not including additional capacity to create “Production” environments.
2. Navigate to the Office 365 admin center
<https://admin.microsoft.com/Adminportal>
3. Expand the “Billing” section then click on “Purchased Services”



4. In the search box, type “Power Apps” then press enter.
5. Scroll down below, at the “Business Apps” section, click on “Power Apps per user plan”
6. Click on “Start free trial”
7. Click on “Try now” to confirm.
8. At the Order receipt, click Continue.
9. Do the same for **Power BI Pro**.

NOTE! Power BI Free would also be enough but there is no trial version available. You would need to “buy” free version by fill-in contact info etc.

Business apps



Boost employee productivity with apps that power your organization. Build apps, automate processes and tasks, plan and track your progress, and create diagrams, organization charts, maps, and workflows - all to support your business.

Power Apps per app plan

Each subscription provides assigned user with the use rights to a specific custom business application.

From
\$10.00 add-on/month

[Details](#) ☐ Compare

Power Apps per user plan

Subscription enables licensed user to create, customize, share, and run business applications.

From
\$40.00 user/month

[Details](#) ☐ Compare

Power BI Pro

A cloud-based business analytics service that enables anyone to visualize and analyze data with greater speed,...

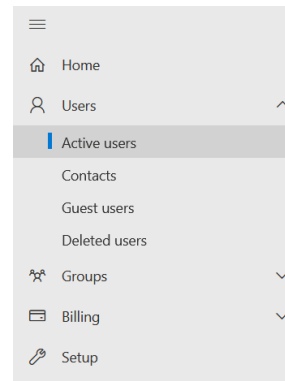
From \$9.99 licenses/month

[Details](#)

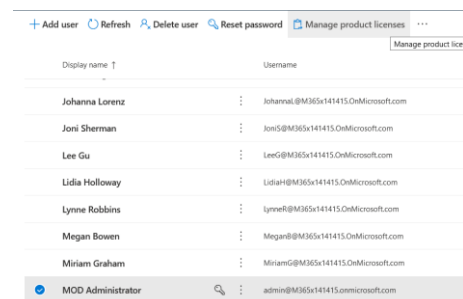
☐ Compare

10. Assign one of the trial licenses to a Mod administrator account (tenant global admin)

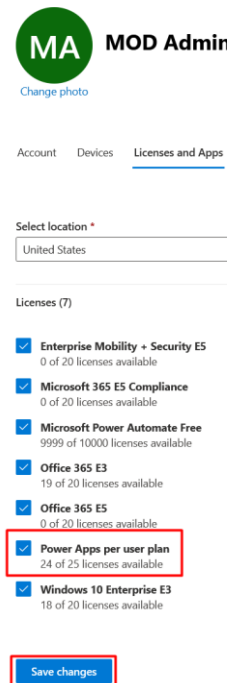
11. At the Office 365 admin center, click on the “Users” section then click on “Active users”



12. Select “Mod Administrator” then select “Manage product licenses”



13. Select “Power Apps per user plan” then click “Save changes”

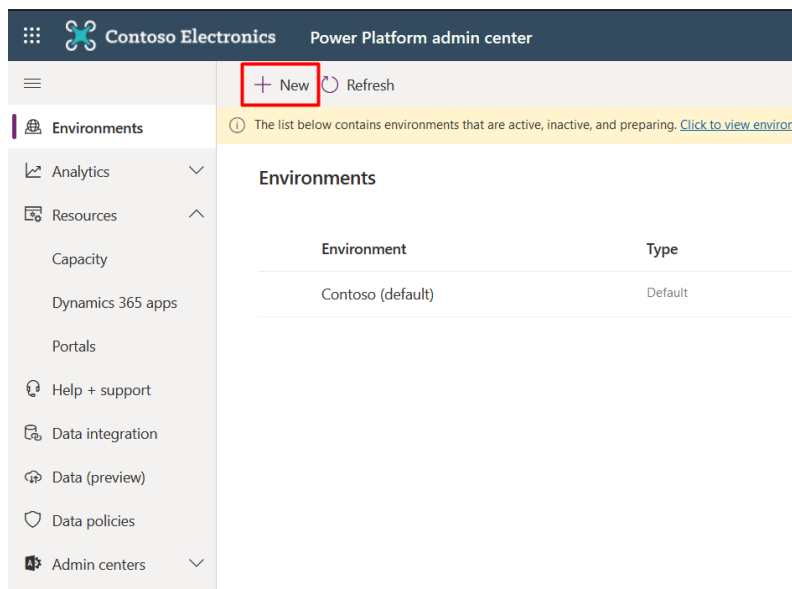


Exercise 3 - Create an environment with a database

- Create a database to use the Dataverse as a data store.
- The Common Data Service is a cloud scale database used to securely store data for business applications built on Power Apps.
- The Common Data Service provides not just data storage, but a way to implement business logic that enforces business rules and automation against the data.

Prerequisites:

- To create an environment with a database, you need 1GB available database capacity.
 - Due to using a demo tenant, no extra capacity will be added to the tenant hence, you are going to create an environment of type "Trial" instead.
1. Sign in to the Power Platform admin center at <https://admin.powerplatform.microsoft.com> as an admin (Dynamics 365 admin, Global admin, or Power Platform admin). If the tab is already opened, make sure to refresh the page before applying below steps to reflect the license assignment.
 2. In the navigation pane, select Environments, and then select **New**.



3. Enter the following, then select **Next**.

Name: Contoso Production (logical name)

Type: Trial, demo tenants do not include extra capacity, because the only available option type is "Trial"

Region: select the region closest to your current location.

Purpose: Contoso production apps environment

Create a database for this environment? Select Yes

New environment ×

Name *

Contoso Production

Type ⓘ *

Trial

Region *

Local environments can provide quicker data access.

Europe

Purpose

Contoso production apps environment

Create a database for this environment? ⓘ

☒ Yes

4. Enter the following, and then select Save

Language: English

URL: Enter your organization name.

Organization URLs must be unique. If your organization name has already been reserved in the destination datacenter, it won't be available.

Currency: The base currency used for reporting.

Deploy sample apps and data: Select No

Security group: leave it default.

← Add database ×

Language *

Default language for user interfaces in this environment

English

URL *

contosoprodapps

crm4.dynamics.com

Currency *


Reports will use this currency

USD (\$)

Enable Dynamics 365 apps

In addition to Power Apps. [Learn more](#)

☐ No

 Currently, Dynamics 365 apps can only be enabled for production environment. You can create trial [here](#)

Deploy sample apps and data

☐ No

Security group

Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)

+ Select

5. The environment created is showing preparing instance status, in few minutes, click on Refresh to confirm the “Ready” status.

+ New Refresh

Search

✓ New environment Contoso Production is getting prepared. It can be used once active.

ⓘ The list below contains environments that are active, inactive, and preparing. [Click to view environments you may recover.](#)

Environments

Environment	Type	State	Region	Created on ↓	Created by
Contoso Production	Trial	PreparingInstance	Europe	11/15/2020 8:26 PM	MOD Administrator
Contoso (default)	Default	Ready	United States	11/03/2020 6:54 PM	SYSTEM

6. Note that the trial environment expires in 30 days.

✓ New environment Contoso Production has been successfully created.

ⓘ The list below contains environments that are active, inactive, and preparing. [Click to view environments you may recover.](#)

Environments

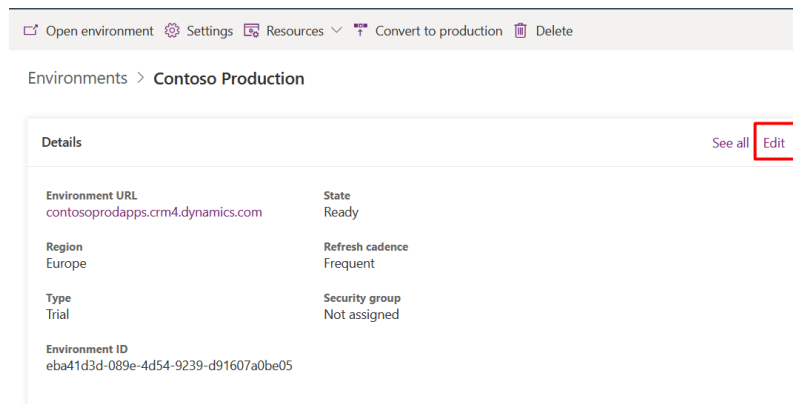
Environment	Type	State	Region	Created on ↓	Created by
Contoso Production	Trial (29 days)	Ready	Europe	11/15/2020 8:26 PM	MOD Administrator
Contoso (default)	Default	Ready	United States	11/03/2020 6:54 PM	SYSTEM

Exercise 4 - Change environment refresh cadence settings

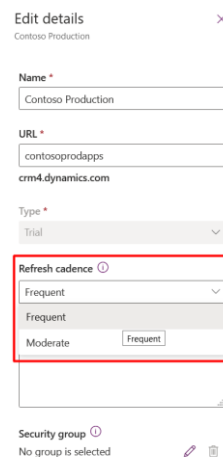
- You can indicate how often you would prefer an environment to receive updates and features to certain Power Platform services (Canvas app authoring).
- You have two options to choose from after creating an environment.
 - o **Frequent:** Get access the latest updates and newest features multiple times a month.
 - o **Moderate:** Get access to updates and features at least once a month.

To set refresh cadence:

1. Sign in to the Power Platform admin center at <https://admin.powerplatform.microsoft.com> as an admin.
2. From the left-side menu, select Environments, and then select “Contoso Production” environment.
3. Click on Edit.



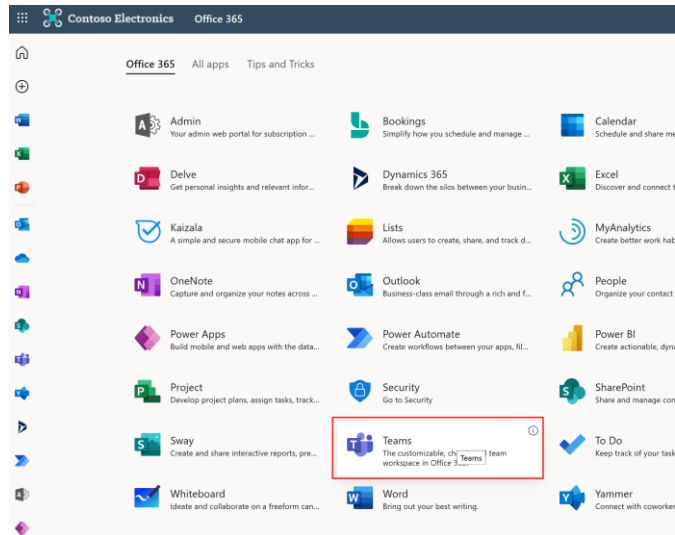
4. Change Refresh cadence then click Save.



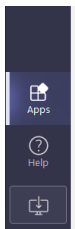
Lab 2 – Dataverse for Teams

Exercise 1 – Provision Dataverse for Teams Environment

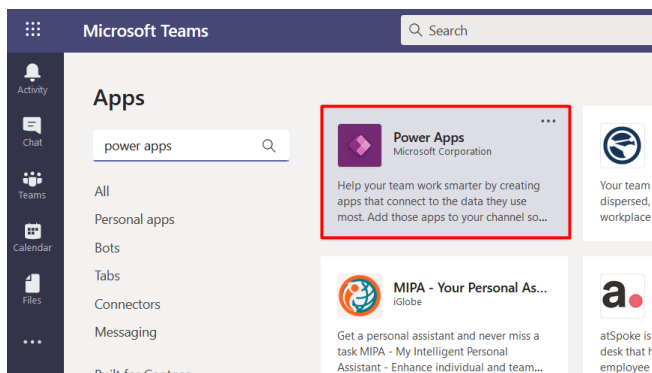
1. Navigate to www.office.com then select Microsoft Teams icon.



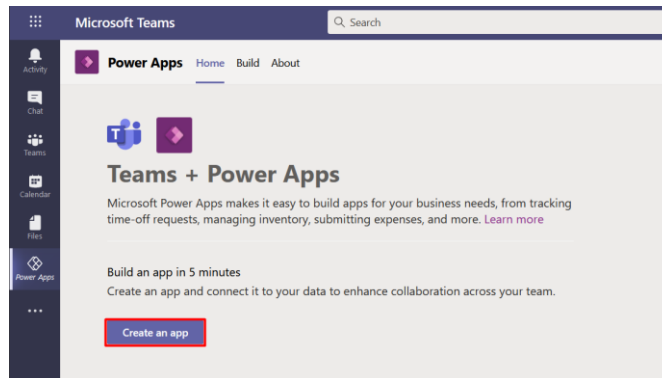
2. Keep using Teams web version, and select Apps from left-hand bottom panel.



3. In all apps search box, search for Power Apps, then click on Open.

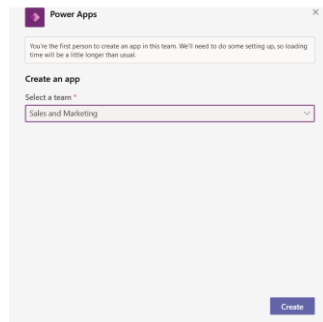


4. On Teams + Power Apps welcome screen, click on Create an app.

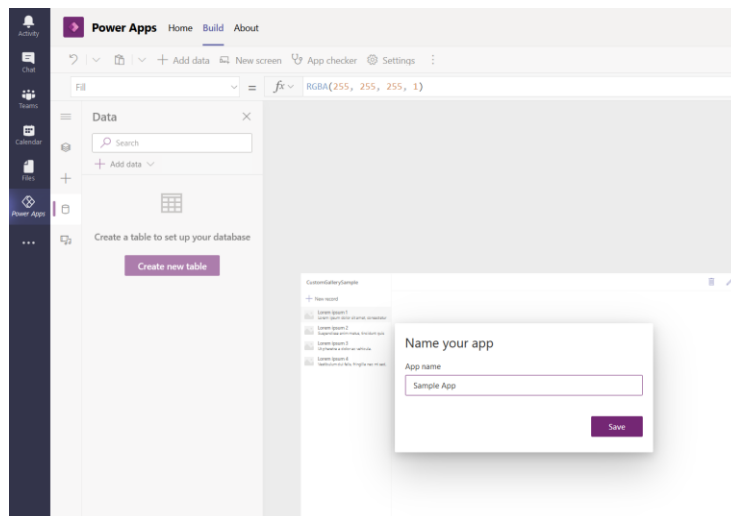


5. Select “Sales and Marketing” teams, then click Create.

Note: The message will appear if you are the first person to create an app in this team.



6. In a few minutes, the Dataverse for Teams on selected team will be provisioned, once you are able to see the below screen of creating first app, type any test app name and click Save.



7. Navigate to the Power Platform admin center www.aka.ms/ppac , then select the environment list.

8. Note the new provisioned Microsoft Teams environment type.

The screenshot shows the Power Platform admin center interface. The left sidebar contains navigation links: Environments, Analytics, Resources, Help + support, Data integration, Data (preview), Data policies, and Admin centers. The main content area displays a notification: "New environment Sales and Marketing has been successfully created." Below this is a warning message: "The list below contains environments that are active, inactive, and preparing. [Click to view environments you may recover.](#)" The "Environments" section features a table with the following data:

Environment	Type	State	Region
Sales and Marketing	Microsoft Teams	Ready	United States
Contoso Personal Productivity	Default	Ready	United States

9. Select the Resources tab, then click on Capacity, select the “Microsoft Teams” tab, note the provisioned environment name and capacity used.

The screenshot shows the Power Platform admin center Capacity page. The left sidebar is expanded to show "Capacity" under "Resources". The main content area displays the "Capacity" section with tabs for "Summary", "Storage capacity", and "Microsoft Teams". The "Microsoft Teams" tab is selected, showing a message: "See how your org's Microsoft Teams environments are using storage capacity. Their usage doesn't count toward your org's Common Data Service usage. [Learn more](#)". Below this is a table with the following data:

Environment	Capacity used
Sales and Marketing	512 MB of 2 GB 25% used

At the bottom, the "Organization limits" section states: "Total capacity used: 512 MB of 0 MB used" and "Total Microsoft Teams environments used: 1 of 0 used".