

# Power Apps and Power Automate Champion Training

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Module 1: Introduction to Microsoft Power Platform

Student Lab Manual

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## Lab 1: Validate lab environment

### Introduction

In this lab, you will connect to your M365 Tenant

### Objectives

After completing this lab, you will be able to:

- Access your M365 tenant

### Prerequisites

Ensure you are using the "Incognito" or "InPrivate" browsing session of your modern browser.

Additionally, use the latest version of [Microsoft Edge](#) (aka Edge Chromium) for the best performance.

### Estimated time to complete this lab

15 mins

### Scenario

The organization wishes to build apps using the PowerApps platform to take advantage of **No Code/Low Code** application development in the cloud. As part of this effort, you need a trial tenant so they can use it for the workshop.

## Exercise 1: Connecting to your M365 Tenant

1. Please have your **Username** and **Password** information ready.
2. Open preferred browser in **Incognito/InPrivate** mode and navigate to:  
<https://office.com>
3. Click **Sign in** button and provide your **Username** and **Password**:

The screenshot shows the Office 365 login process in a browser window. The browser address bar shows <https://www.office.com>. The page displays the Microsoft logo and navigation links. A blue banner reads "Remote Learning in education. Learn more >". Below this, the text "Welcome to Office" is centered, followed by "Your place to create, communicate, collaborate, and get great work done." Two buttons are visible: "Sign in" (highlighted with a red box) and "Get Office". Below these buttons is a link: "Sign up for the free version of Office >".

Below the welcome page, the sign-in process is shown in two panels. The left panel is titled "Sign in" and shows the username "admin@M365XXXXXX.onmicrosoft.com" entered in a text field (highlighted with a red box). Below the text field are links for "No account? Create one!" and "Can't access your account?". A blue "Next" button is at the bottom. The right panel is titled "Enter password" and shows a password field with masked characters "....." (highlighted with a red box). Below the password field are links for "Forgot my password" and a blue "Sign in" button (highlighted with a red box). The footer of the right panel shows the "Contoso" logo.

4. In **Stay signed in?** dialog, check **Don't show this again** and click **Yes**

The screenshot shows the "Stay signed in?" dialog box. It features the "CONTOSO demo" logo and the email address "admin@M365XXXXXX.onmicrosoft.com". The text "Stay signed in?" is followed by "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again" which is checked. At the bottom, there are two buttons: "No" and "Yes" (highlighted with a red box). The footer of the dialog shows the "Contoso" logo.

5. Now you are signed into your hands-on labs M365 tenant. Use this session in all other labs.



### Important

If you accidentally logged out, please, return to this lab and repeat these steps to log in once again.

**Always remember to replace M365XXXXXX with your actual lab tenant prefix.**