

# Hands-on Labs: CloudLabs Attendee Experience



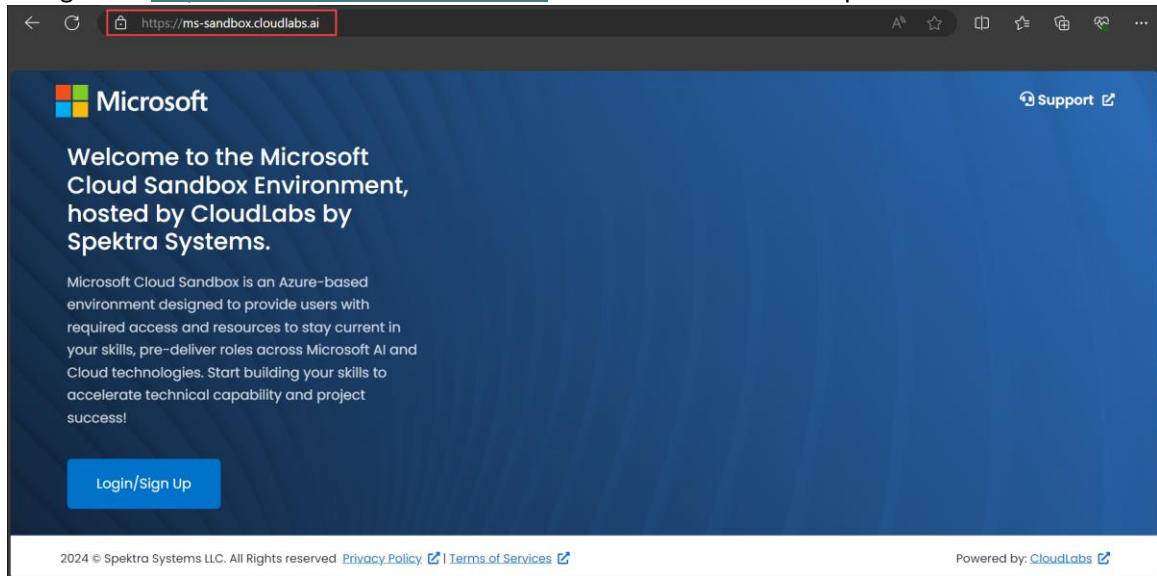
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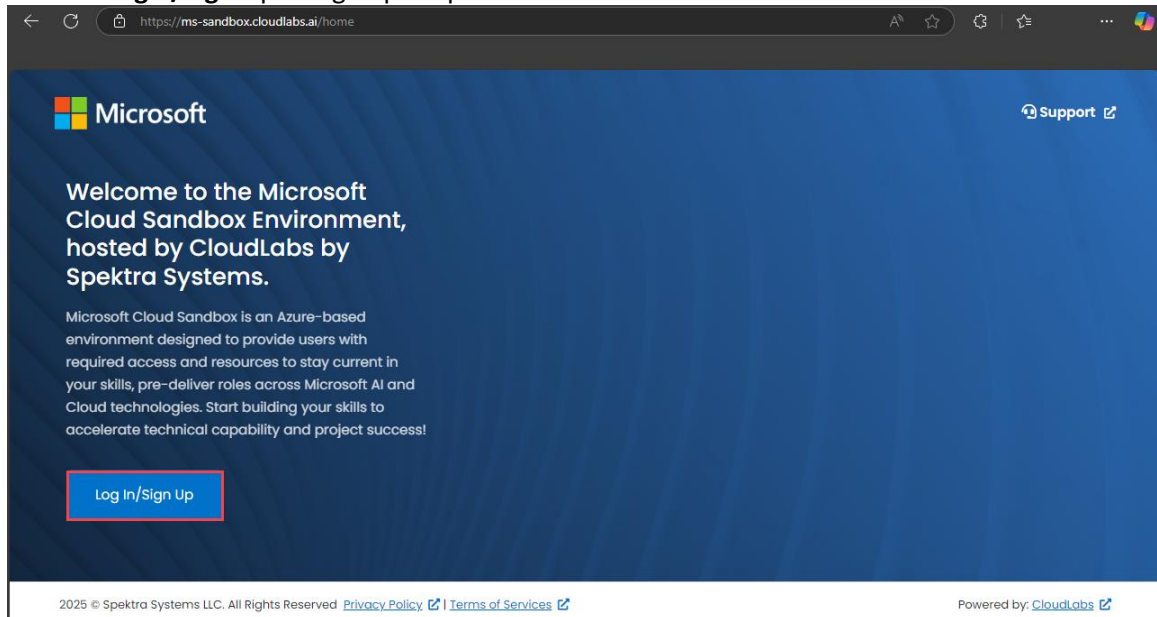
## How to Access and Launch Your Course via CloudLabs portal

The guide below provides information on how to sign up, redeem your voucher, and launch your Agentic AI Accelerator labs using CloudLabs portal.

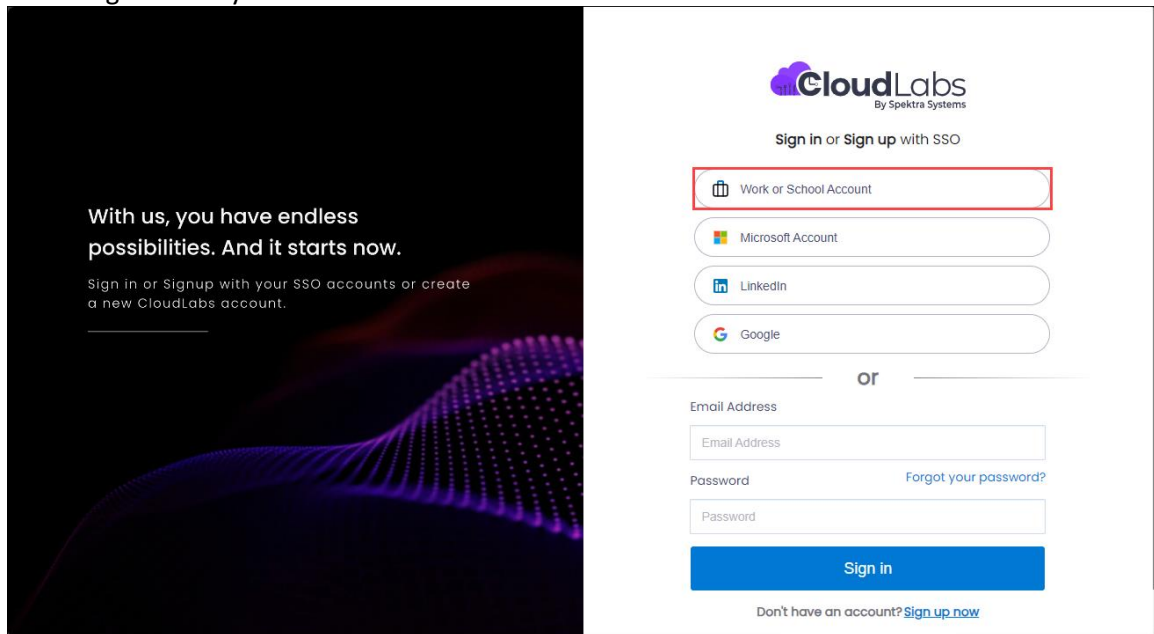
1. Navigate to <https://ms-sandbox.cloudlabs.ai/> to access the CloudLabs portal.



2. Click on **Login/Sign Up** to sign up for portal.



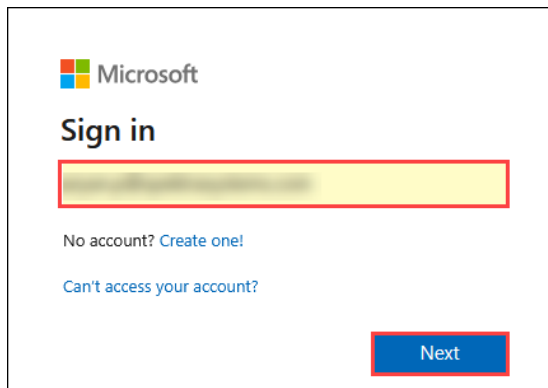
3. Select Sign in with your **Work or School account**.



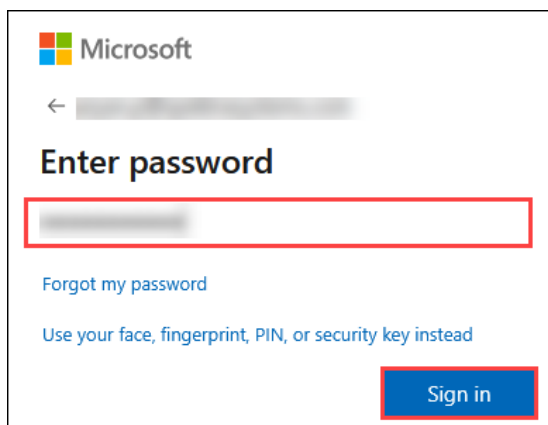
The image shows the CloudLabs login page. On the left is a dark banner with the text: "With us, you have endless possibilities. And it starts now. Sign in or Signup with your SSO accounts or create a new CloudLabs account." On the right is the login form. At the top is the CloudLabs logo (By Spektra Systems) and the text "Sign in or Sign up with SSO". Below this are four buttons for SSO login: "Work or School Account" (highlighted with a red box), "Microsoft Account", "LinkedIn", and "Google". Below these is a section separated by "or". It contains an "Email Address" field, a "Password" field, and a "Sign in" button. There are also links for "Forgot your password?" and "Don't have an account? Sign up now".

**Note:** If you're prompted to request admin permissions, follow the [User Sign-Up Guide linked here](#).

4. Enter your **credentials**. Provide your valid **work or school email address** and **password**.

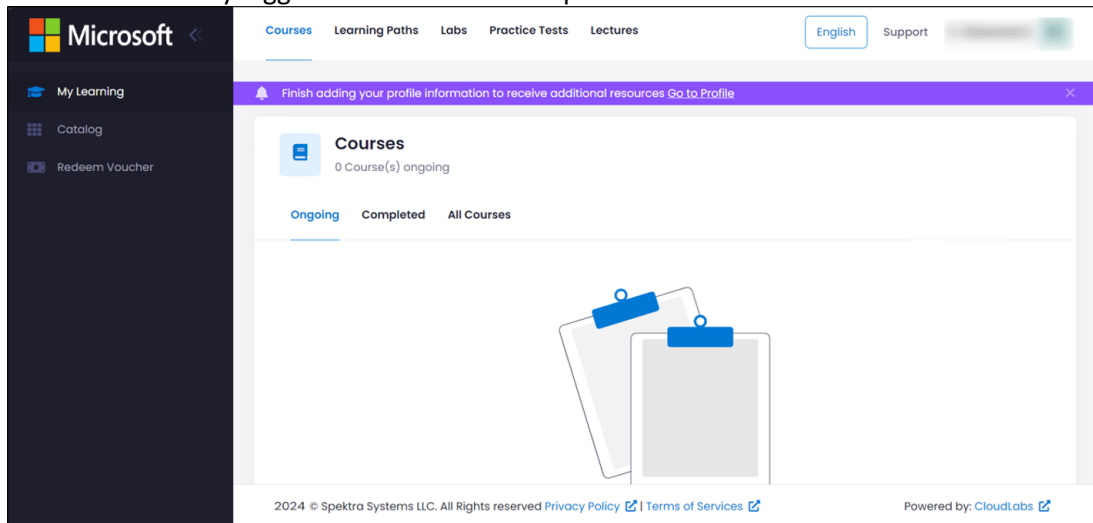


The image shows the Microsoft "Sign in" screen. It features the Microsoft logo and the text "Sign in". Below this is a text input field (highlighted with a red box) for the email address. Underneath the field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right is a blue "Next" button.

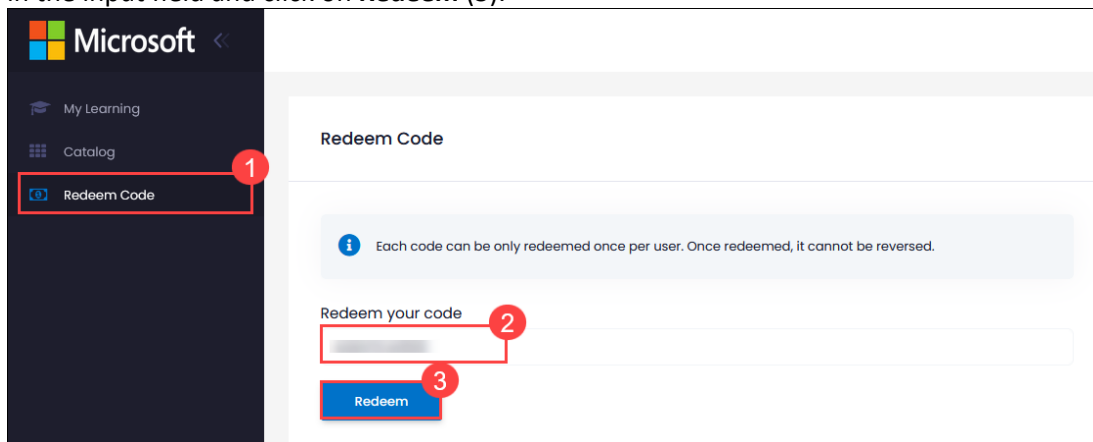


The image shows the Microsoft "Enter password" screen. It features the Microsoft logo and a back arrow. Below the arrow is the text "Enter password". Underneath is a password input field (highlighted with a red box). Below the field are two links: "Forgot my password" and "Use your face, fingerprint, PIN, or security key instead". At the bottom right is a blue "Sign in" button.


5. You've successfully logged in to the CloudLabs portal.




6. Navigate to the **Redeem Code** (1) section from the main dashboard. Enter the **voucher code** (2) in the input field and click on **Redeem** (3).



7. Once the voucher is redeemed successfully, a confirmation message will be displayed, and you will be automatically redirected to the Courses page. If you are not redirected automatically, please click on the **Go to Courses** button manually.



Register



## Accelerate Agentic AI

This hands-on workshop series is designed to equip you with practical skills in building AI agents using Azure AI, Microsoft 365 Copilot, and Microsoft Foundry. You will create simple and RAG agents, integrate enterprise data through Azure AI Search, build multi-agent workflows, and deploy agents as reliable cloud services. The sessions also cover safety controls, monitoring with AgentOps, and human-in-the-loop workflows, preparing you to operate secure, compliant, enterprise-grade AI agents at scale.

🕒 12 Hours




Azure
Foundry
m365

You have successfully completed the registration. Your Courses has been added to 'My Learning' Page.

You will be redirected to Courses page in 5 sec...

[Go To Courses](#)

8. Upon successful login, you will be redirected to a curated course created specifically for this event.

## Accelerate Agentic AI


[1 Learning Paths](#) |
 [🕒 12 Hours](#) |
 Azure
Foundry
m365

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[Read Less](#)

Items in the collection

Filter All Modules

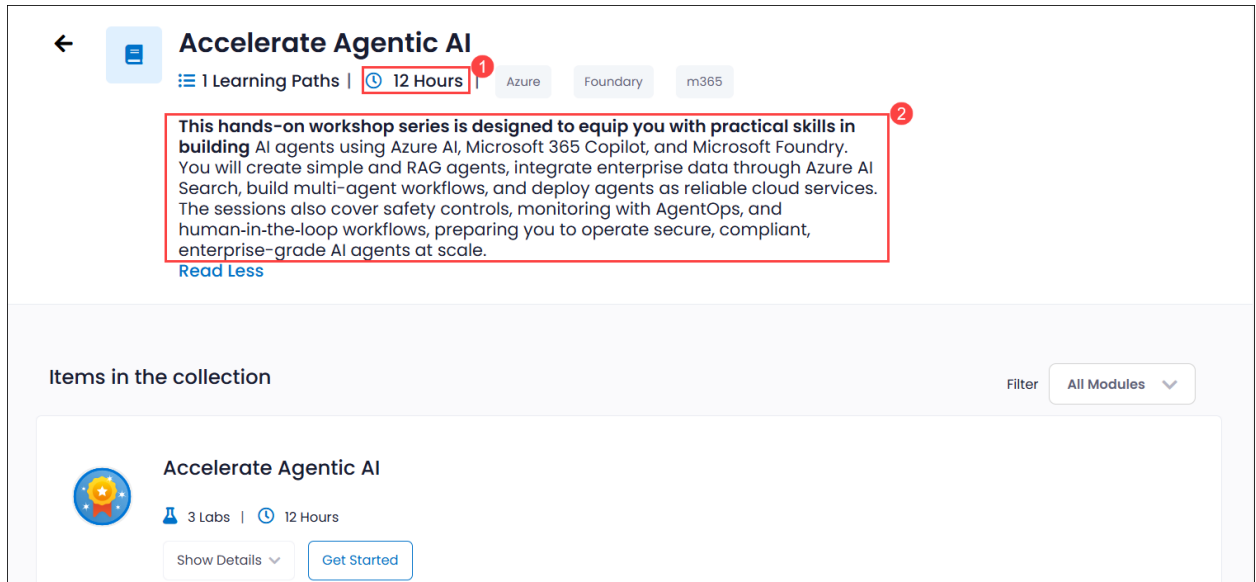


### Accelerate Agentic AI

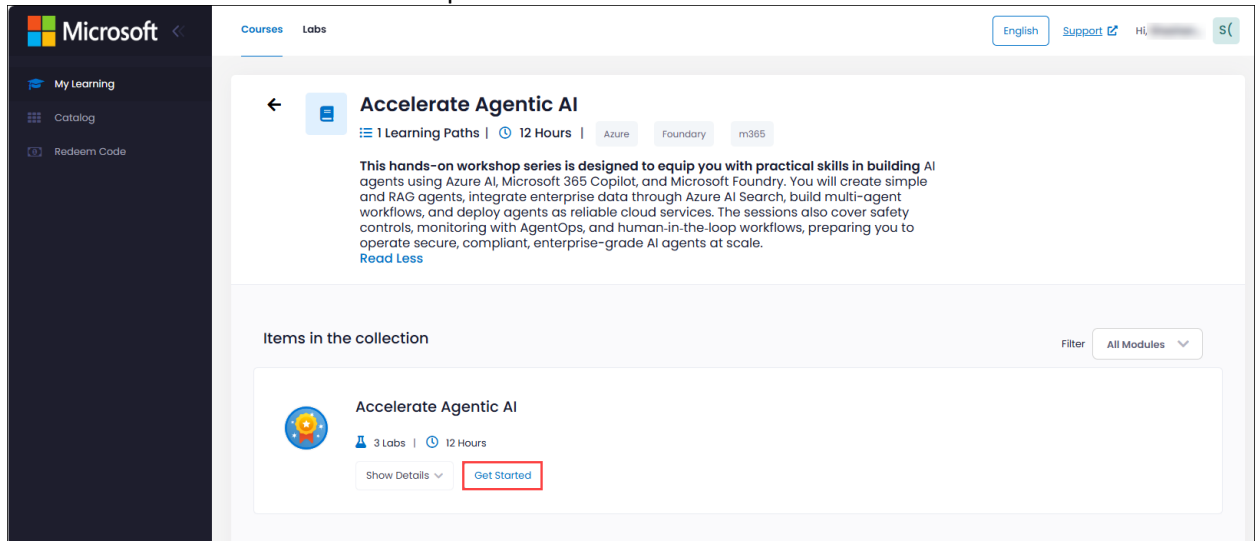
 3 Labs |
 [🕒 12 Hours](#)

[Show Details](#)
[Get Started](#)

9. On the course page, you will find the **total duration** (1) required to complete the course, along with a brief **description** (2) outlining what the course covers. Please take a moment to review the course details before getting started.

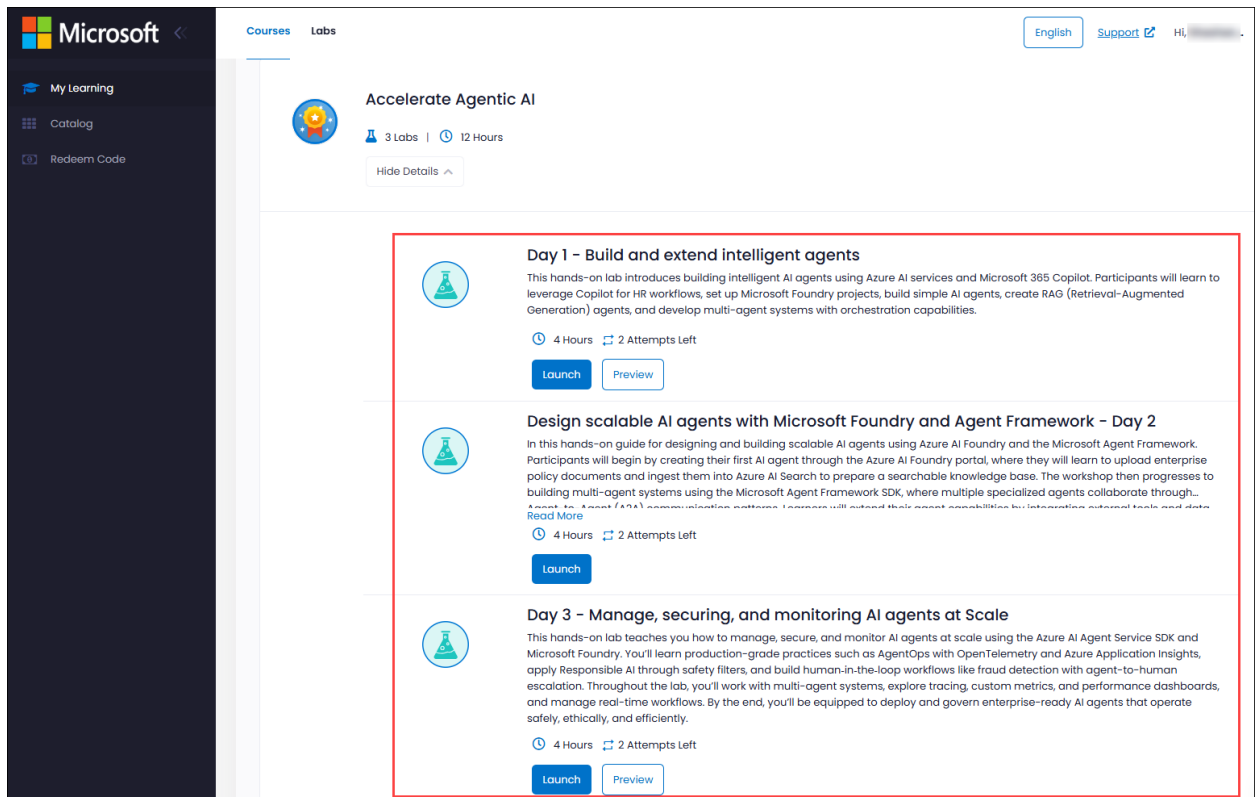


10. Click on the **Get Started** button to expand the course content.

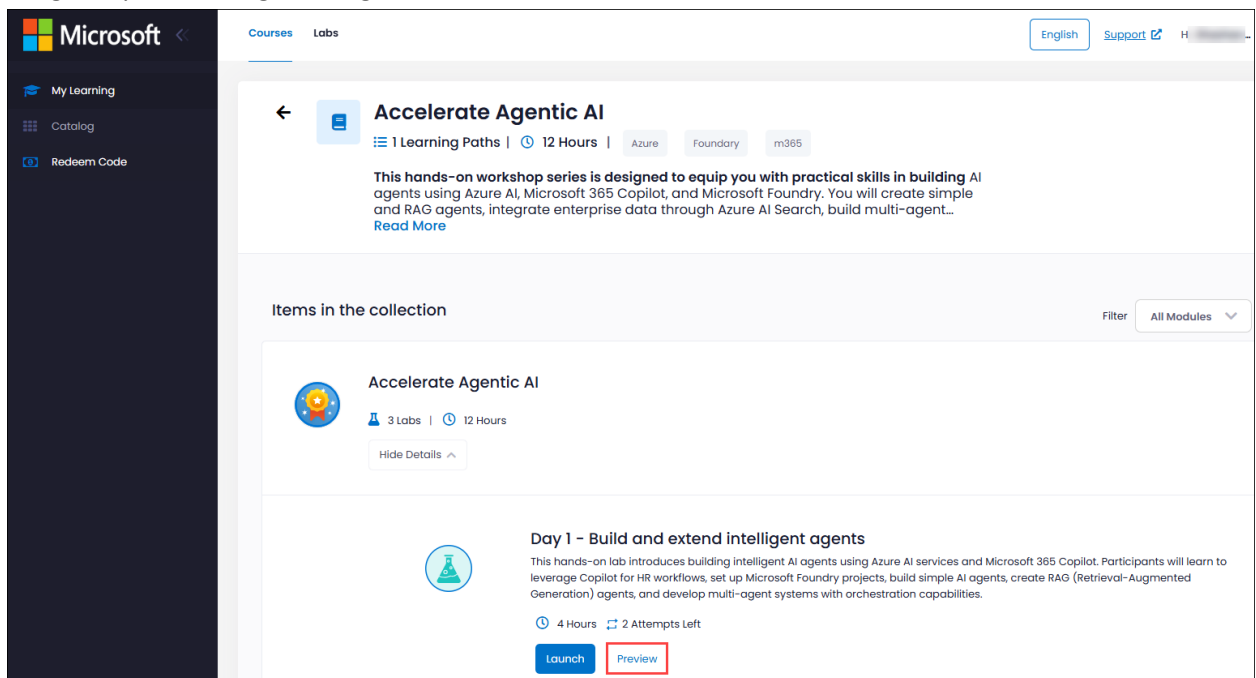


11. The course contains 3 **individual labs** specific to each day of the event. You will be able to launch the **one lab per day only**. That is, only Day 1 lab will be active on day 1 and rest of the labs will be in closed state.

For each lab you would get 2 attempts. One attempt you can use during the event, the other one can be used at your own pace to pick up the labs once again.



12. Before launching the lab, you can click on **preview** button which gives you access to look at the lab guide preview to go through the lab content.



13. Click on **Launch** for the respective lab which you want to activate. Please note that one attempt will be used each time you click on Launch.

**Microsoft** <

Courses Labs

English Support H

My Learning  
Catalog  
Redeem Code

← Accelerate Agentic AI

1 Learning Paths | 12 Hours | Azure Foundry m365

This hands-on workshop series is designed to equip you with practical skills in building AI agents using Azure AI, Microsoft 365 Copilot, and Microsoft Foundry. You will create simple and RAG agents, integrate enterprise data through Azure AI Search, build multi-agent...  
[Read More](#)

Items in the collection Filter All Modules

Accelerate Agentic AI

3 Labs | 12 Hours

Hide Details

Day 1 – Build and extend intelligent agents

This hands-on lab introduces building intelligent AI agents using Azure AI services and Microsoft 365 Copilot. Participants will learn to leverage Copilot for HR workflows, set up Microsoft Foundry projects, build simple AI agents, create RAG (Retrieval-Augmented Generation) agents, and develop multi-agent systems with orchestration capabilities.

4 Hours 2 Attempts Left

Launch Preview

14. Go through the prompt message before launching the lab. Please note that during the event, there will be a **lab preparation** time of 10 – 15 minutes.

Important!

These labs are solely used for education and training purposes. Any unauthorized usage is strictly prohibited. Please use these labs wisely

10 Minutes  
Lab Preparation Time

4 Hours  
Lab Duration

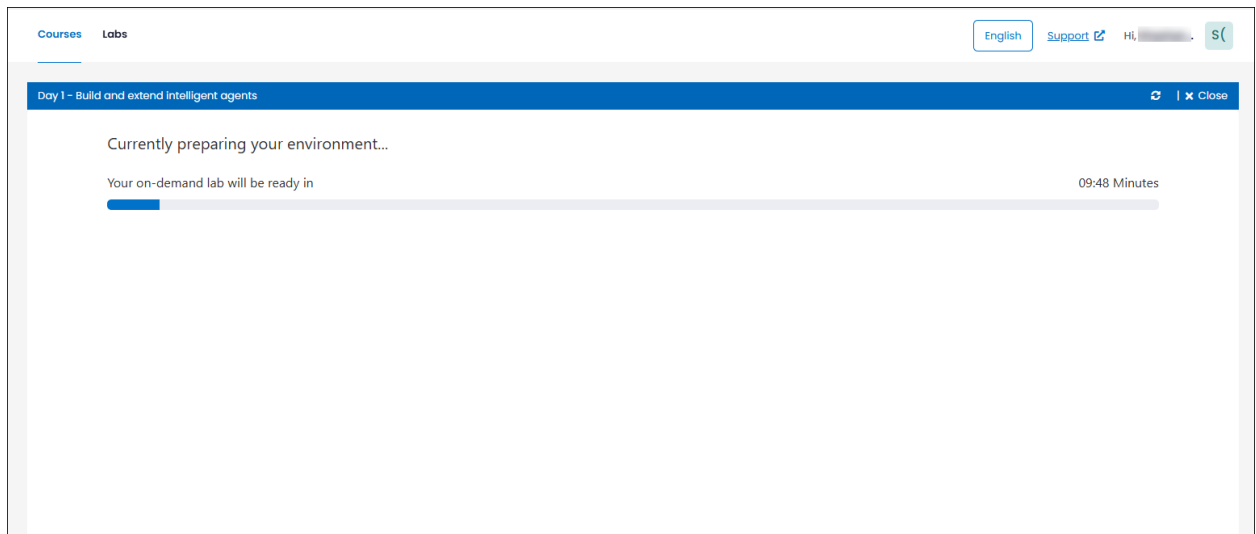
2  
No. of Attempts Left

**Note:** It will take **10 Minutes** to get your environment ready once you click on the "Launch" Lab button. Once the lab is launched, you will need about **4 Hours** to complete the lab. You will not be able to pause the lab in between. Please launch the lab **only** if you have sufficient time available now.

Cancel Launch

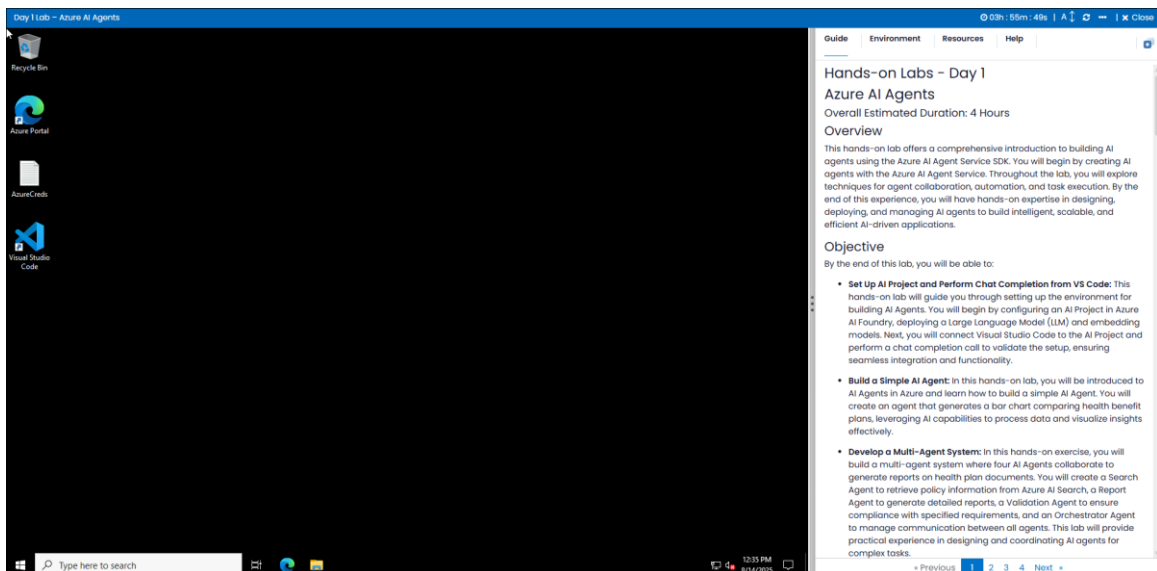
15. Please wait and allow lab deployment to be completed. If the deployment takes longer than 10 minutes, reach out to Support at [cloudlabs-support@spektrasystems.com](mailto:cloudlabs-support@spektrasystems.com).



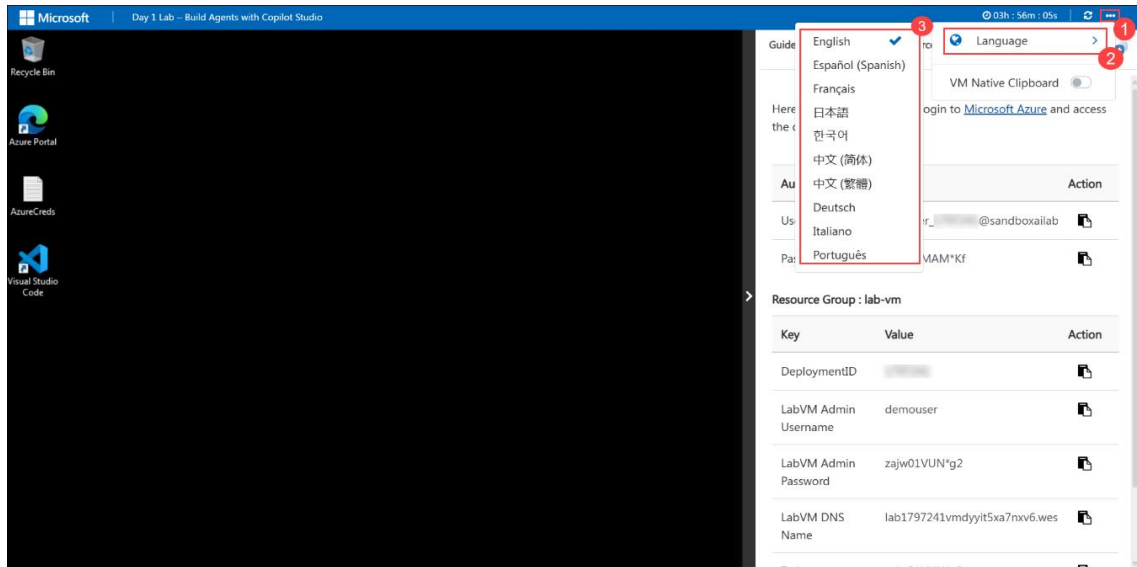


16. Upon launching your lab environment, a Virtual machine will appear on the left and the lab guide will appear on the right. Throughout the lab, **follow the instructions** provided in the lab guide.

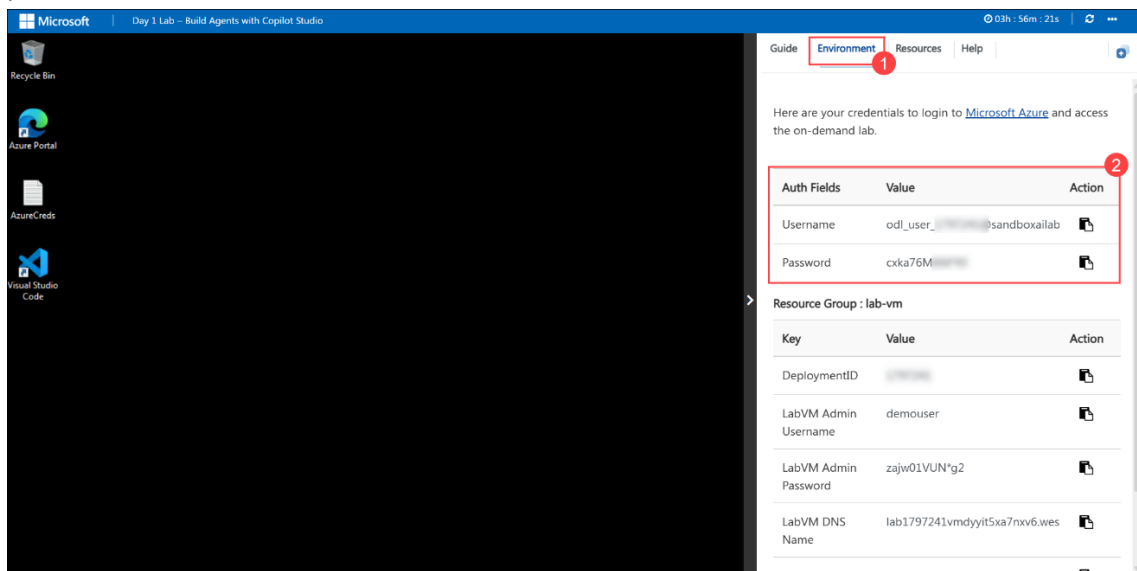
The lab will be active for **4 hours** from the time of launch. Please complete the lab within this duration, as the lab environment will be automatically deleted once the time expires. Throughout the lab, follow the instructions provided in the lab guide.



17. To change the language to your preferred one, click on the **ellipse (1)** button, select **Language (2)**, and choose your desired language from the **list (3)**.



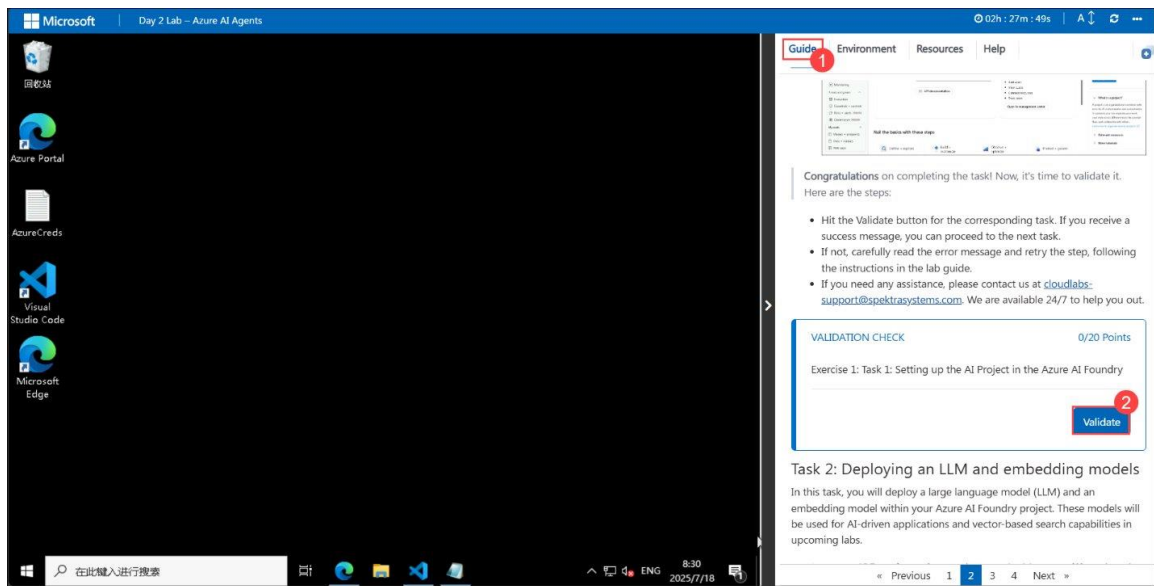
18. Select the **Environment (1)** tab. Login to the Azure portal using the **Username** and **Password (2)** provided in the **Environment** tab.



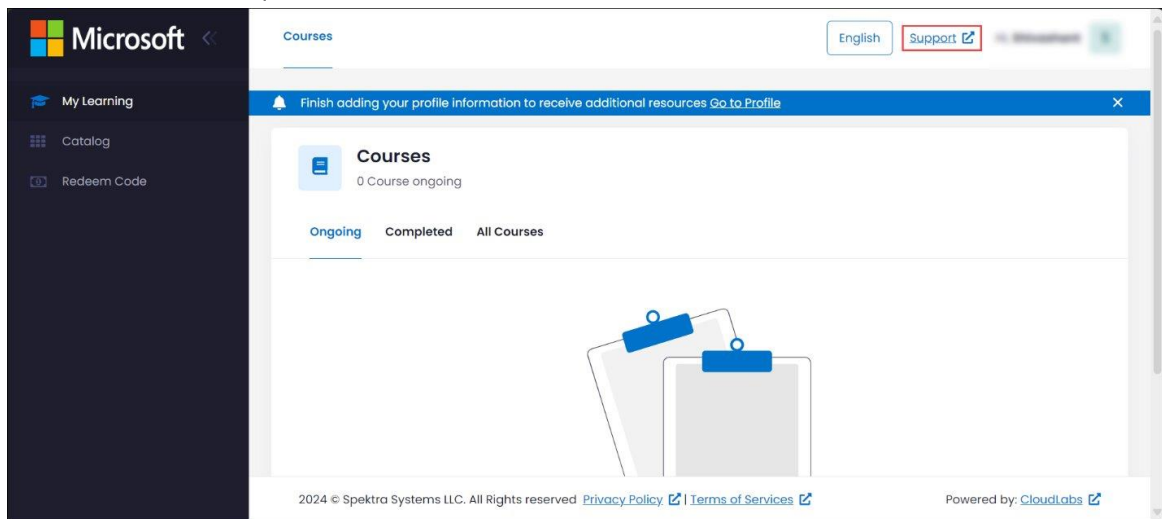
19. While following the instructions, you will come across validation steps to confirm the actions you've performed.

Please click the **Validate** button at these points. If the validation is successful, proceed to the next step. If it fails, review what may have been missed, correct it, and try validating again.

**Note:** Validations are mandatory, as each successful validation contributes to your overall score for this lab.



20. Click on the **Support icon** after signing in successfully for any concerns or queries. Contact **Support** in case of additional queries or concerns



## FAQs

**Q: Can I access the CloudLabs portal from any device?**

**A:** Yes, you can access the CloudLabs portal from any device with an internet connection and a web browser.

**Q: What happens if the lab deployment time takes longer than expected?**

**A:** If the deployment time is taking longer than expected, please reach out to Support for assistance.

**Q: What should I do if I face technical issues during the workshop?**

**A:** If you encounter any technical issues during the workshop, please **contact your instructor immediately** for assistance.

**Q: Can I extend my lab environmental access?**

**A:** Lab environments are provided for a fixed **4-hour window** based on the schedule. Extensions are **not typically allowed**. However, if you experience **technical issues** that impact your ability to complete the lab, a limited extension **may be granted as a one-time exception** based on the issue justification.

**Q: How can I access my lab environment the next day?**

**A:** You can navigate back to the same course and access and launch the next day's lab as per the schedule.

**Q: What should I do if I have questions or problems?**

**A:** You can reach out to CloudLabs Support for additional resources and assistance.

### CloudLabs Support

- **Email:** [cloudlabs-support@spektrasystems.com](mailto:cloudlabs-support@spektrasystems.com)
- **Live Chat Support:** <https://cloudlabs.ai/ms-support>

## Quick Tips

### **Copy-Paste Issue:**

If copy paste doesn't work from lab guide to the Virtual Machine (VM), please try the workaround given on below URL.

- [Copy Paste | CloudLabs Documentation](#)

### **RDP over HTTP Issue:**

In case of RDP over HTTP is not working and you are not able to access the virtual machine please refer to the below URL

- [RDP: Known Functionality Issues | CloudLabs Documentation](#)

### **Add Safe Sender:**

Intermittently, emails sent from CloudLabs Support are received into junk/Spam folders, please refer below URL on how to resolve this issue.

- [Add Safe Sender | CloudLabs Documentation](#)