WorkshopPLUS – Power Apps for Power User 1 Day

Module 0: Connecting to your M365 Tenant

Student Lab Manual

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# Lab 0: Setting up a M365 tenant

**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](https://support.microsoft.com/en-us/help/4501095/download-the-new-microsoft-edge-based-on-chromium) (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: Setting up M365 Tenant

1. Open preferred browser in **Incognito/InPrivate** mode and navigate to:

<https://aka.ms/lod>

1. Click **Sign In** button

A person with a camera

Description automatically generated with low confidence

1. Choose **Microsoft Account** option

Organization policies may not allow to use your Corporate Account, that’s why we recommend using Microsoft Account to connect to Labs on Demand.

Graphical user interface, application, PowerPoint

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1. Sign in using your personal **Microsoft Account**

Graphical user interface, application

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1. After you logged in, go to **WorkshopPlus -> My Training**Click **Redeem Training Key** and provide  **the training key provided by the Instructor**

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1. Find activity **Lab machine** and click **Launch**

Text

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1. New window should open, give it some time to load lab contents:

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1. When the lab is loaded, navigate to **Resources** tab

|  |  |
| --- | --- |
| Comment Important with solid fill | Important – Office 365 Credentials |
| **Office 365 credentials displayed in Resources tab will be used in ALL lab exercises.**  Please, copy them locally and use them to login to Microsoft 365 tenant in the next and all following tasks.  **When you see M365xXXXXXX URLs and Usernames in your lab docs, please, replace it with TenantPrefix of your lab tenant.**  **For example:** admin@M365xXXXXXX.onmicrosoft.com should be replaced with the actual username provided in the Resources tab. | |

Graphical user interface, application

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Exercise 2: Connecting to your M365 Tenant

1. Please, have your **Username** and **Password** information (found in LoD lab resources tab) ready – it will be used across all the hands-on labs in this course.
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**:  
   Graphical user interface, application

   Description automatically generated  
   Graphical user interface, text, application, email

   Description automatically generatedGraphical user interface, application

   Description automatically generated
4. In **Stay signed in?** dialog, check **Don’t show this again** and click **Yes**  
   Graphical user interface, application

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

|  |  |
| --- | --- |
| Comment Important with solid fill | Important |
| If you accidentally logged out, please, return to this lab and repeat these steps to log in once again.  **Always remember to replace M365xXXXXXX with your actual lab tenant prefix.** | |