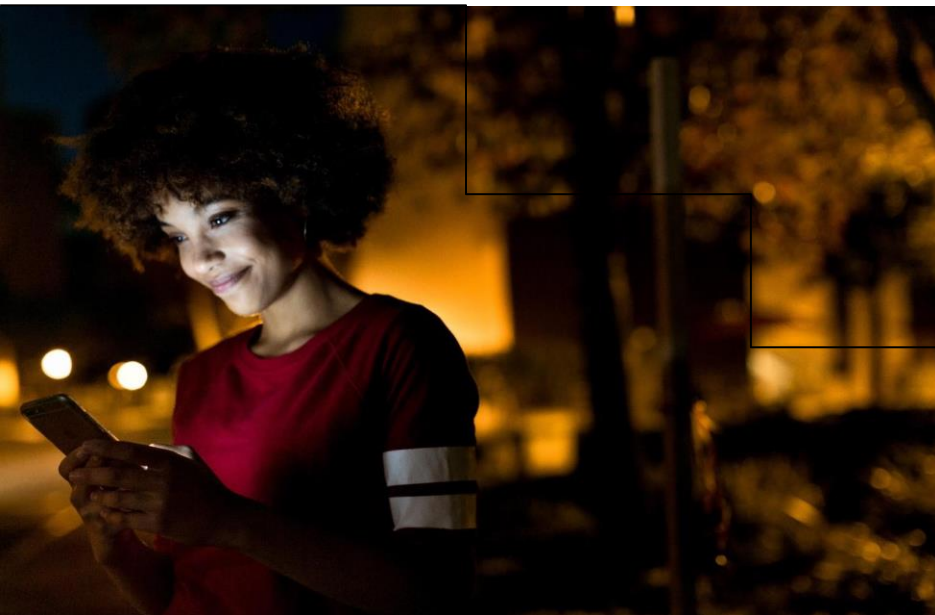


Empowering RPA enthusiasts: Harnessing the Potential of Power Automate (MPPC23)

Lab prerequisites 1 – Install required software

15 to 30 minutes

October 2023



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Pre-requisites: Install required software on your computer (required)

This lab will guide you through the steps of installation required software on your computer. That is:

1. Get your login account
2. Power Automate for desktop app (PAD) and required extensions
3. Register machine
4. Contoso Invoice App

Additionally, you'll need to go through the following steps on powerautomate.com:

5. Enable Power Automate trial to access all premium features
6. [Only if you got a hosted machine assigned] Create a hosted machine

Note: follow the steps below if you haven't previously installed the above software. If you have Power Automate for desktop (PAD) app already installed and machine registered, check if you are **running on the latest version of PAD**. If not, it is recommended to update to the latest, by following the installation instructions below.

Note: If you have previously installed the legacy V1 UI flows exe or Softomotive RPA software, it is recommended to **uninstall/remove** all browser extensions from your browser first (Chrome, Edge, Firefox etc.)

Note: Please check machine requirements: ensure you log into your machine using an account with permission to install software, preferably an account with local administrator rights. The machine should have minimal Win10 Pro OS (operating systems) (or Win server 2019/2016 OS), .Net 4.7.2 and Edge (chromium) or Chrome browser installed. The machine can be a physical machine or a Virtual Machine (VM), however we do see performance issues on slow VMs so recommend choosing a high performance VM. Please check here for the full [Power Automate Desktop prerequisites & limitations - Power Automate | Microsoft Docs](#)

Get your workshop account

1. You should have received a 3-digit number and the password for your account.

Your account should be in the following format: “MPPCRPAXXX@tenantname”

From - to	Tenantname
MPPCRPA001-MPPCRPA025	M365x37230038.onmicrosoft.com
MPPCRPA101-MPPCRPA125	M365x90756236.onmicrosoft.com
MPPCRPA201-MPPCRPA225	M365x97840930.onmicrosoft.com
MPPCRPA301-MPPCRPA325	M365x47574818.onmicrosoft.com
MPPCRPA401-MPPCRPA425	M365x65775762.onmicrosoft.com
MPPCRPA501-MPPCRPA525	M365x58892466.onmicrosoft.com
MPPCRPA601-MPPCRPA625	M365x02355371.onmicrosoft.com
MPPCRPA701-MPPCRPA725	M365x78326935.onmicrosoft.com

2. You may write copy/write down your login and password in a notepad for easy access during the workshop

Install Power Automate for desktop application

1. Follow the instructions described in the following documentation page: [Install Power Automate - Power Automate | Microsoft Learn](https://learn.microsoft.com/en-us/power-automate/desktop-flows/install#install-power-automate-using-the-msi-installer) (using the MSI installer)

The screenshot shows the Microsoft Learn documentation page for installing Power Automate for desktop using the MSI installer. The page is titled "Install Power Automate using the MSI installer". The sidebar on the left contains a "Filter by title" search bar and a list of navigation links under "Power Automate documentation". The main content area lists four steps for installation:

1. Download the Power Automate installer. Save the file to your desktop or Downloads folder.
2. Run the Setup.Microsoft.PowerAutomate.exe file.
3. Follow the instructions in the Power Automate for desktop setup installer.
4. Make your selections for each feature:

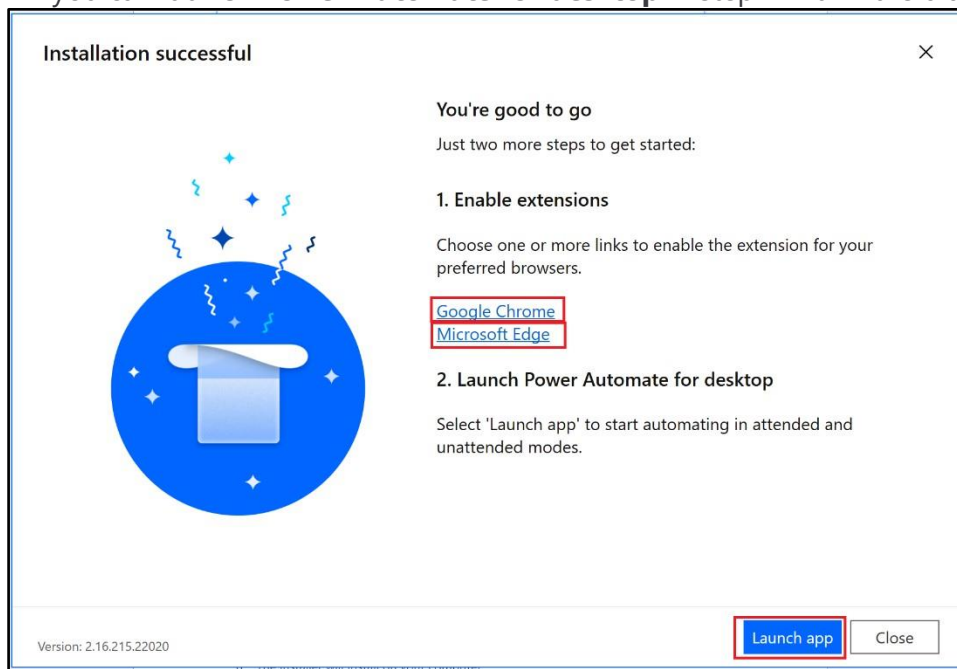
The fourth step includes a list of features to select:

- **Power Automate for desktop** is the app you use to build, edit, and run desktop flows.
- **Machine-runtime app** allows you to connect your machine to the Power Automate cloud and harness the full power of robotic process automation (RPA). [Learn more about machine management.](#)
- Install required files for UI automation in Java applets. Close all Java-related processes before you install these files.
- Clear **Optional data collection** if you don't want to send usage data to Microsoft to help us troubleshoot issues with Power Automate. [Learn more about data collection.](#)

An "Installation details" dialog box is shown, displaying the installation path (C:\Program Files (x86)\Power Automate Desktop) and a list of features to be installed, all of which are checked:

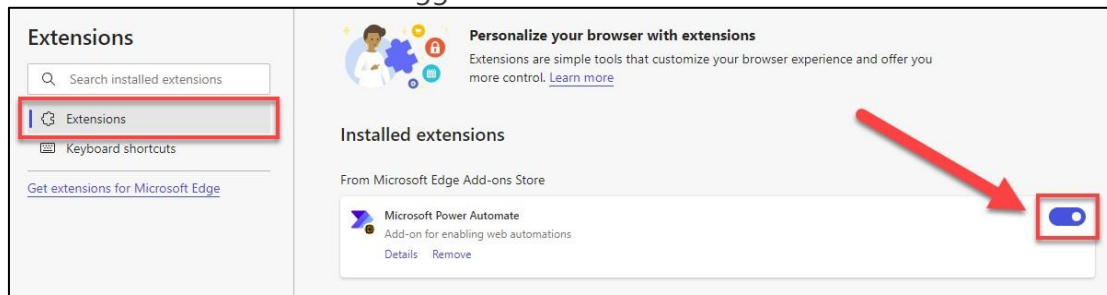
- ☒ Install the Power Automate for desktop to build desktop flows.
- ☒ Create a shortcut.
- ☒ Install the machine-runtime app to connect to the Power Automate cloud portal.
- ☒ Install Microsoft Edge (version 80 or later) WebDriver and ChromeDriver (for using web apps in your flows).
- ☒ Install files for enabling UI automation in Java applets.
- ☒ Required data collection
- ☒ Optional data collection

2. The installer will install on your computer:
 - a. Power Automate for desktop app
 - b. Power Automate for desktop browser extension for Edge Chromium and Google Chrome
 - c. Power Automate machine-runtime management app
3. After the installation is finished, select the **hyperlinks (Google Chrome or Microsoft Edge)** in step 1 within the dialog box to navigate to a chosen browser(s) to enable **Power Automate for desktop extensions**. After your extensions have been configured, you can **launch Power Automate for desktop** in step 2 within the dialog box.



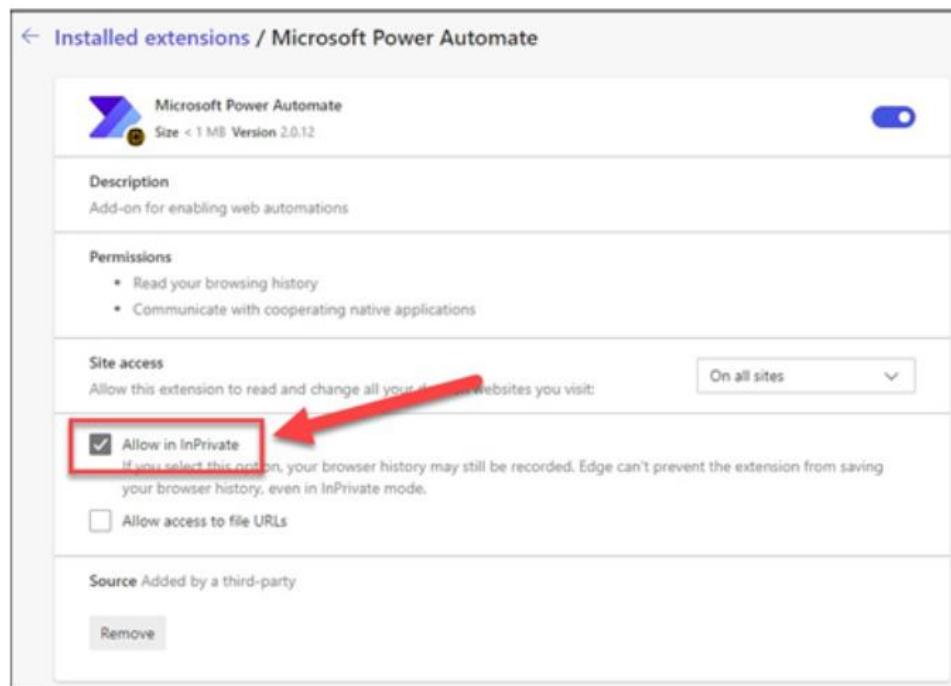
4. **If you don't see this prompt**, you can still manually enable the extension. Depending on what browser you are using, please follow the steps below to confirm the extension is enabled:
 - d. **Enable in Microsoft Edge (Chromium)**
 - i. Open <edge://extensions> URL in the Edge (Chromium) browser
 - ii. Find the **Microsoft Power Automate** extension.

iii. Switch the toggle button to **enable extension**.

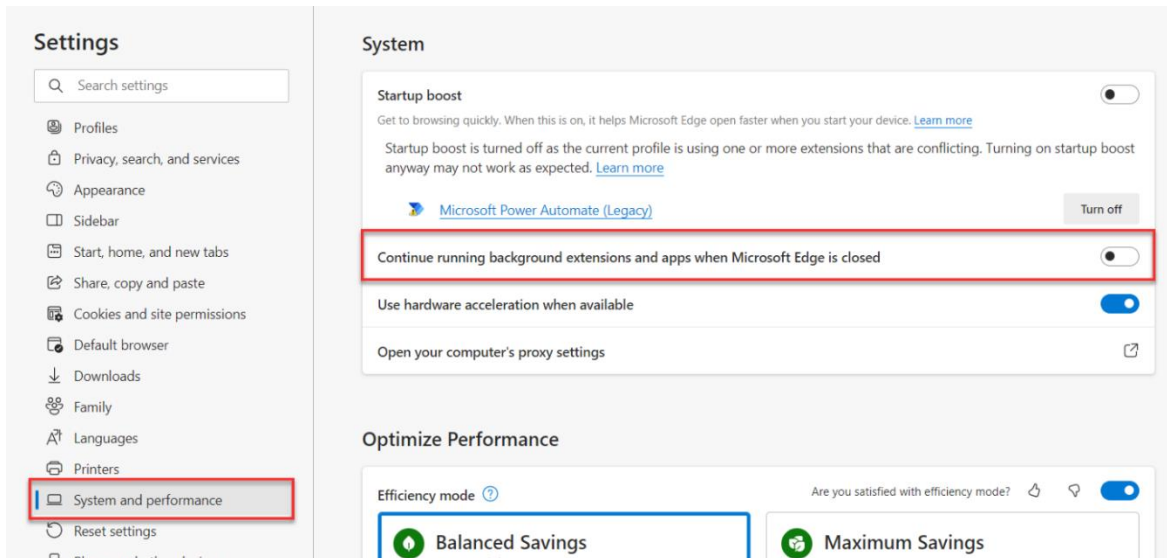


iv. Select **Details**.

v. Check the **Allow InPrivate** checkbox



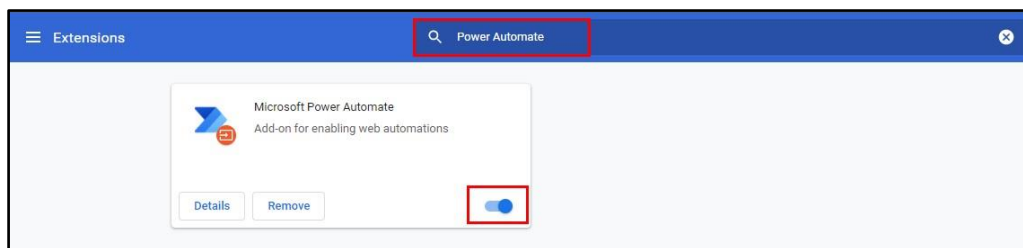
vi. Open a new web browser and then open Microsoft Edge by going to `edge://settings/system`, which brings you to the **System and performance** page. Under the **System and performance** section, turn off the **Continue running background extensions and apps when Microsoft Edge is closed** toggle. Then, close all browser tabs and sessions before you proceed.



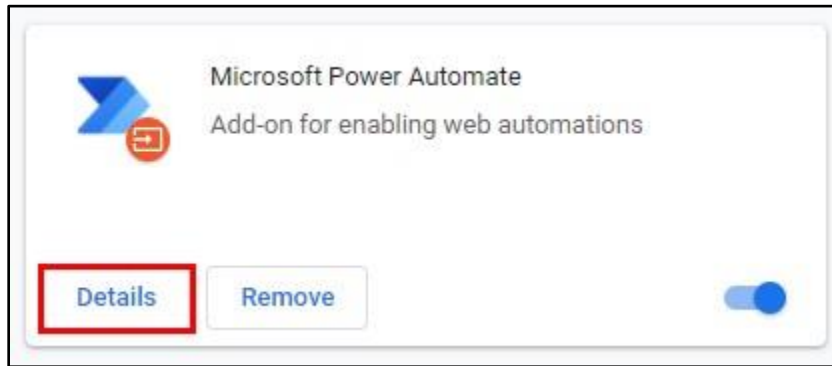
e. **Enable in Google Chrome**

- I. Open <chrome://extensions> URL in the Chrome browser.

Find the **Microsoft Power Automate** extension. iii. Switch the toggle button to **enable** extension.

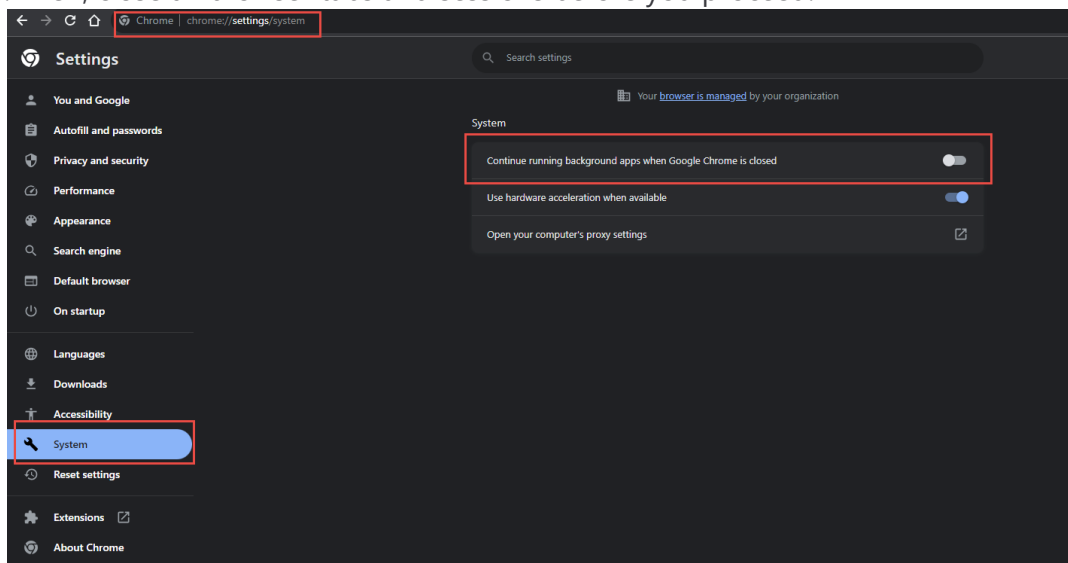


Select Details.

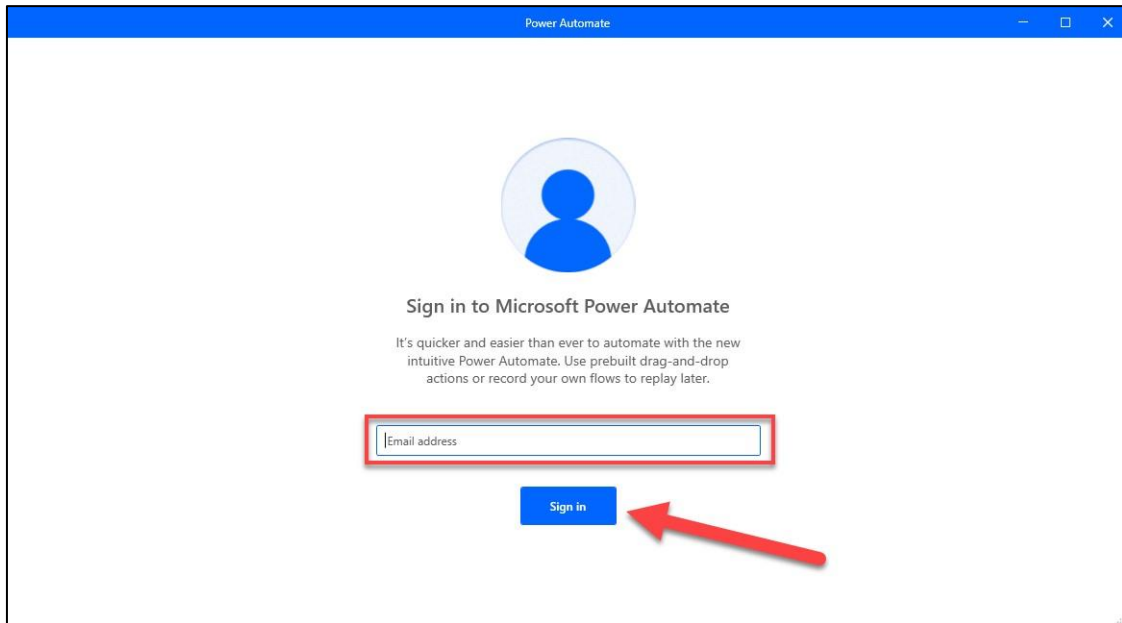


Switch the toggle button for **Allow in Incognito** to be on

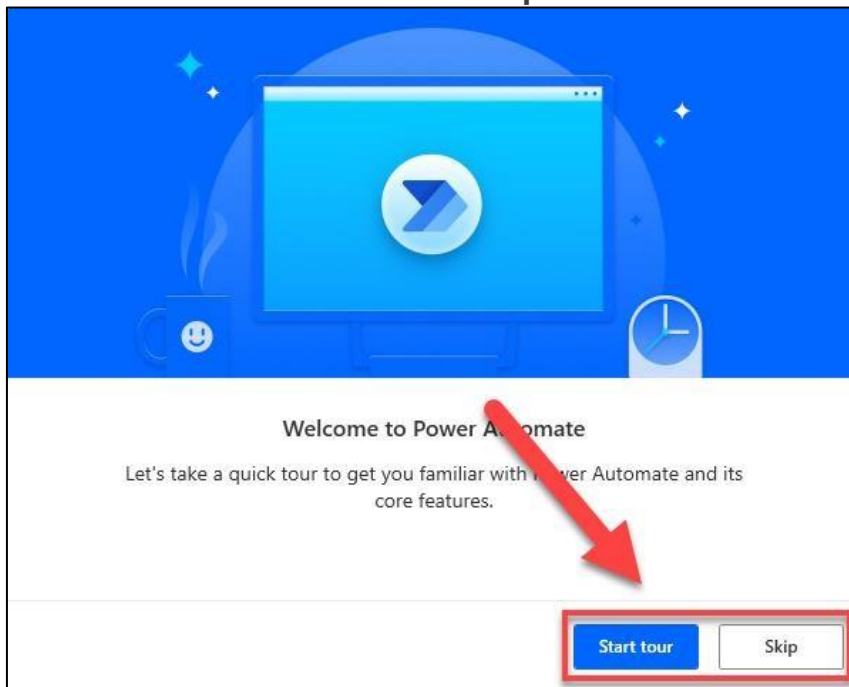
ii. Open a new Chrome Browser by going to **chrome://settings/system**. Under the System section, turn off the **Continue running background apps when Google Chrome is closed** toggle. Then, close all browser tabs and sessions before you proceed.



5. Next, launch **Microsoft Power Automate** on your desktop (PAD). In the opened window, enter the email address of the account you are using for the labs and select **Sign in**.



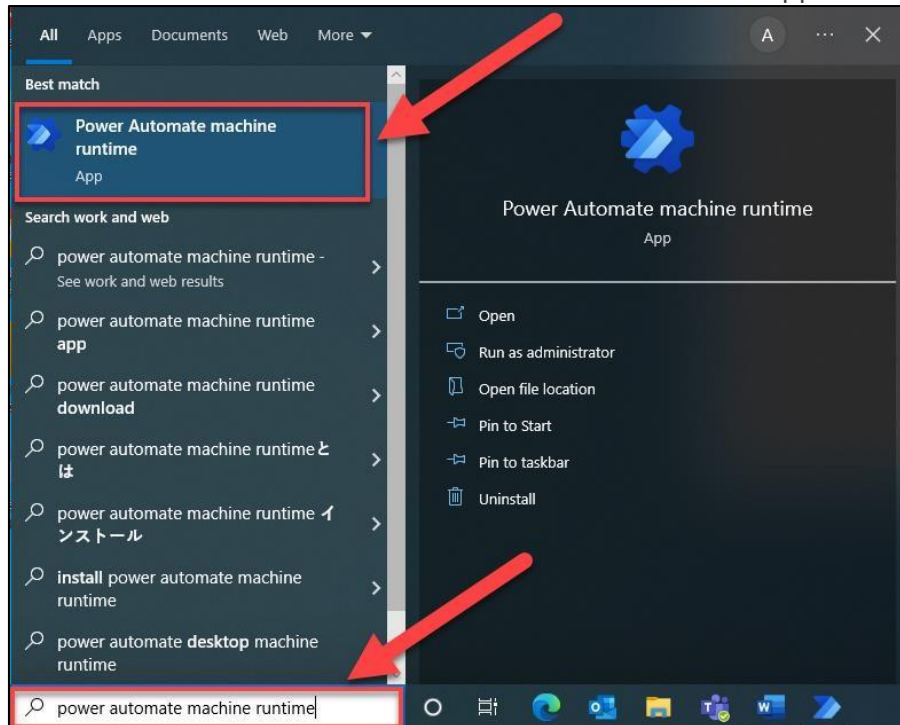
6. If you are logging into PAD for the first time, you might see the tour window. You can either **follow** the tour or **skip** the tour.



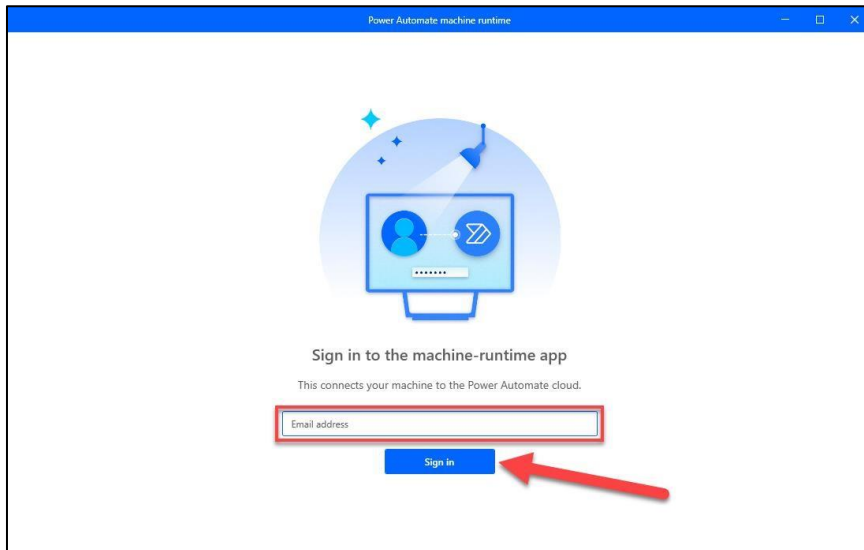
Register machine

Note: If you have not previously registered your machine to another environment, Power Automate Desktop will automatically register your machine to the default environment at the installing time, so you do not need to do the following steps manually. However, we still recommend you try to follow the steps below

7. Search for **Power Automate machine runtime** from the Windows search bar at the bottom of your desktop.
8. Select the **Power Automate machine runtime** app.

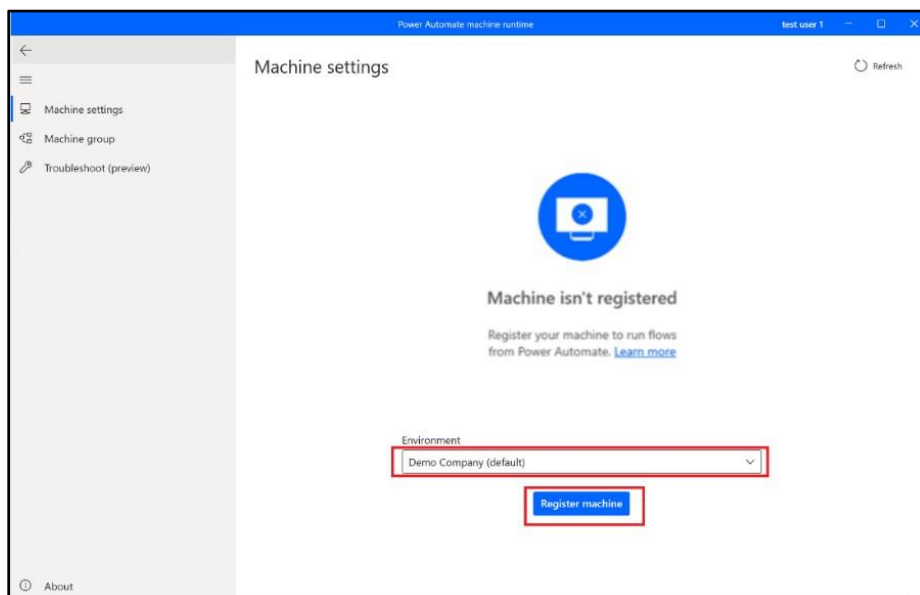


9. This will open the **Power Automate machine runtime** app. Please go ahead and **sign in** using the tenant account.



After logging in, you will see the screen below asking you to register your machine:

Note: If the machine has been auto registered for you, you will not see the screen below to register machine, instead you will see the screens in step #11. In that case, you can skip step #11.



10. You can select the **Register machine** button to register this machine to the default environment. If you have multiple environments and want to register this machine to a different environment than the default environment, you can use the

Environment dropdown menu to select the desired **environment (Contoso (default))** then select **register**.

Note: Power Automate will only allow the cloud flows in the registered environment to trigger desktop flows to run on this machine.

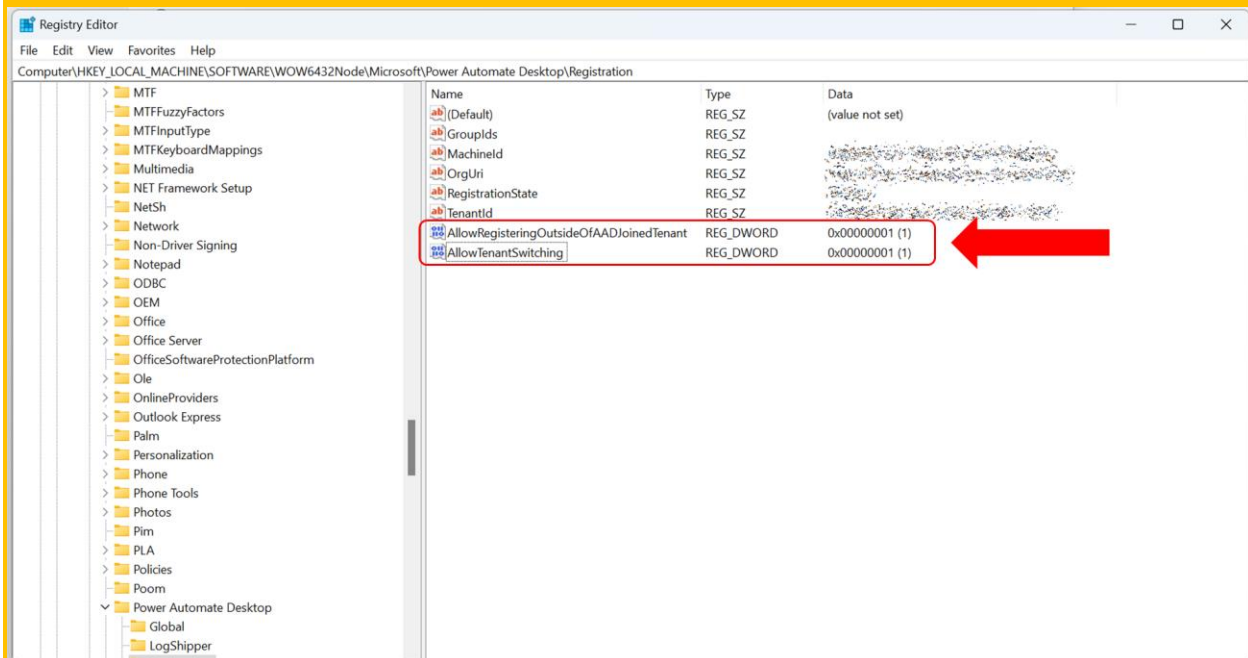
Note: If you cannot successfully register your machine to the demo tenant, you may need to allow your machine to register to a different tenant than the one it belongs to.

You will need to open regedit and add the 2 following registry values under:

Computer\HKEY_LOCAL_MACHINE\SOFTWARE\WOW6432Node\Microsoft\Power Automate Desktop\Registration

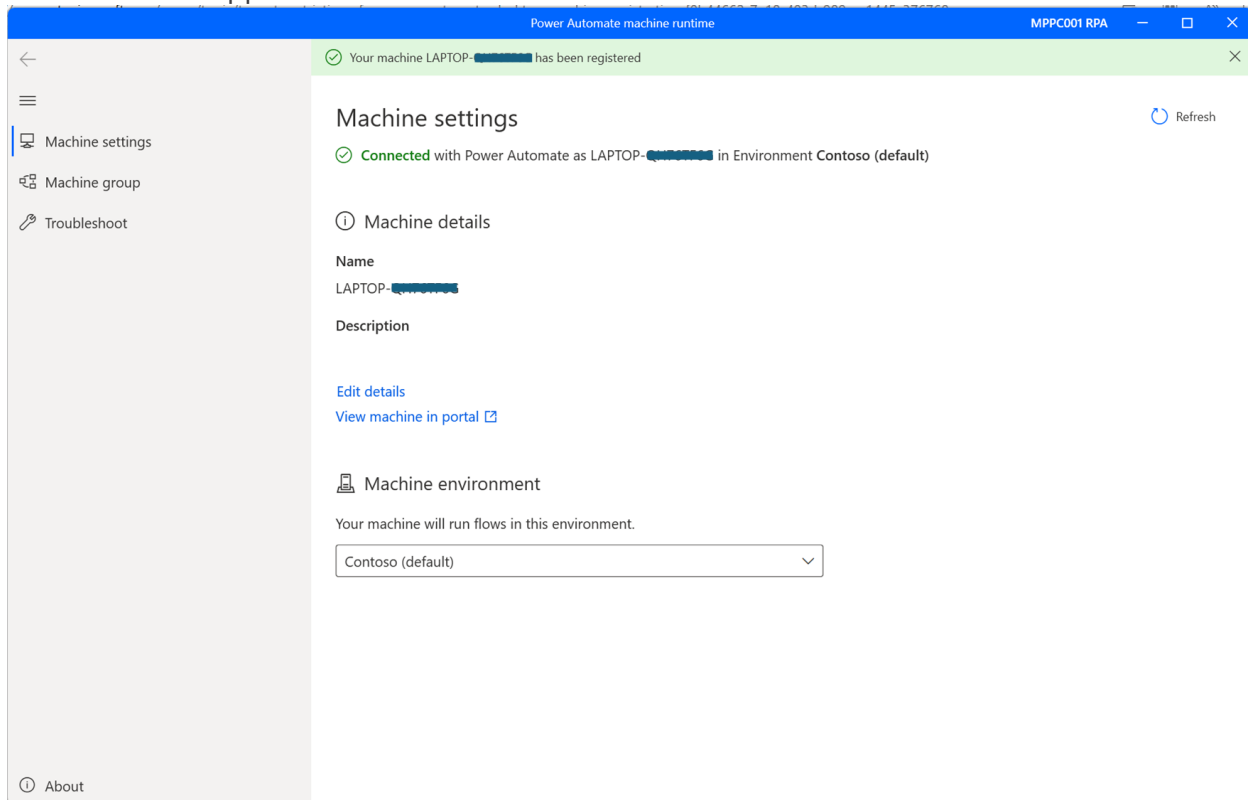
- Create a new DWORD value (Edit > new > DWORD (32 bit) value) named **AllowRegisteringOutsideOfAADJoinedTenant** and set it to **1**
- Create a new DWORD value (Edit > new > DWORD (32 bit) value) named **AllowTenantSwitching** and set it to **1**

It should look like this:



More information is available here: [Tenant restrictions for Power Automate desktop machine registration - Microsoft Support](#)

11. After registering successfully, you will see this information in the machine runtime app:



12. In the future, you can also use the **Machine group** settings to add more machines to one machine group and manage them together. You can learn more information about machine groups here: [Manage machine groups](#)

Note: Users will need either an Environment Maker or desktop Flow Machine Owner role permission to register machines. Before registering a machine, make sure that you have the required permissions, and there is an available environment to register the new machine in.

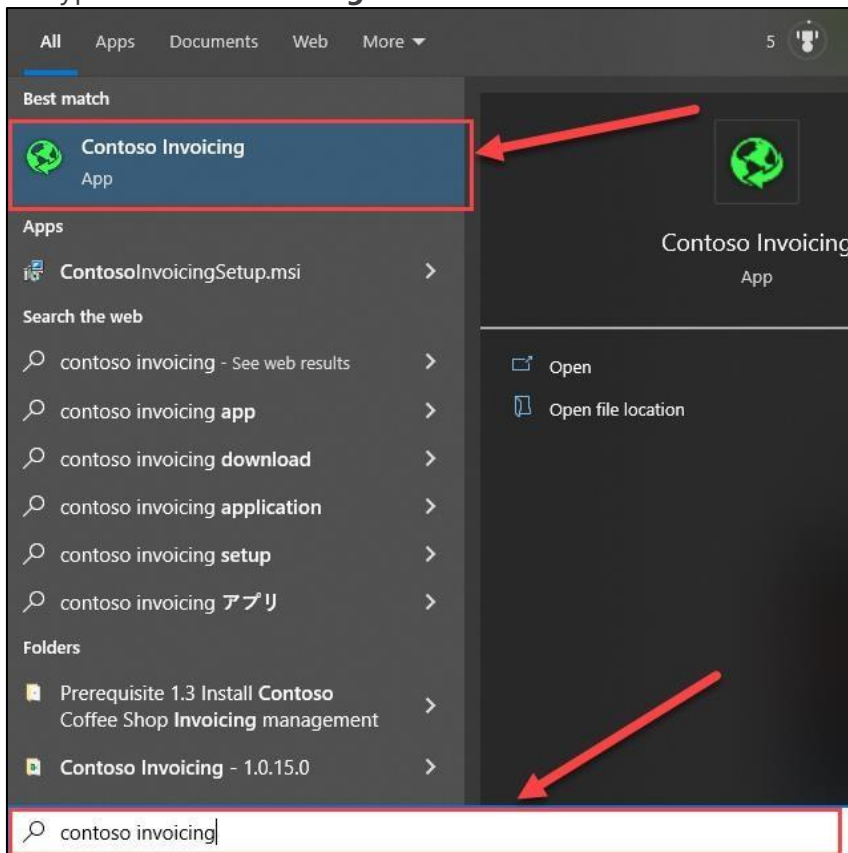
Install the Coffee Shop Contoso Invoice App (for lab scenario use)

1. In the lab, we will be using a Coffee shop company business scenario to see how we can automate their manual invoice processing steps using Power Automate desktop flow and cloud flows. This Coffee shop company is using a Win32 Windows application to manually manage their invoice system. First, let's **download** and **install** this application to prepare for the lab.

2. Download both **ContosoInvoicingSetup.exe** and **ContosoInvoicingSetup.msi** from the prerequisite lab #1 folder inside the **lab data packages**. Double-click the exe file to install the invoicing management application.

Note: You will need to select **More Information** and **Run it anyway** during the installation of the Contoso app if Windows Defender prompts that the app is coming from an untrusted source.

3. After the installation is fully completed, launch the **Contoso Invoicing app** from the Start menu using the search bar at the bottom of your desktop. Within the search bar, type **Contoso Invoicing**.

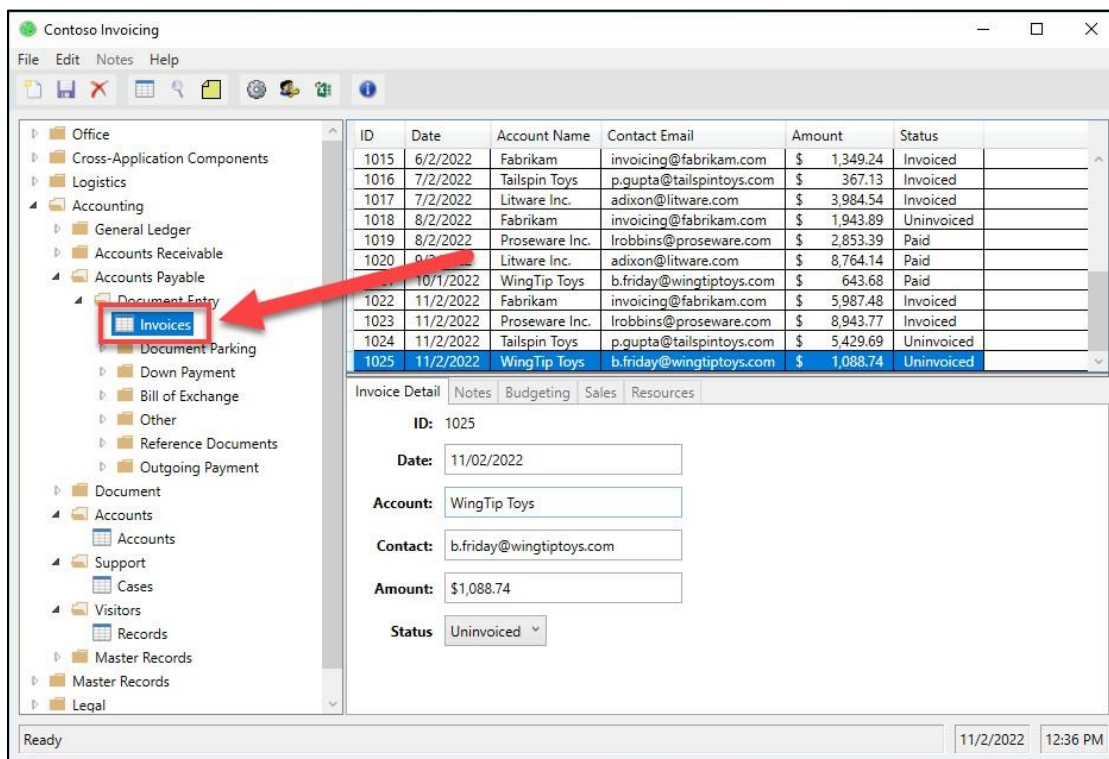


4. Right-click on the app icon located in the task bar at the bottom of your desktop and select the option to **pin** the app icon to the **task bar** for quick launch.

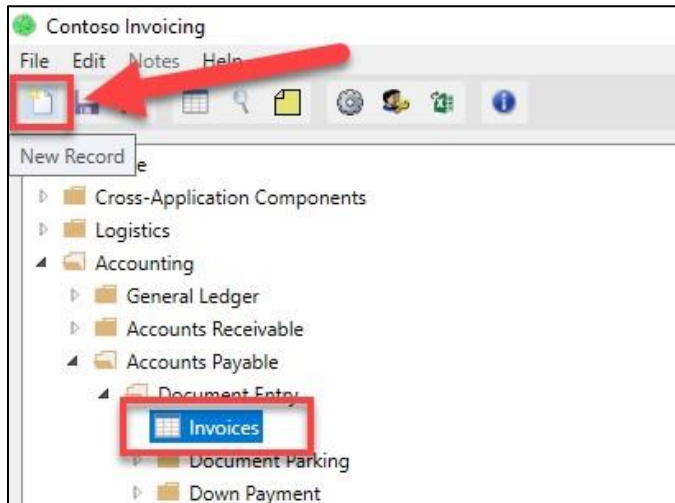


5. Now, let's spend some time getting familiar with the Contoso Invoicing App. We will look into how the Contoso Coffee shop employee usually manually enters a new invoice record into the company application system when there is a new invoice being received. This will help you better prepare for the following lab exercises

- i) With the **Contoso Invoicing App** open, select **Invoices** from the pane to the left of the screen.



- ii) Select the **New record icon** button from the ribbon at the top left corner of the screen to create a new invoice.



- iii) You can **fill in any information** for the new invoice in the text boxes that appear in the center of the screen

For this example, we input the following information:

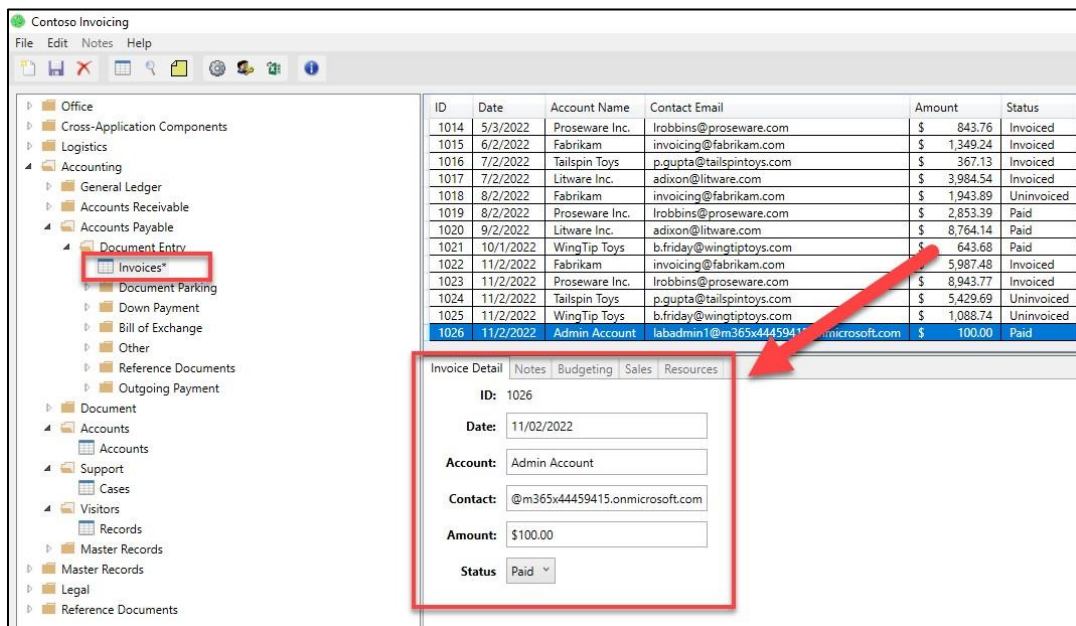
Date: (current date)

Account: Admin Account

Contact: (email we used to login to the accounts)

Amount: \$100.00

Status: Paid



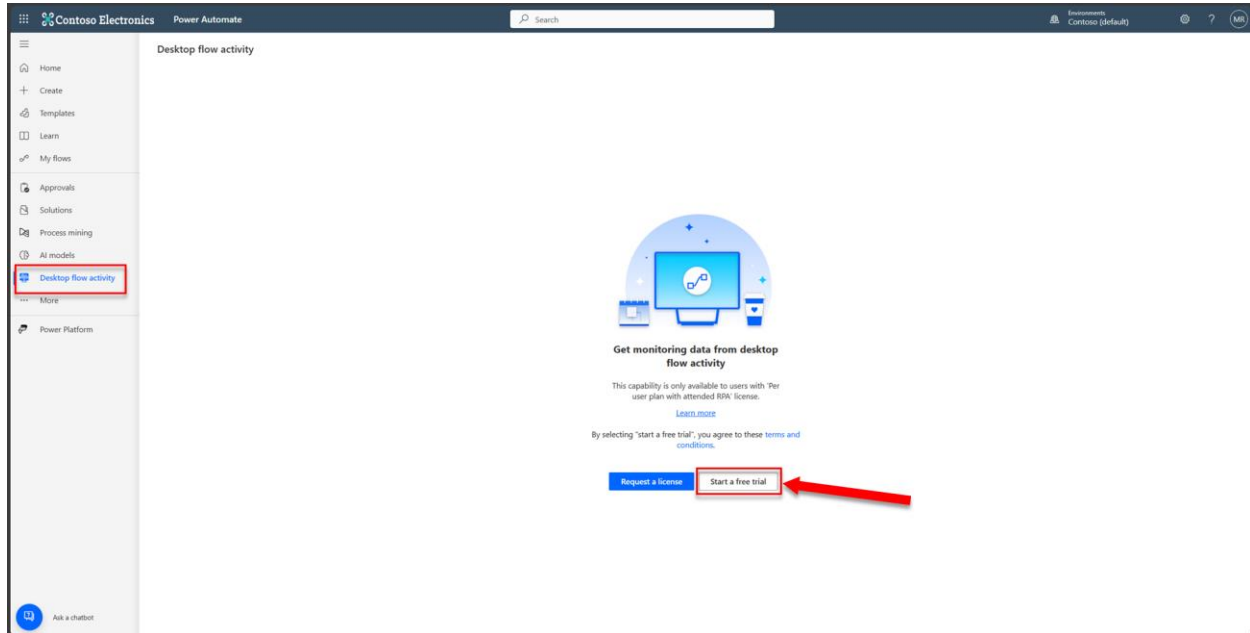
- iv) Select the **Save** icon button from the ribbon at the top left corner of the screen to save your new invoice

ID	Date	Account Name	Contact Email	Amount	Status
1014	5/3/2022	Proseware Inc.	Irobbins@proseware.com	\$ 843.76	Invoiced
1015	6/2/2022	Fabrikam	invoicing@fabrikam.com	\$ 1,349.24	Invoiced
1016	7/2/2022	Tailspin Toys	p.gupta@tailspintoys.com	\$ 367.13	Invoiced
1017	7/2/2022	Litware Inc.	adixon@litware.com	\$ 3,984.54	Invoiced
1018	8/2/2022	Fabrikam	invoicing@fabrikam.com	\$ 1,943.89	Uninvoiced
1019	8/2/2022	Proseware Inc.	Irobbins@proseware.com	\$ 2,853.39	Paid
1020	9/2/2022	Litware Inc.	adixon@litware.com	\$ 8,764.14	Paid
1021	10/1/2022	WingTip Toys	b.friday@wingtip toys.com	\$ 643.68	Paid
1022	11/2/2022	Fabrikam	invoicing@fabrikam.com	\$ 5,987.48	Invoiced
1023	11/2/2022	Proseware Inc.	Irobbins@proseware.com	\$ 8,943.77	Invoiced
1024	11/2/2022	Tailspin Toys	p.gupta@tailspintoys.com	\$ 5,429.69	Uninvoiced
1025	11/2/2022	WingTip Toys	b.friday@wingtip toys.com	\$ 1,088.74	Uninvoiced
1026	11/2/2022	Admin Account	labadmin1@m365x44459415.onmicrosoft.com	\$ 100.00	Paid

Enable Power Automate trial (may already be setup)

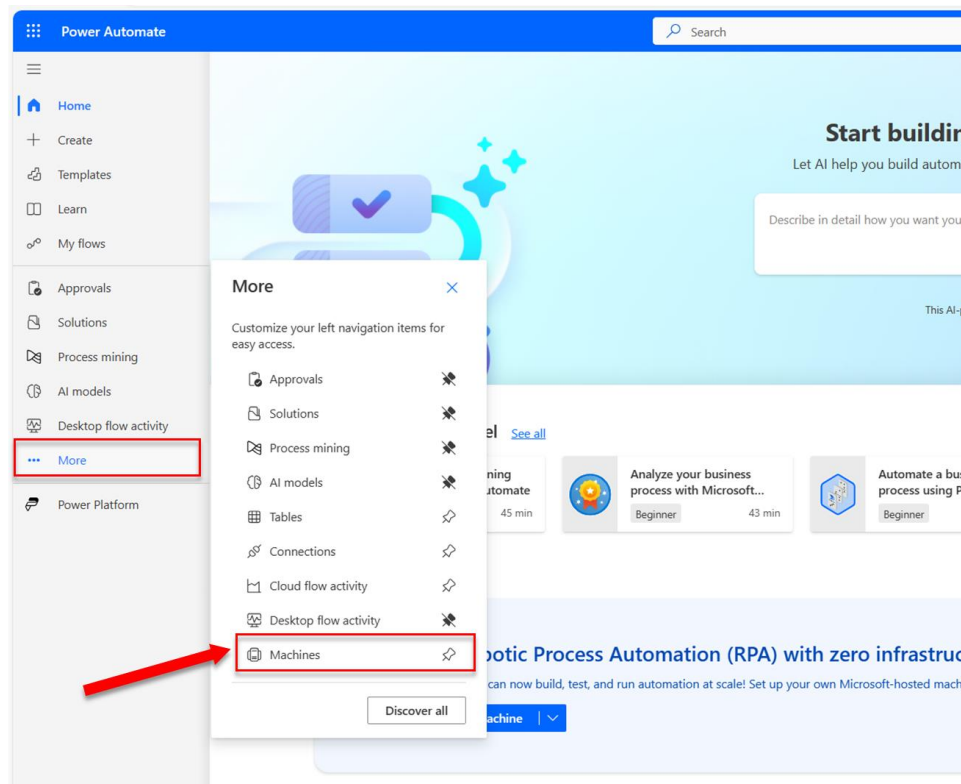
1. Go to Powerautomate.com, **sign-in** with your workshop account and then click on **Get started**

2. Select **Desktop flow activity** from the left navigation pane and then click on **Start a free trial**

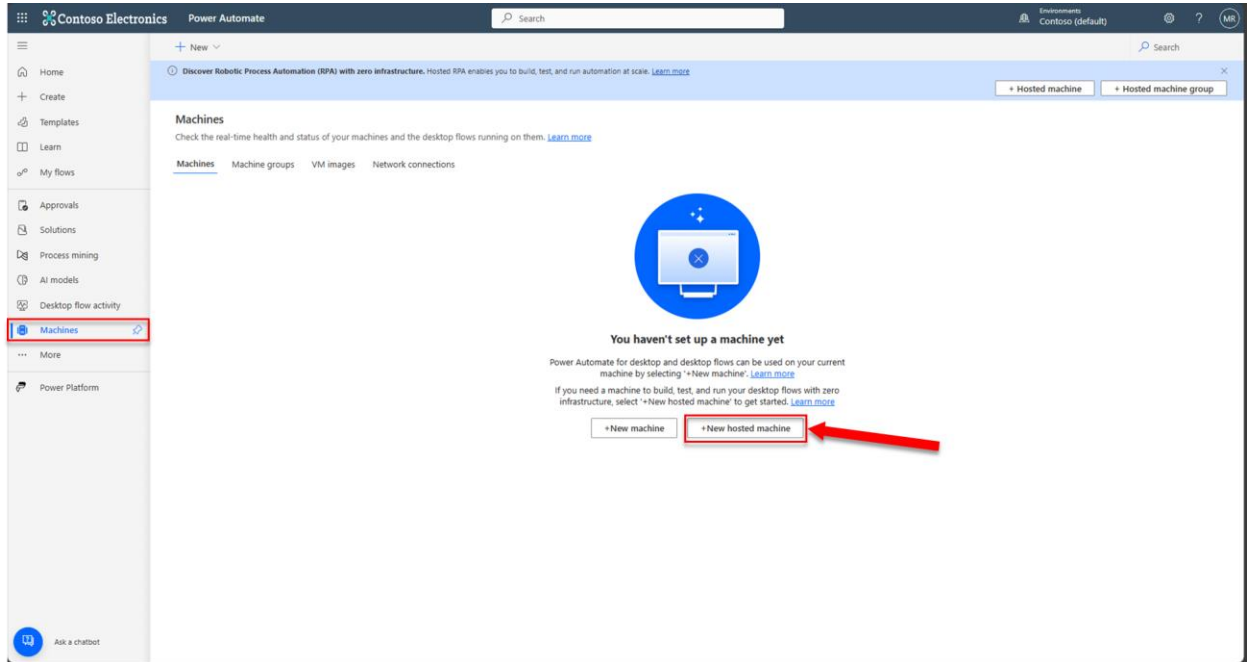


[Not required, only if you got one assigned] Create a hosted machine

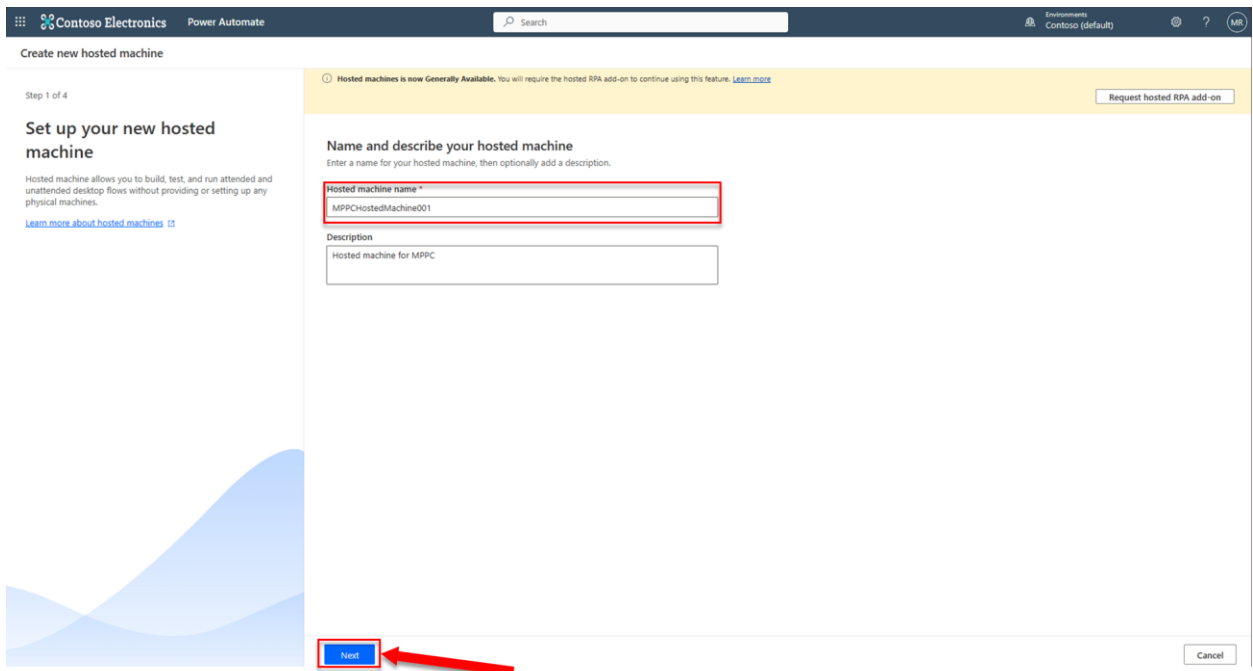
1. From Powerautomate.com, go to the left nav and select **...More** then **Machines**



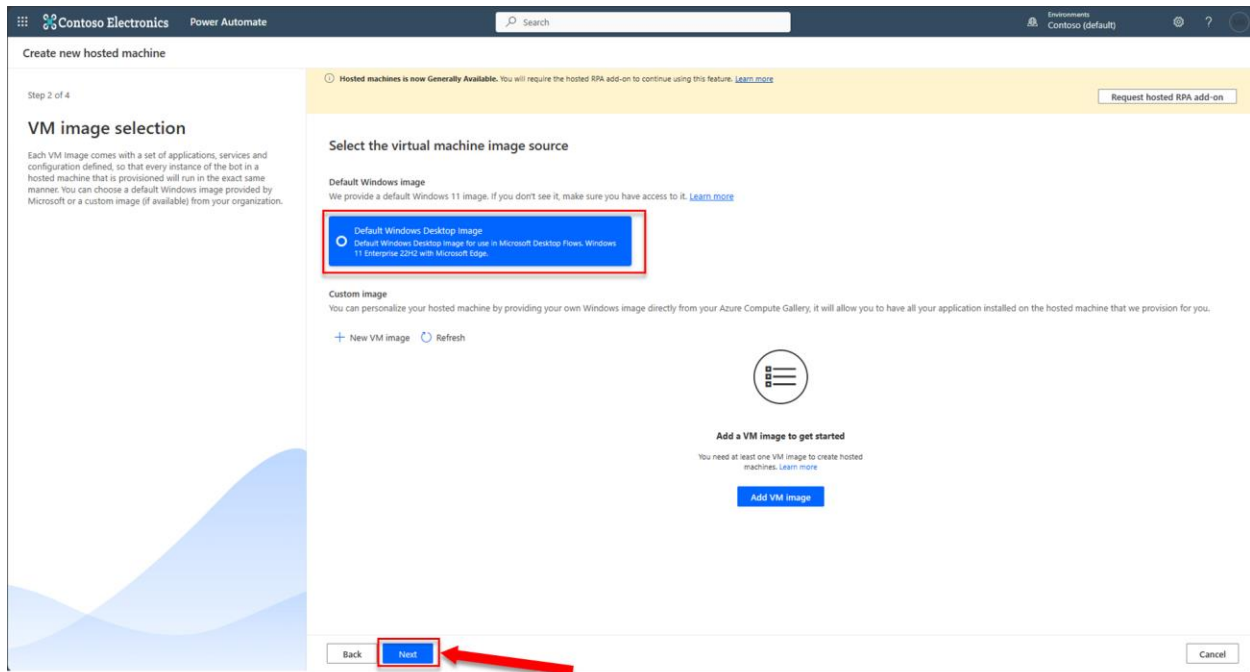
2. Select **New Hosted machine**



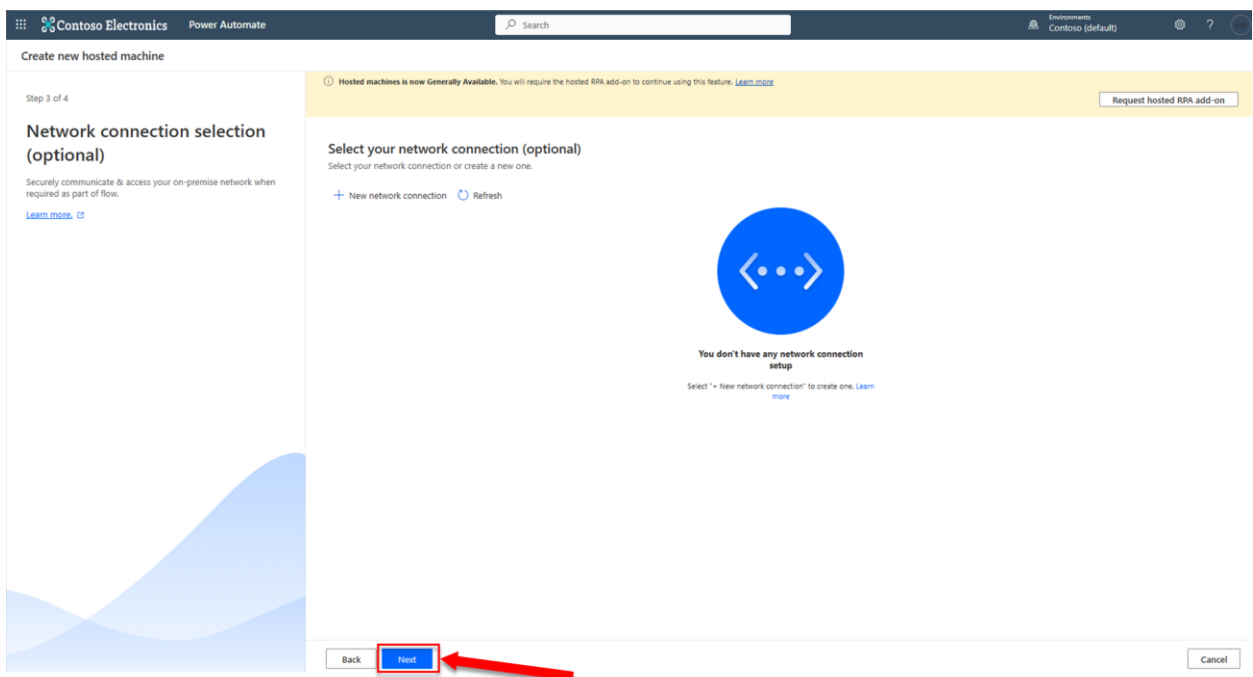
3. Give your hosted machine a name: **MPPCHostedMachine'** + your workshop ID number (e.g.: **001**), then click **Next**.



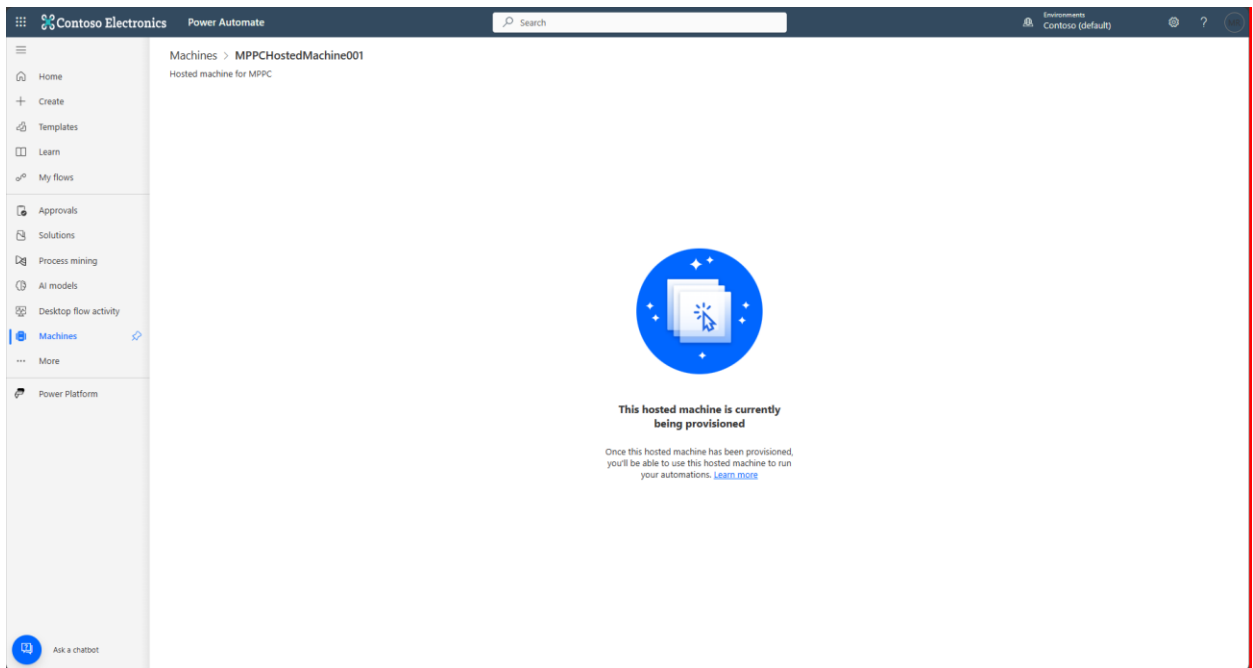
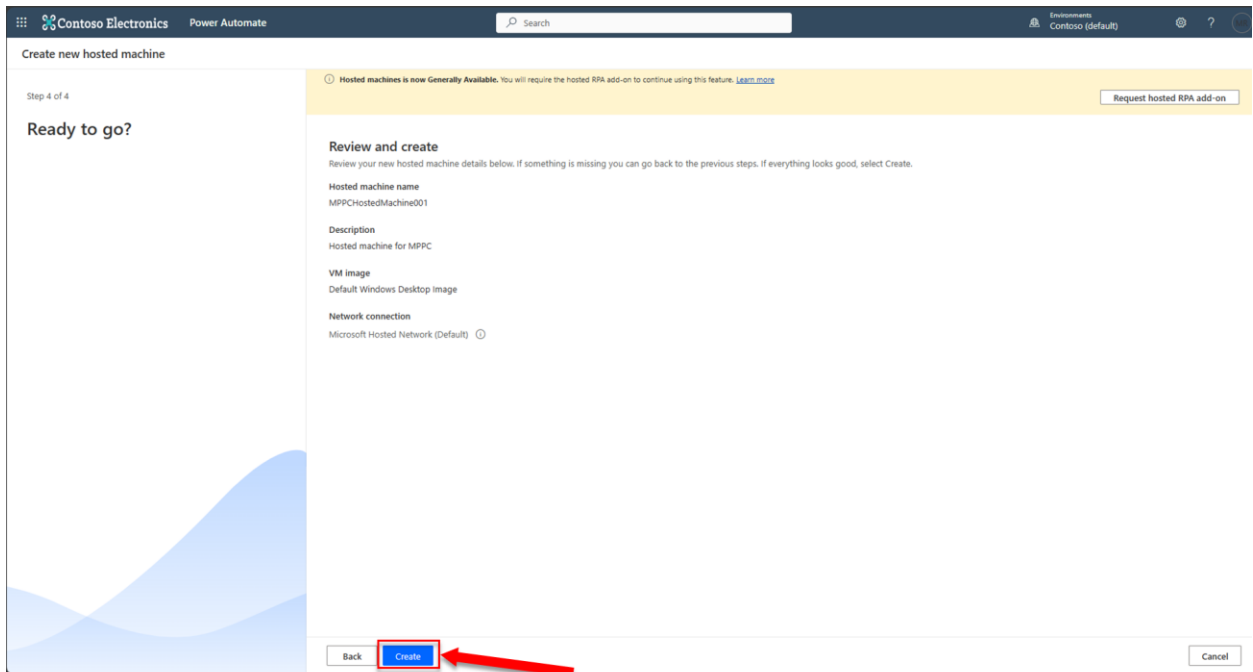
4. Select the default Windows Desktop Image which is suitable for Web automation. It is a Vanilla Windows 11 image without any software installed except Microsoft Edge. Then click **Next**.



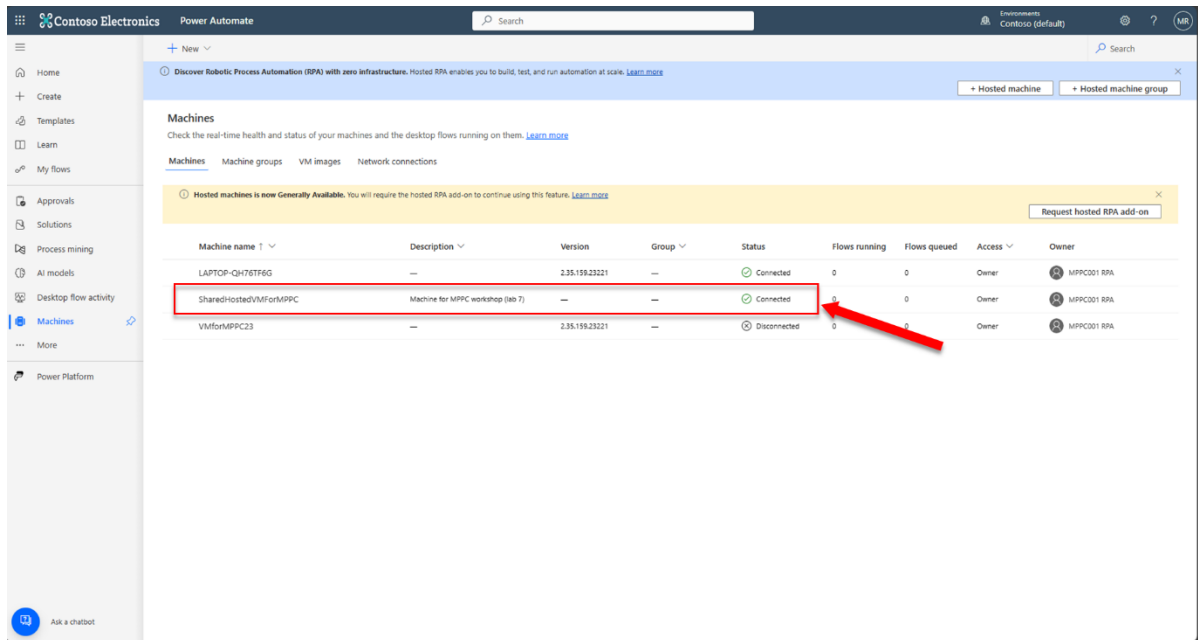
5. The 3rd step is optional and only required if you need your hosted machine to be able to access your corporate network resources (like an on premise SQL server). Here we don't need anything like that, we can just press **Next** and skip this step.



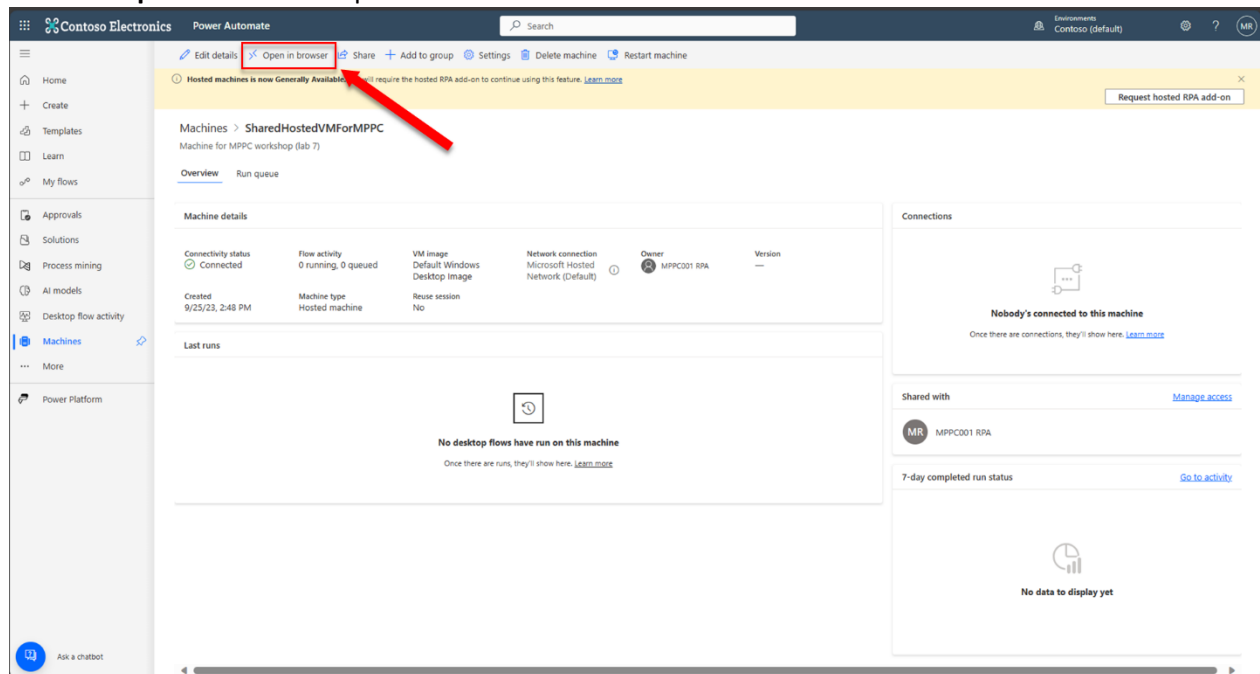
6. That's it, you're ready to launch the creation of your hosted machine. Click on **Create**.



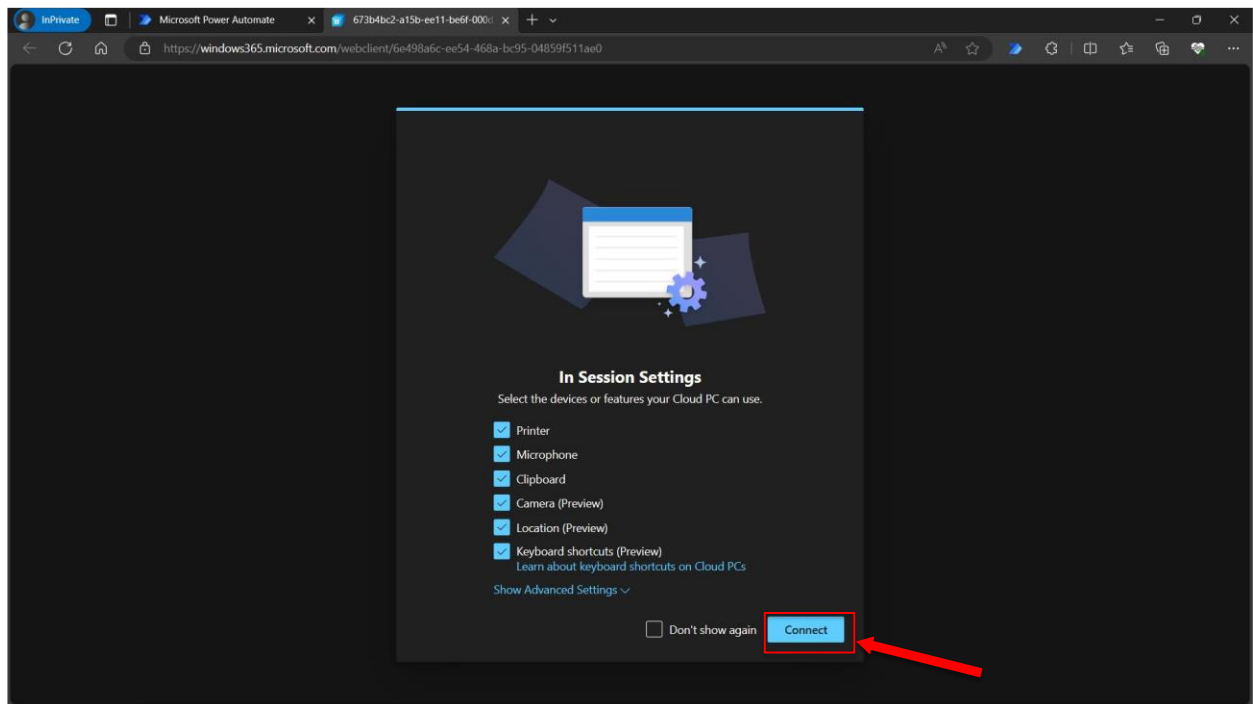
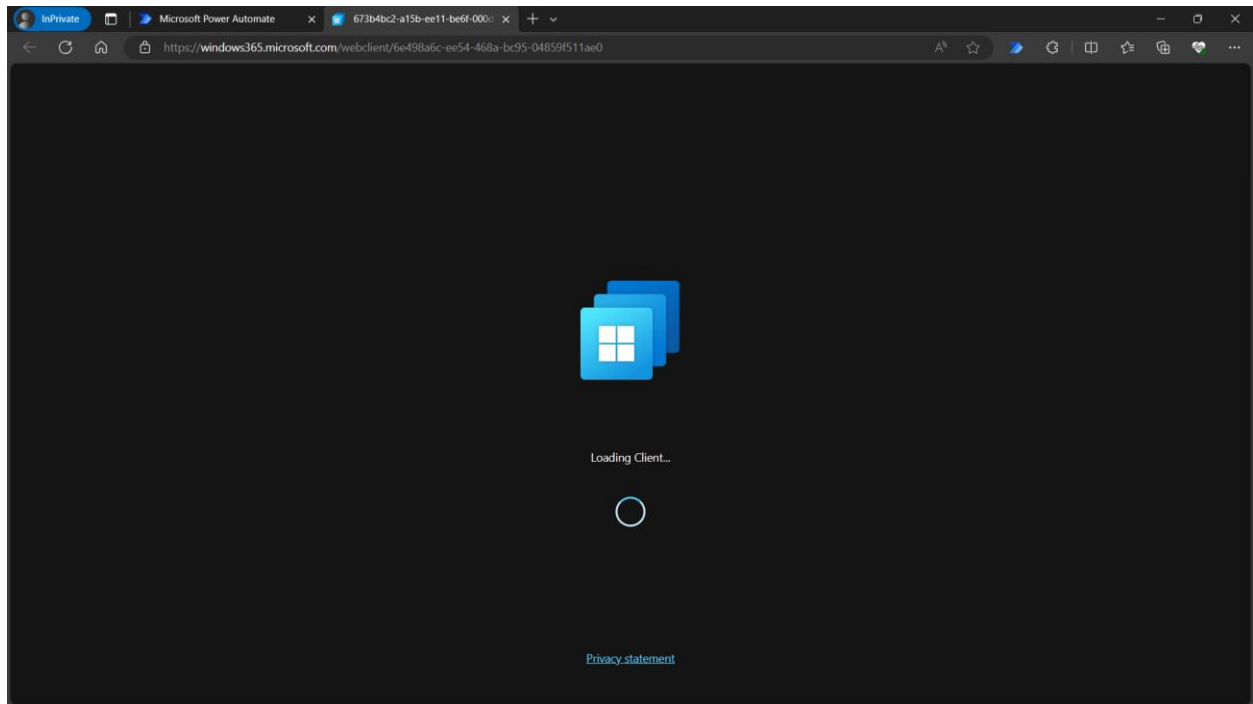
7. It will take up to 20 minutes to get your hosted machine created. Once it is available, you will be able to login to it. You can find it in the Power Automate portal under the “Machines” view:



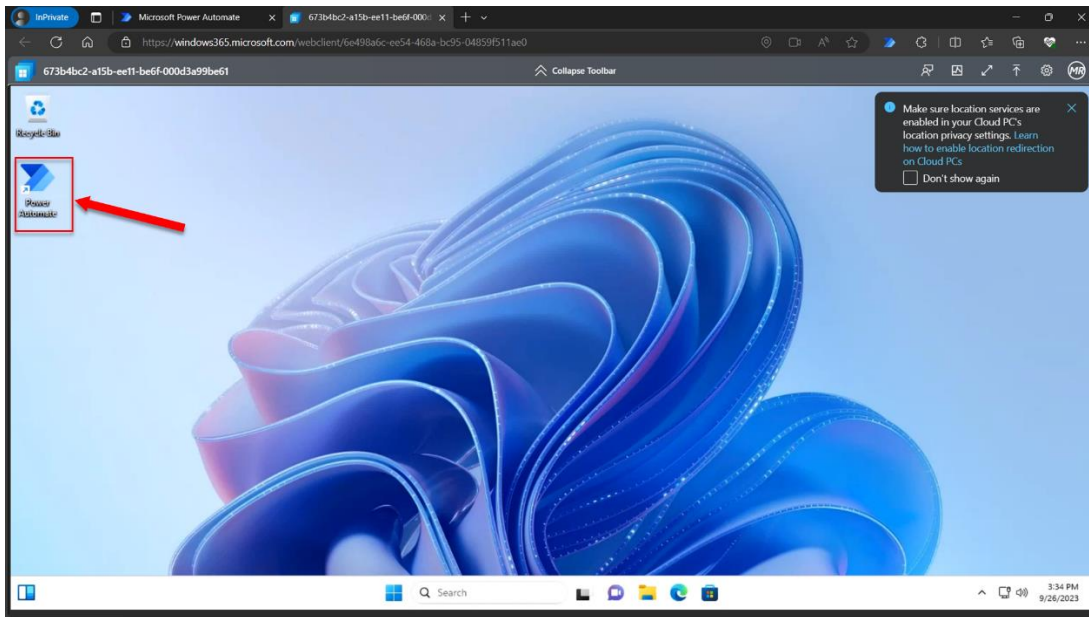
- Its status should be “connected”, click on its name to go to the details page, then select the “Open in browser” option:



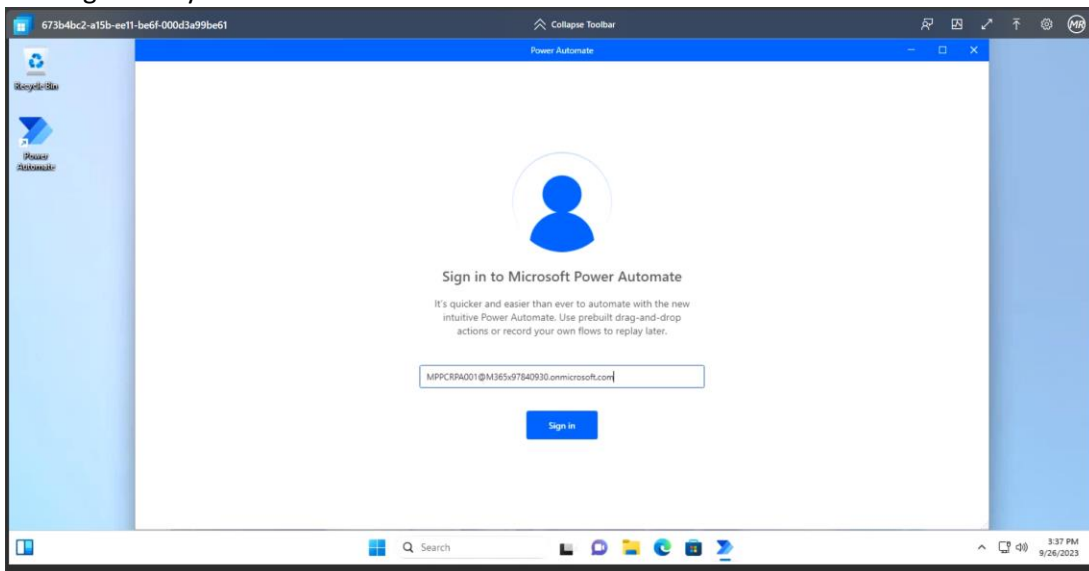
- This will open the machine in a new browser tab, click on “Connect” button:



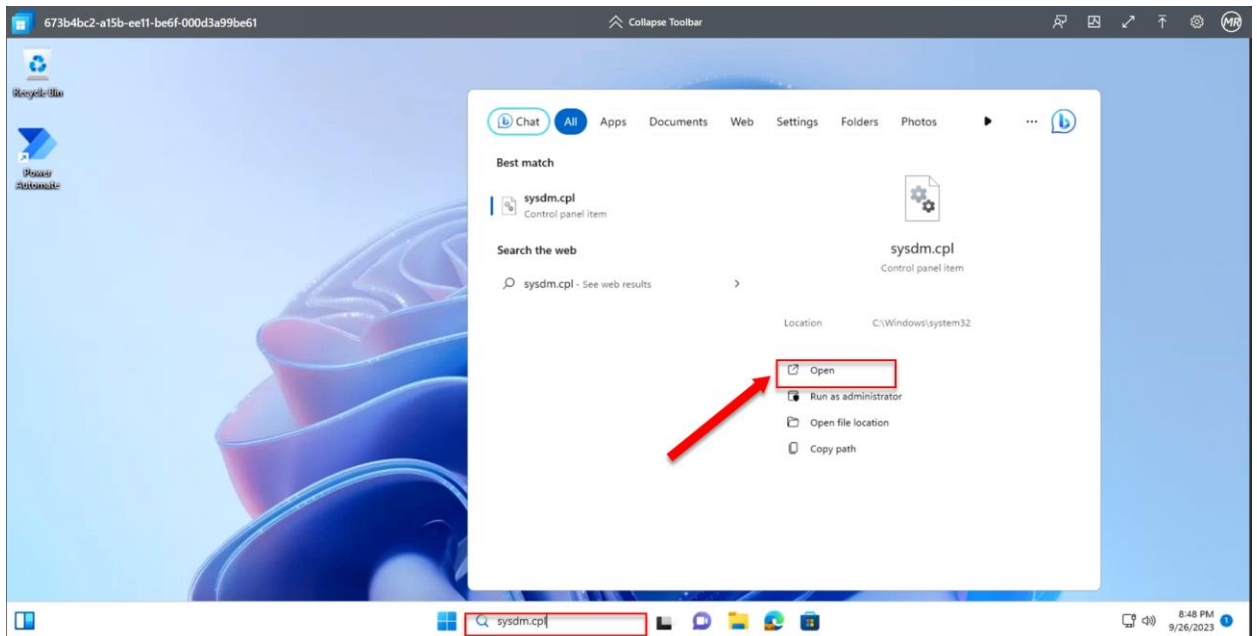
10. Your machine is ready to go, open **Power Automate for Desktop** using the shortcut from the desktop:



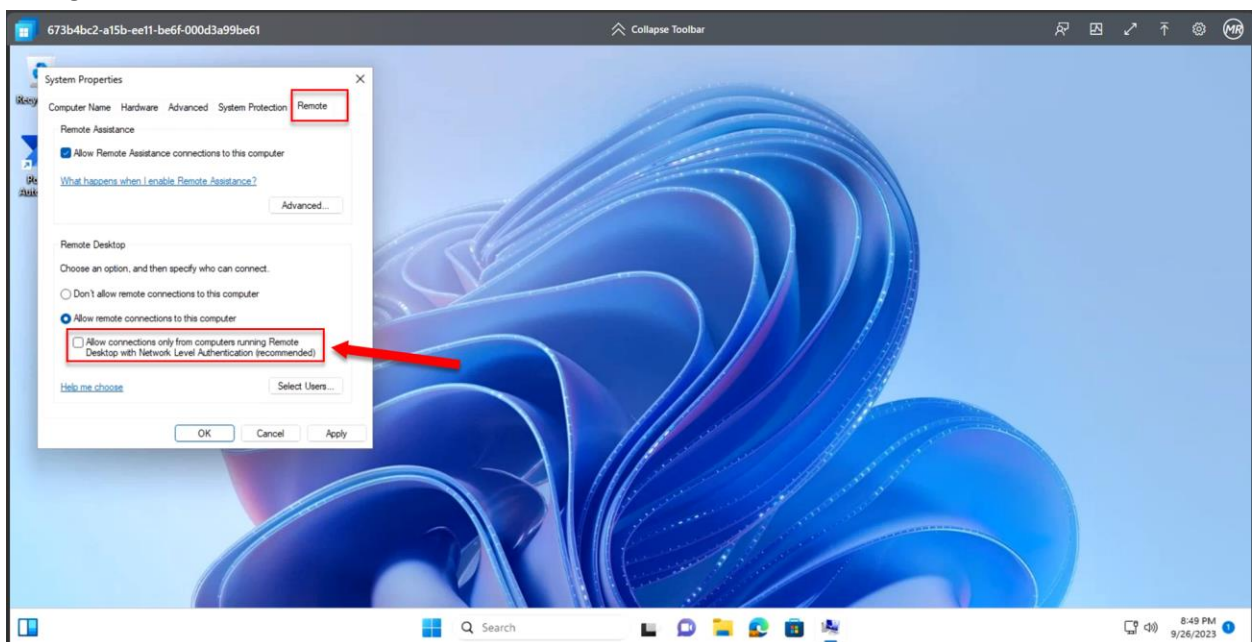
11. Login with your MPPC account:



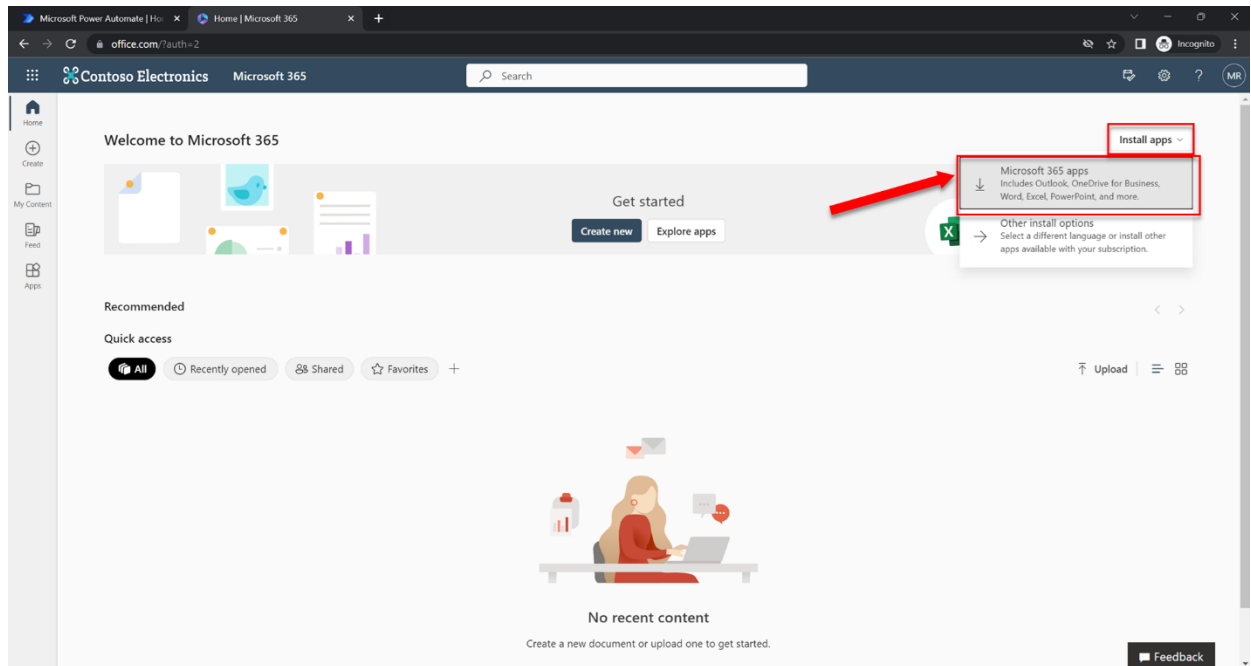
13. To run unattended, you will need to disable an option that prevents desktop flows to run unattended. In the search bar type in: **sysdm.cpl** and click **open**:



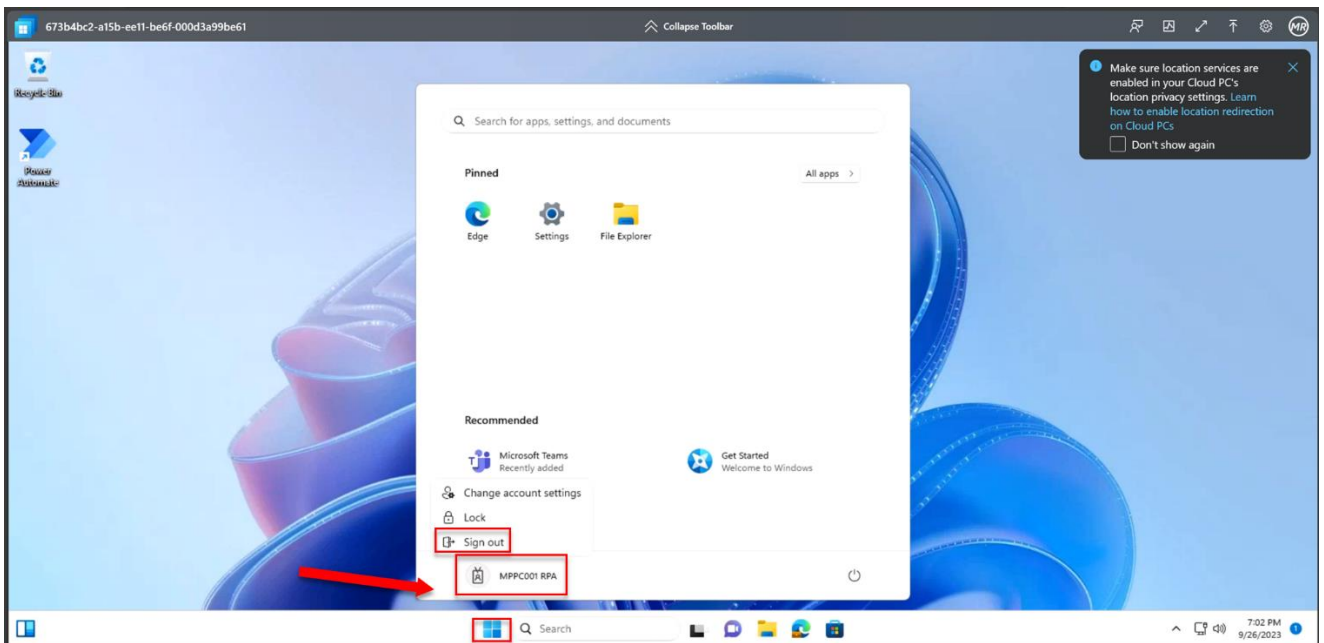
14. Go to **Remote** tab, Ensure **Allow connections only from computers running Remote Desktop with Network Level Authentication** checkbox is unchecked. Then click on **Apply** and **OK** to close the dialog box.



15. Some labs require Office applications to be installed. Go to Office.com, sign-in with your workshop account then select **install apps** button:



16. You can now sign out from the hosted machine by clicking on Windows icon in the taskbar > Your account name > Sign out:



Congratulations! Now you have completed all the pre-requisites and understand how an invoice record is manually processed by the Contoso Coffee shop employee. You are now ready for the labs to automate the whole process using Power Automate.

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