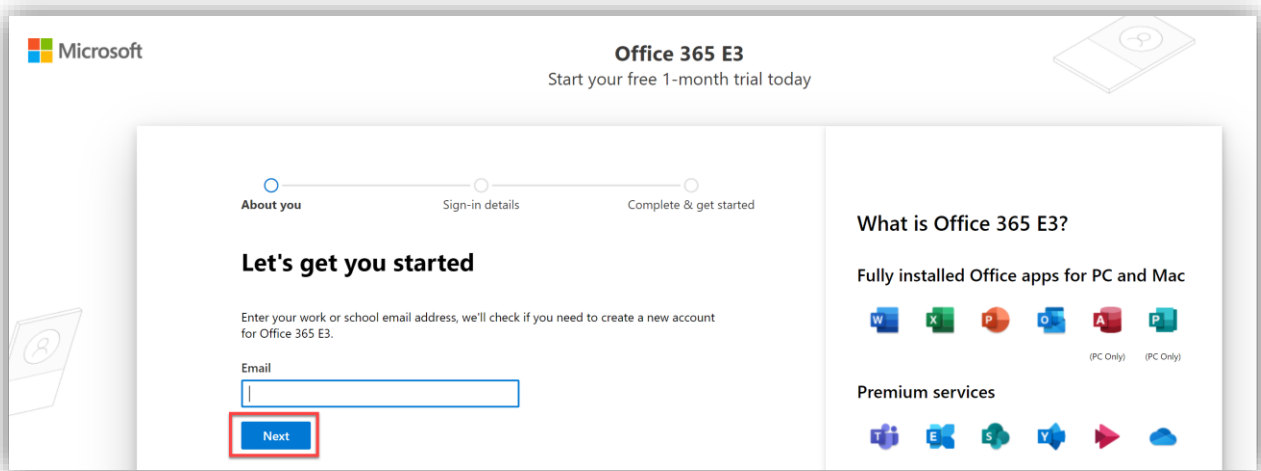


## Setup Power Platform and O365 tenant

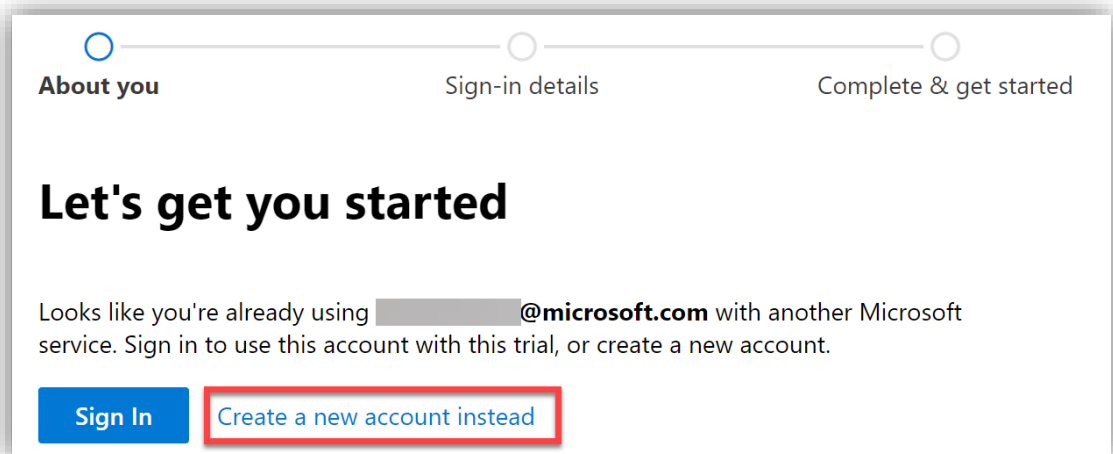
This document is intended to help setup a tenant provisioned from a trial to run the Power Platform hack. Following the steps documented below, you can use any email address to set up the environments. DO NOT add this trial to your work/production credentials.

### Step 1 - Create a new training tenant.

- Start a trial of Power Apps. Using a **private browser session**, navigate to <https://signup.microsoft.com/create-account/signup?products=83d3609a-14c1-4fc2-a18e-0f5ca7047e46&ali=1>
- Provide an email and click **Next**.
- Click **Setup account**.
- Follow the wizard to complete the sign-up process.
- With the user you created login to admin.microsoft.com.
- Fill in your work email address and click **Next**



- Click on **Create a new account instead**



- Fill in your details and then click **Next**

The screenshot shows the 'Tell us about yourself' step of the Microsoft account setup. At the top, there are three progress indicators: 'About you' (active), 'Sign-in details', and 'Complete & get started'. The form includes fields for 'First name', 'Middle name (Optional)', 'Last name', 'Business phone number', 'Company name', 'Company size' (a dropdown menu), and 'Country or Region' (a dropdown menu showing 'United States'). Below these fields, there is a checkbox for '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, view the [Privacy Statement](#).' The 'Next' button at the bottom is highlighted with a red rectangle.

- Select **Text me** or **Call me**, enter your **phone number** and select **Send verification code**

This screenshot shows the same 'Tell us about yourself' form, but with additional options for verification. Below the 'Country or Region' dropdown, there are two radio buttons: 'Text me' (selected) and 'Call me'. Below these, there are dropdown menus for 'Country code' (showing '(+1) United States') and a text input field for 'Phone number'. A note states: 'We don't save this phone number or use it for any other purpose.' The 'Send verification code' button is highlighted with a red rectangle, and a 'Back' button is also visible.

- Enter your verification code and click **Verify**

- Enter a **username** and **tenant/domain name**. We suggest using something unique and personal to you for the domain (e.g., your name, JoesCILab5, etc...). Click on **Save** (you will receive a notification if the domain name you chose isn't available. Try again until you have one that's accepted. Sometimes just adding a number to the end will make it unique)

Progress bar: ☒ About you | ☐ **Sign-in details** | ☐ Complete & get started

## How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username:  Domain name:  .onmicrosoft.com **Save**

- Enter a **Password**, **Confirm password** and click **Next** (note your password)

Progress bar: ☒ About you | ☐ **Sign-in details** | ☐ Complete & get started

## How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username:  Domain name:  .onmicrosoft.com [Edit](#)

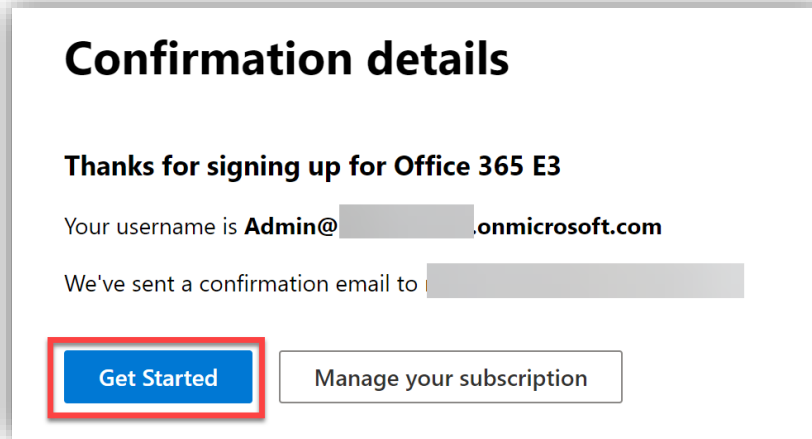
Password:

Confirm password:

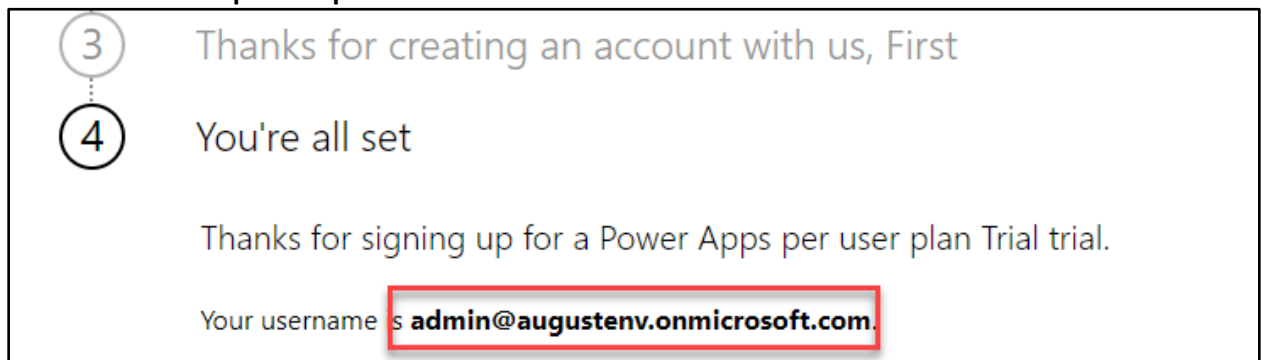
By selecting **Next**, you agree to our [trial agreement](#).

**Next**

- You will receive a confirmation email, but please note your username (you'll have something like admin@CIILTLab.onmicrosoft.com). Click **Get Started**



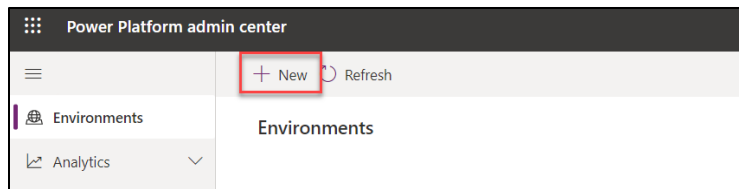
#### Office 365 E3 trial setup is complete



- Add a billing address (i.e. One Microsoft Way, Redmond, WA 98052)
- Add a trial of Office 365 E3. Assign one of these licenses to your admin user. (Make sure you do Office 365 E3 **not Microsoft 365 E3**). Provide billing address if prompted.
- Login to <https://make.powerapps.com> with Admin once.
- In the same browser session, navigate to aka.ms/ppac and make sure you can see the default environment.
- Click on the default environment.
- Grant your user Environment Admin permission
- Click **Edit**.
- Change the environment name to **Personal Productivity** and click **Save**.

#### Create a new Trial environment

- Select **Environments** and click **+ New**.



- Enter **My Sandbox (Your initials)** for **Name**
- Select **Trial** for **Type**
- Select your **Region**, select **Yes** for **Create a database for this environment**, and click **Next**.

**New environment** ✕

Name \*

My Sandbox HR

Type ⓘ \*

Trial

Region \*

Local environments can provide quicker data access.

United States - Default

Purpose

Describe the environment purpose

Create a database for this environment? ⓘ

☒ Yes

Next Cancel

- If you get an error that says not enough capacity, go back and make sure you selected Trial on the prior page.
- Select **USD(\$)** for **Currency** and click **Save**.

Note: USD currency ensures you won't have problems with data from the hands on labs

- Wait for the environment to be created. The state will change to **Ready** when the environment is ready.

+ New Refresh Search			
Environments			
Environment	Type	State	Region
My Sandbox HR	Trial (30 days)	Ready	United States

-