



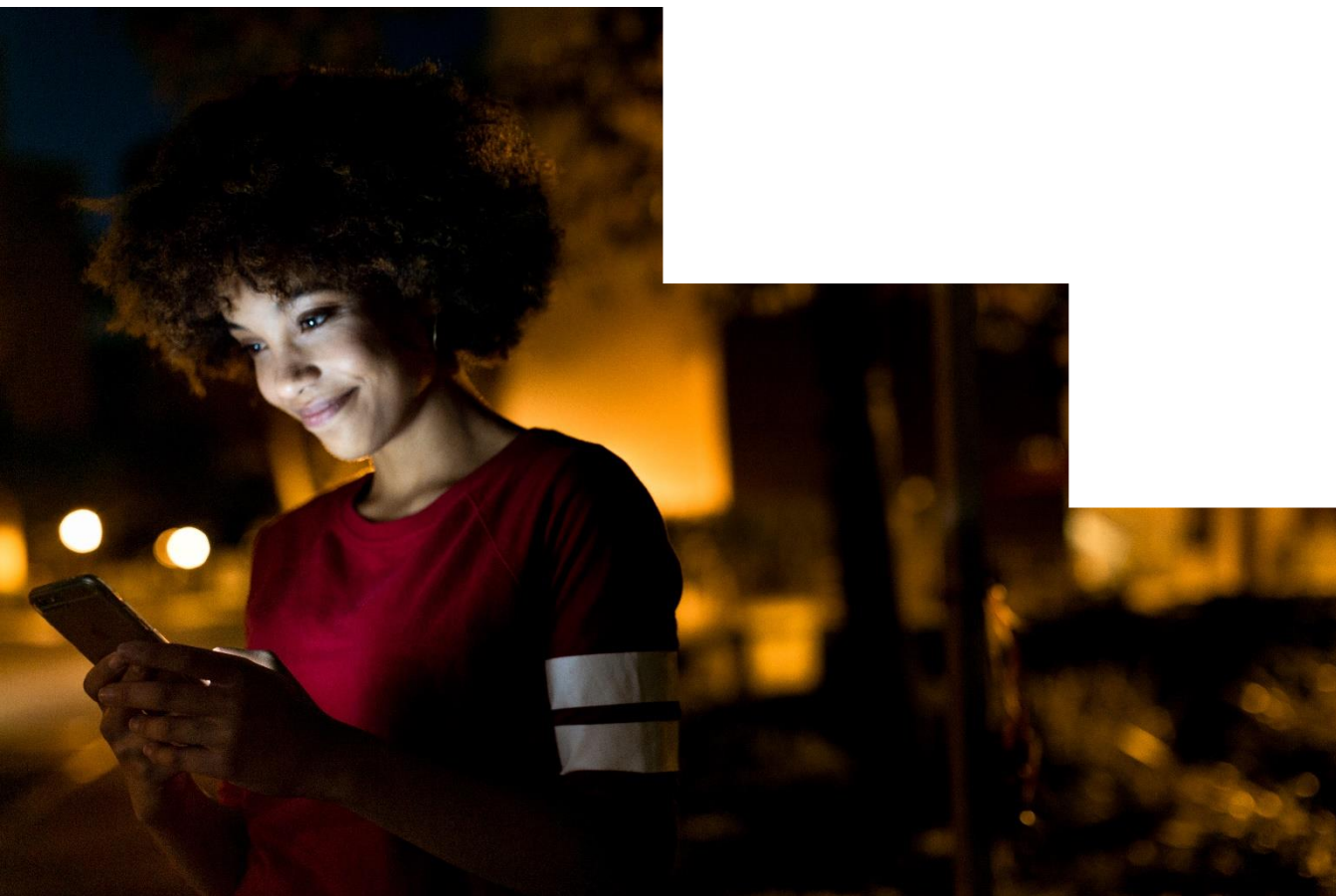
Robotic Process Automation in a Day

Lab prerequisites 1.1 – How to setup a tenant and create an environment

30 mins

April 2023

Applies to Power Automate Desktop v. 2.31.105.23101 ([more](#))



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Lab overview

This beginner-level lab gives you hands-on experience designing and developing an end-to-end RPA automation using Power Automate. We'll show you the steps to build automate in less than a day.

Here's what you'll learn:

Power Automate Desktop flows

Create desktop flows that can record and playback manual steps against Win 32 desktop application or website. Learn how to run UI automation in attended or unattended mode.

Integration of Desktop flows with API connectors

Create a cloud flow that automates an end-to-end business process by connecting the desktop flow and other API cloud services such as Outlook and Microsoft Teams together.

Be sure to take each prerequisite step in this document before you start any of the labs.

Pre-requisite task 1: Setup Tenant

As prerequisites for RPA in a Day workshop, you need to have a valid tenant (Azure Active directory) account setup.

Important: If you have been provided with an existing tenant account through Office 365 or Power Automate licensing (prod or trial), you can skip this lab and start from lab #1.2

Important: In the next labs you will be using two accounts:

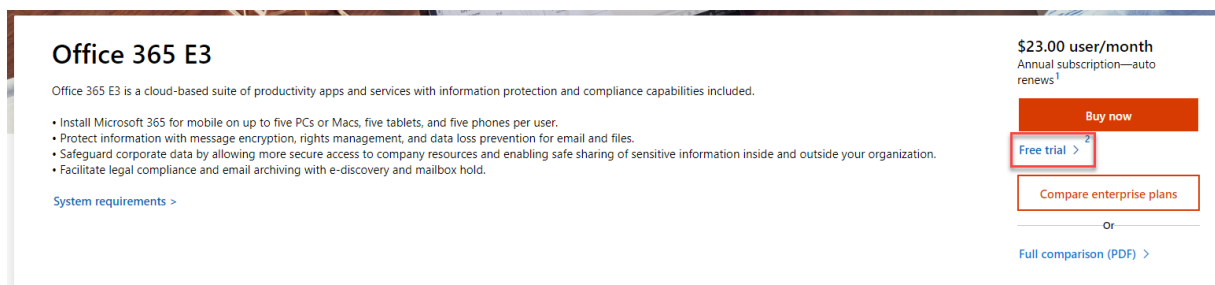
1. **Work account** to log in to Office 365 tenant (to log in to Office 365 services)
2. **Windows account** (to log in to your computer and to set up a connection)

If you don't have an existing tenant account to use, these steps will help you to set up one.

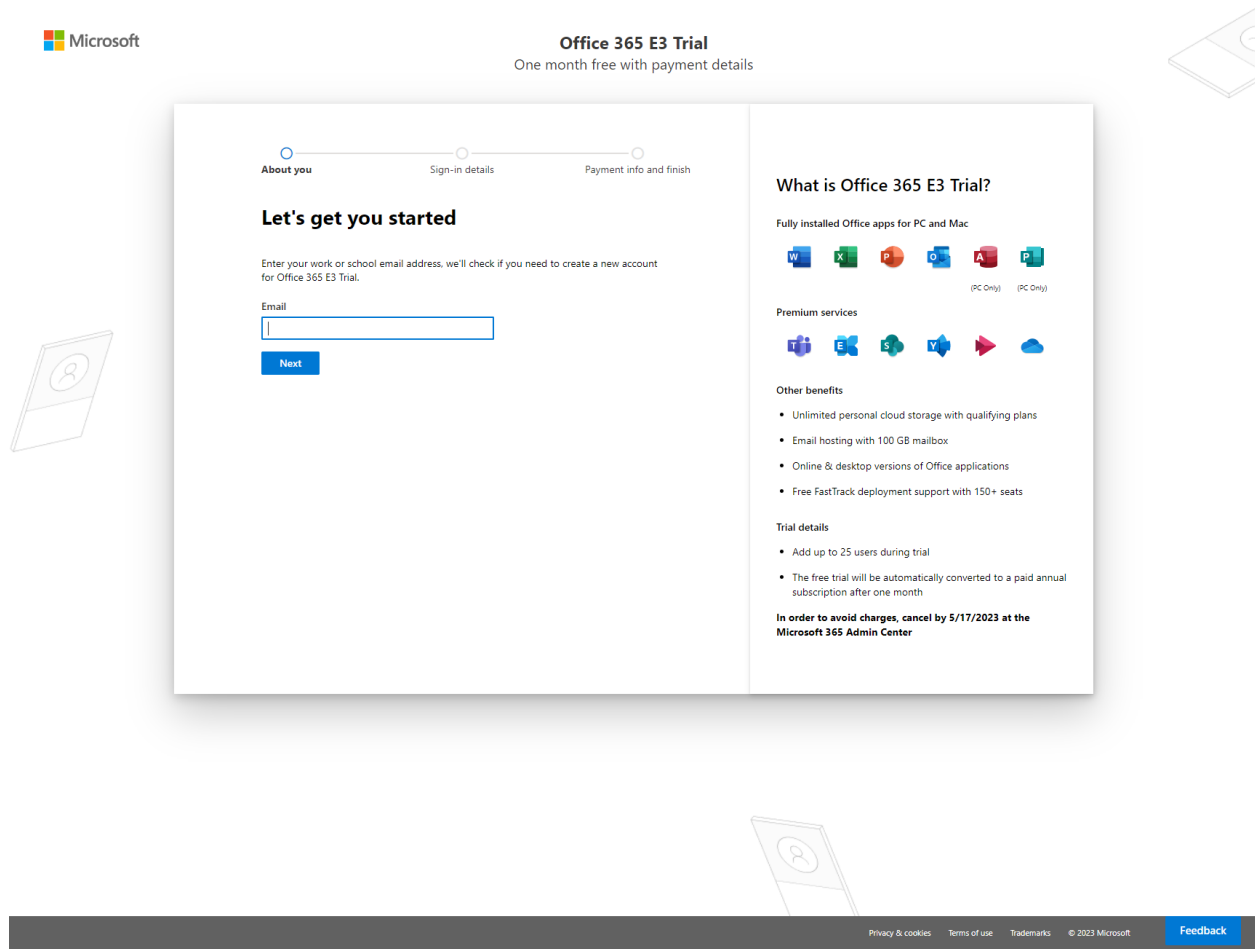
Prerequisites: To set up a tenant, you need an existing personal email account (refer to as Microsoft Account (MSA) below) and a cellphone that can receive text message for sign up verification.

If you don't have MSA, you can create one on www.live.com. Once you create your MSA, follow the steps below.

1. Open a browser and navigate to <https://products.office.com/en-us/business/office-365-enterprise-e3-business-software>.
2. Select **Free trial** if you chose the first link, to navigate to trial sign up page.

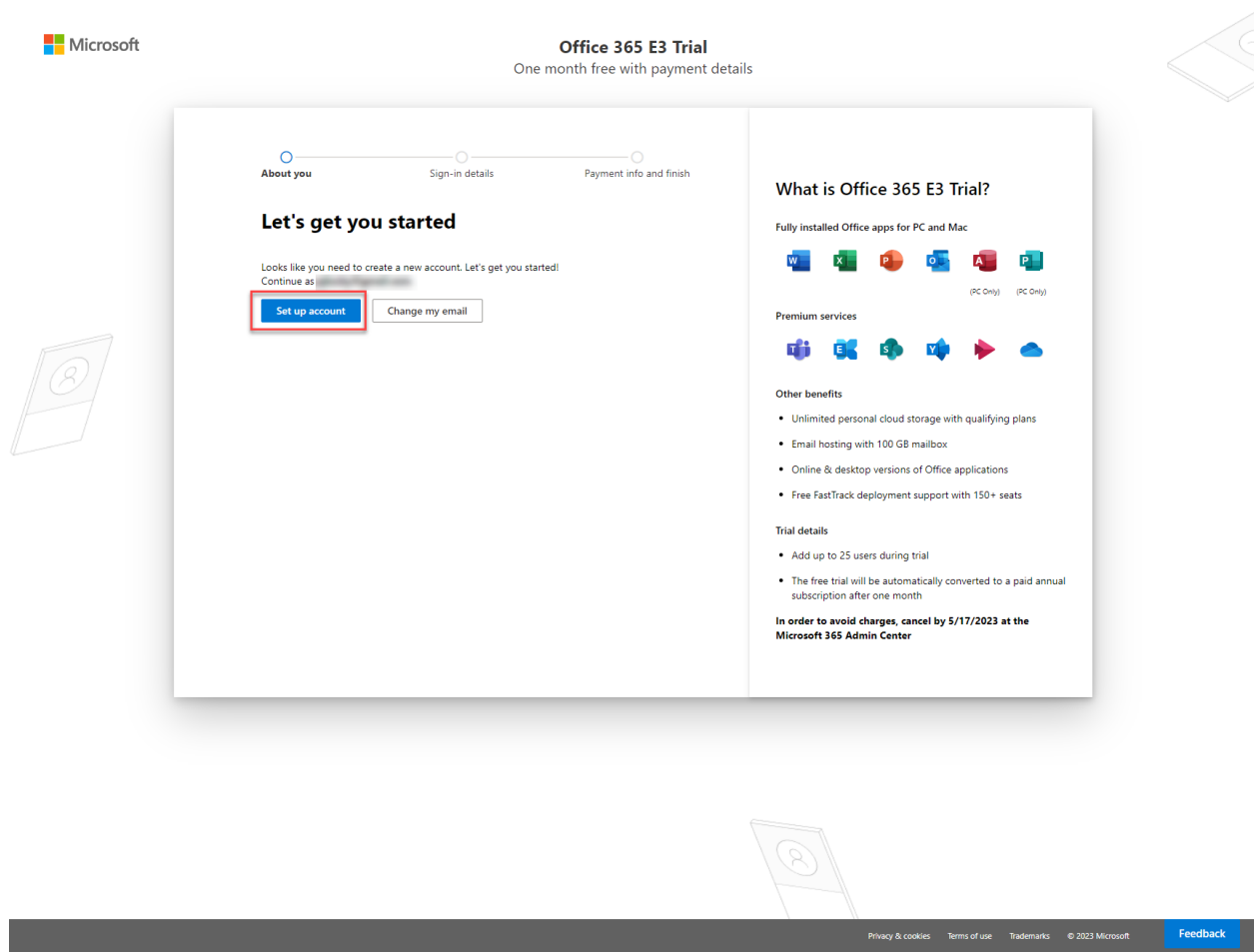


3. Enter your MSA e-mail address and click **Next**.



The image shows the Microsoft Office 365 E3 Trial sign-up page. At the top left is the Microsoft logo. The main heading is "Office 365 E3 Trial" with the subtext "One month free with payment details". A progress bar at the top indicates three steps: "About you" (active), "Sign-in details", and "Payment info and finish". The "About you" section is titled "Let's get you started" and contains the instruction: "Enter your work or school email address, we'll check if you need to create a new account for Office 365 E3 Trial." Below this is an "Email" input field and a blue "Next" button. To the right, under the heading "What is Office 365 E3 Trial?", there are three sections: "Fully installed Office apps for PC and Mac" (showing icons for Word, Excel, PowerPoint, Outlook, Access, and Publisher, with "(PC Only)" and "(Mac Only)" labels), "Premium services" (showing icons for Teams, OneDrive, SharePoint, Yammer, and Skype), and "Other benefits" (listing: "Unlimited personal cloud storage with qualifying plans", "Email hosting with 100 GB mailbox", "Online & desktop versions of Office applications", and "Free FastTrack deployment support with 150+ seats"). Below these is a "Trial details" section (listing: "Add up to 25 users during trial" and "The free trial will be automatically converted to a paid annual subscription after one month"). At the bottom of the right column, it states: "In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center". The footer contains links for "Privacy & cookies", "Terms of use", "Trademarks", "© 2023 Microsoft", and a blue "Feedback" button.

4. Click Set up account.



5. Fill in required information and click **Next**.

Microsoft

Office 365 E3 Trial
One month free with payment details

Progress bar: About you (active), Sign-in details, Payment info and finish

Tell us about yourself

First name * Middle name (Optional)

Last name *

Business phone number *

Company name * Company size *

Country or Region *

I understand that Microsoft may contact me about my trial.
I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ 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, or to unsubscribe at any time, view the [Privacy Statement](#).

Next

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Icons: Word, Excel, PowerPoint, Outlook, Access, Publisher
(PC Only) (PC Only)

Premium services

Icons: Teams, OneDrive, SharePoint, Yammer, Dynamics 365

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

Footer: Privacy & cookies Terms of use Trademarks © 2023 Microsoft **Feedback**

- You'll be asked to verify you identify using either phone call or text message. Follow directions and confirm your identity by specifying phone number.

Microsoft

Office 365 E3 Trial
One month free with payment details

Progress bar: About you (active), Sign-in details, Payment info and finish

Tell us about yourself

A text or phone call helps us make sure this is you.
Enter a number that isn't VoIP or toll free.

☒ Text me
☐ Call me

Country code: (+48) Poland
Phone number: [input field]

We don't save this phone number or use it for any other purpose.

[Send verification code](#) [Back](#)

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

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7. Once you verify your identity, you'll be asked to provide details to let you **sign in to your demo tenant**. Click **Save** to check if the provided domain name can be used.

Note: you should choose your own unique tenant domain (we use yourdemocompany just as an example)

Microsoft

Office 365 E3 Trial
One month free with payment details

About you Sign-in details Payment info and finish

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
NameLast Name @ yourdemocompany .onmicrosoft.com Save

Password
Confirm password

Next

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

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8. If the **Domain name** field is greyed out, it means that the domain name selected by you can be used. If you need, you can still change it by clicking the **Edit** link.

Microsoft

Office 365 E3 Trial
One month free with payment details

About you Sign-in details Payment info and finish

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

NameLast Name @ Domain name .onmicrosoft.com [Edit](#)

Password

Confirm password

Next

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

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9. If the custom domain name is available, type in password and confirm it, then click **Next**.

Microsoft

Office 365 E3 Trial
One month free with payment details

Progress: About you | **Sign-in details** | Payment info and finish

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: NameLastName Domain name: .onmicrosoft.com Edit

Password: [Redacted]

Confirm password: [Redacted]

Next

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

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10. Wait while tenant is created. It usually takes less than 1 min. After you are signed in, hit **Add payment method** button.

Note: Remember to cancel the trial before it is turned into a paid annual subscription.

Microsoft

Office 365 E3 Trial
One month free with payment details

Progress bar: About you, Sign-in details, Payment info and finish

Quantity and payment

First month is free

Product name	Price (EUR)	Quantity	Subtotal (EUR)
Office 365 E3 Trial	€25.10 / user / month	1 <small>Maximum of 25 during trial</small>	€25.10

Yearly plan, paid monthly after trial (before tax): €25.10
Total today: €0.00

Add payment method

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats


Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

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11. Provide your credit card details and hit **Save** button.



Office 365 E3 Trial
One month free with payment details

About you

Sign-in details




Payment info and finish

Add payment method

First month is free

Add a payment method
Your first month is free. You need to add a payment method because the free trial will be automatically converted to a paid subscription after the trial period.

We accept the following cards:



Card number *

Security code * ⓘ

Expiration month *

Expiration year *

Name on card *

Address line 1 *

Address line 2 (Optional)

City *

State (Optional)

Postal Code *

Country/Region *







Poland

Save

Cancel







What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac



(PC Only) (PC Only)

Premium services



Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

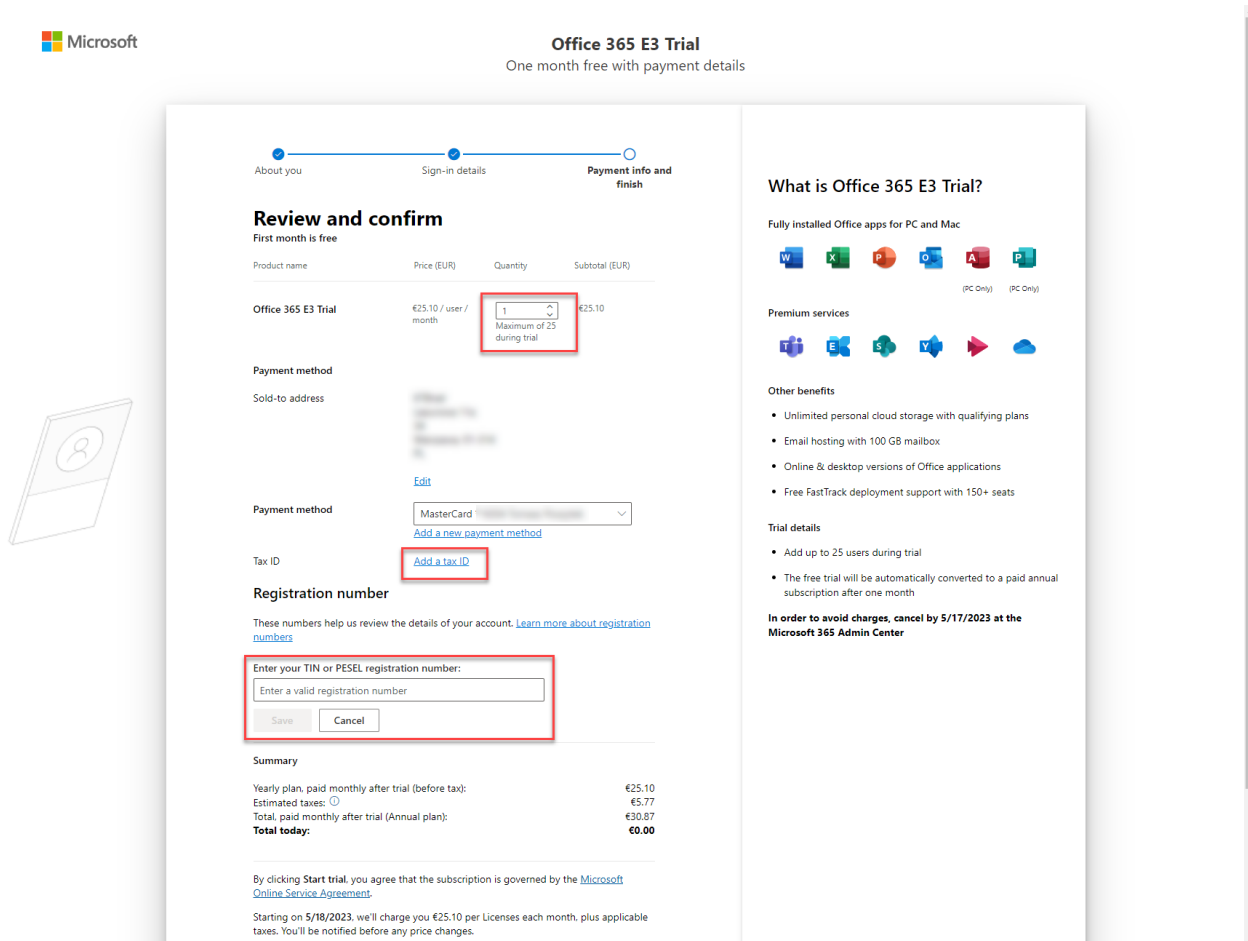
- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

12. Next you can change the number of trial subscriptions that you would like to have with your tenant.

Additionally, if a tenant is registered with your company, you can provide its Tax ID number by clicking Add a tax ID link.

Also fill in your personal number or TIN number (although can be a fake one) and hit **Save** button.



Microsoft

Office 365 E3 Trial
One month free with payment details

About you Sign-in details **Payment info and finish**

Review and confirm

First month is free

Product name	Price (EUR)	Quantity	Subtotal (EUR)
Office 365 E3 Trial	€25.10 / user / month	1 Maximum of 25 during trial	€25.10

Payment method

Sold-to address

Edit

Payment method: MasterCard

[Add a new payment method](#)

Tax ID: [Add a tax ID](#)

Registration number

These numbers help us review the details of your account. [Learn more about registration numbers](#)

Enter your TIN or PESEL registration number:

Enter a valid registration number

Save Cancel

Summary

Yearly plan, paid monthly after trial (before tax):	€25.10
Estimated taxes:	€5.77
Total, paid monthly after trial (Annual plan):	€30.87
Total today:	€0.00

By clicking **Start trial**, you agree that the subscription is governed by the [Microsoft Online Service Agreement](#).

Starting on 5/18/2023, we'll charge you €25.10 per Licenses each month, plus applicable taxes. You'll be notified before any price changes.

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Premium services

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

13. Next scroll down to the bottom of the page and click **Start trial** button.

About you Sign-in details **Payment info and finish**

Review and confirm

First month is free

Product name	Price (EUR)	Quantity	Subtotal (EUR)
Office 365 E3 Trial	€25.10 / user / month	1 Maximum of 25 during trial	€25.10

Payment method

Sold-to address

[Edit](#)

Payment method

MasterCard [Add a new payment method](#)

Tax ID [Add a tax ID](#)

Registration number

These numbers help us review the details of your account. [Learn more about registration numbers](#)

123456789

[Edit](#)

Summary

Yearly plan, paid monthly after trial (before tax):	€25.10
Estimated taxes:	€5.77
Total, paid monthly after trial (Annual plan):	€30.87
Total today:	€0.00

By clicking **Start trial**, you agree that the subscription is governed by the [Microsoft Online Service Agreement](#).

Starting on 5/18/2023, we'll charge you €25.10 per Licenses each month, plus applicable taxes. You'll be notified before any price changes.

Cancel at [Microsoft 365 Admin Center](#) before the end of the trial to avoid future charges. [Learn more](#) about canceling your trial.

Start trial

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

W X P O A P (PC Only) (PC Only)

Premium services

T E S Y P Cloud

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

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14. And you are all set! Click the Start using Office E3 Trial button to navigate to your new tenant.

Note: Remember to cancel the trial before it is turned into a paid annual subscription – the date is shown on the confirmation page and sent to your email address.

Microsoft

Office 365 E3 Trial
One month free with payment details

About you Sign-in details Payment info and finish

Thanks for choosing Office 365 E3 Trial

We emailed your confirmation to [redacted]

Your paid subscription starts when this trial ends, unless you cancel by 5/17/2023.

Manage your subscription in the Microsoft 365 admin center

Order number: 24ae6fea-e60a-47a1-9593-fcb7a310a8b0

Save your username to sign in

[redacted]

Save or print

In the admin center, you can:

- ✓ Install Word, Excel, PowerPoint, and more.
- ✓ Invite your team to use Office 365 E3 Trial.
- ✓ Manage your subscription and payment and billing details.

Start using Office 365 E3 Trial

What is Office 365 E3 Trial?

Fully installed Office apps for PC and Mac

Word Excel PowerPoint Outlook Access Publisher (PC Only) (PC Only)

Premium services

Teams OneDrive SharePoint Yammer Project Stream

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

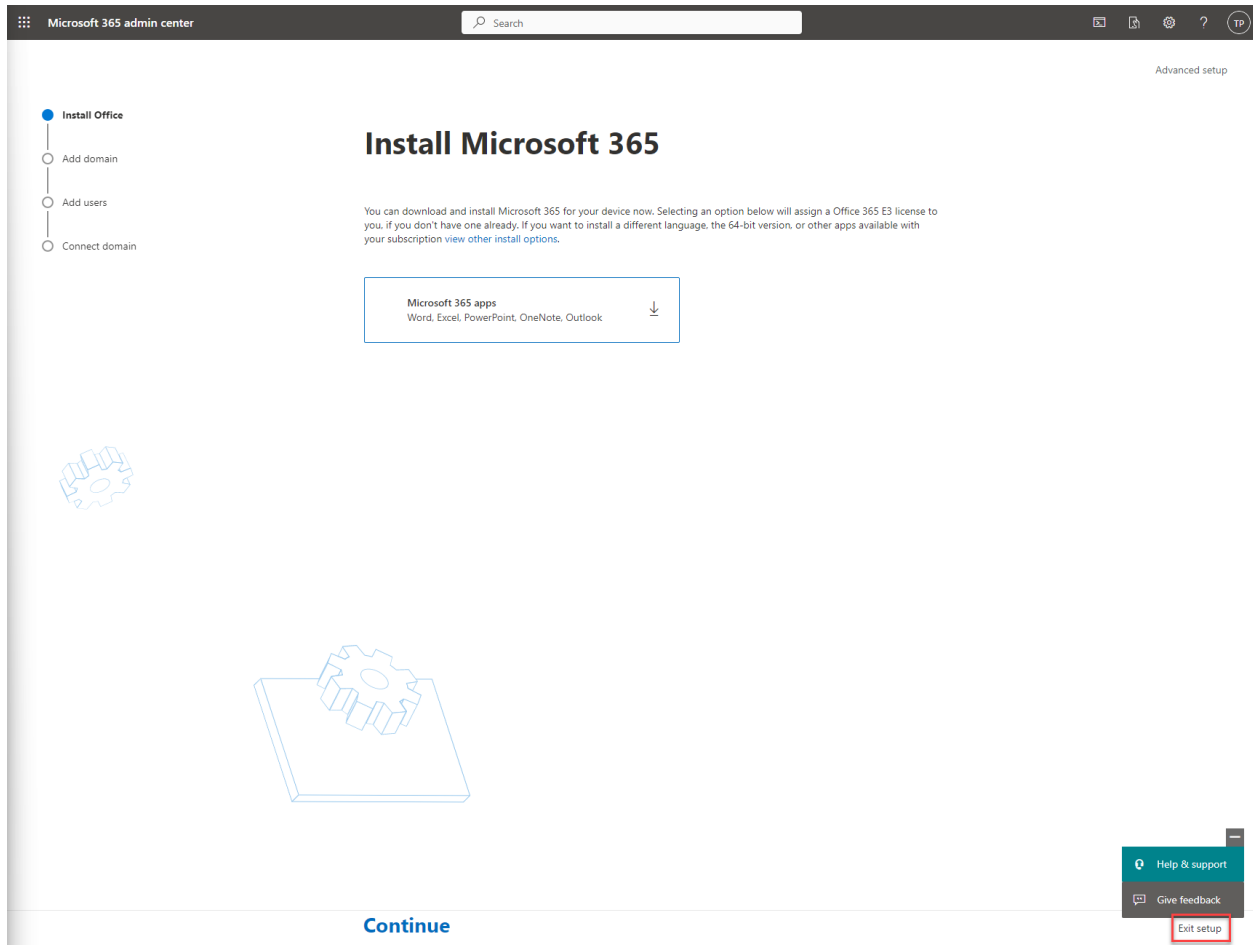
Trial details

- Add up to 25 users during trial
- The free trial will be automatically converted to a paid annual subscription after one month

In order to avoid charges, cancel by 5/17/2023 at the Microsoft 365 Admin Center

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15. Click **Exit setup** link (in a bottom right corner).



Microsoft 365 admin center

Search

Advanced setup

Install Office

Add domain

Add users

Connect domain

Install Microsoft 365

You can download and install Microsoft 365 for your device now. Selecting an option below will assign a Office 365 E3 license to you, if you don't have one already. If you want to install a different language, the 64-bit version, or other apps available with your subscription view other [install options](#).

Microsoft 365 apps
Word, Excel, PowerPoint, OneNote, Outlook

Continue

Help & support

Give feedback

Exit setup

16. Select **Other** as the reason for leaving setup and then click **Send and exit**.

Let us know why you're leaving setup?

×

Help us improve your experience!

Other

▼

Additional comments

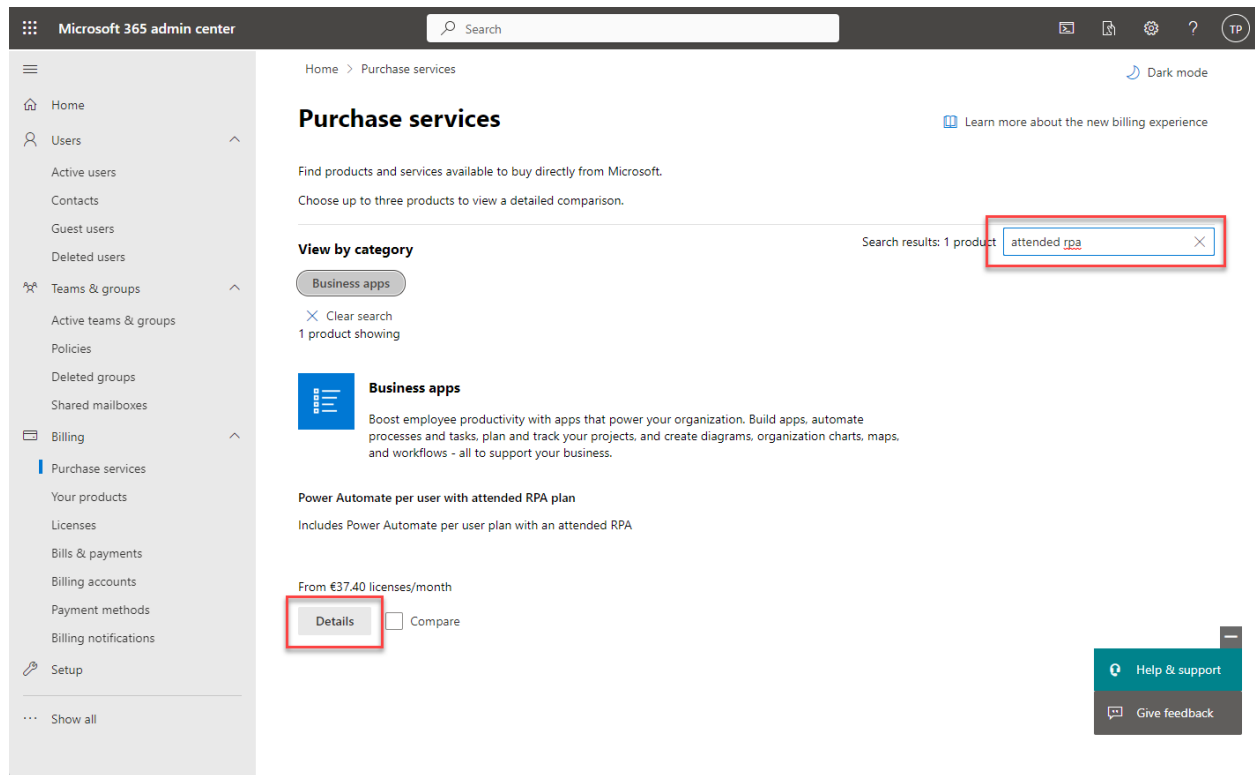
Any other details?

☐ It's okay for Microsoft to contact me.

Send and exit

Pre-requisite task 2: Start free Power Automate per user with attended RPA plan

1. Navigate to "Purchase services" inside your Microsoft 365 admin center:
<https://admin.microsoft.com/AdminPortal/Home#/catalog> and type in "attended RPA" in the **search box**. Then click **Details** button,



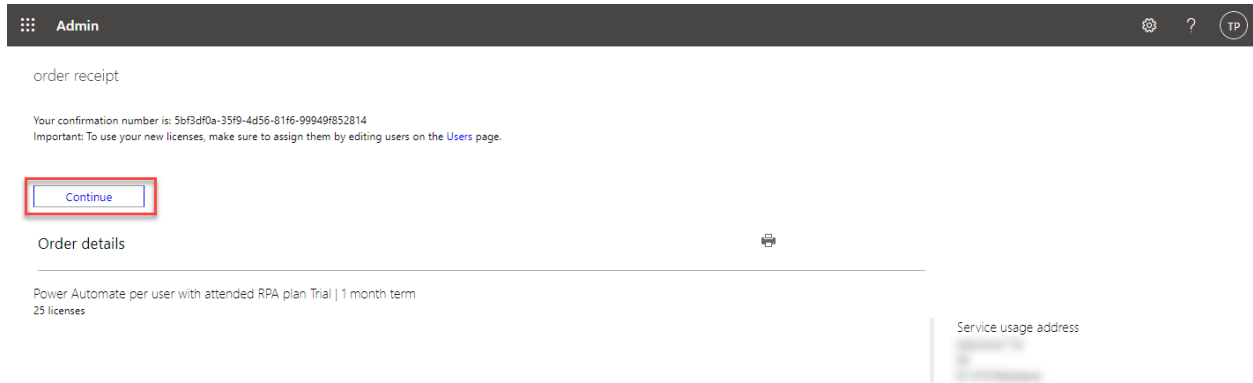
2. Click the **Start free trial** link.

The screenshot shows the Microsoft 365 admin center interface. The left sidebar contains navigation links: Home, Users, Teams & groups, Billing, Purchase services, Your products, Licenses, Bills & payments, Billing accounts, Payment methods, Billing notifications, Setup, and Show all. The main content area is titled 'Power Automate per user with attended RPA plan'. It includes a 'Select license quantity' dropdown set to 1, a 'Select billing frequency' section with two options: '€37.40 license/month' (selected) and '€448.80 license/year', and a 'Subtotal before applicable taxes' of €37.40. A 'Buy' button and a 'Start free trial' link (highlighted with a red box) are visible. Below this, there is a section for 'Compare details' with a message: 'There are no compare details to display.' The bottom right corner features a 'Help & support' button and a 'Give feedback' button.

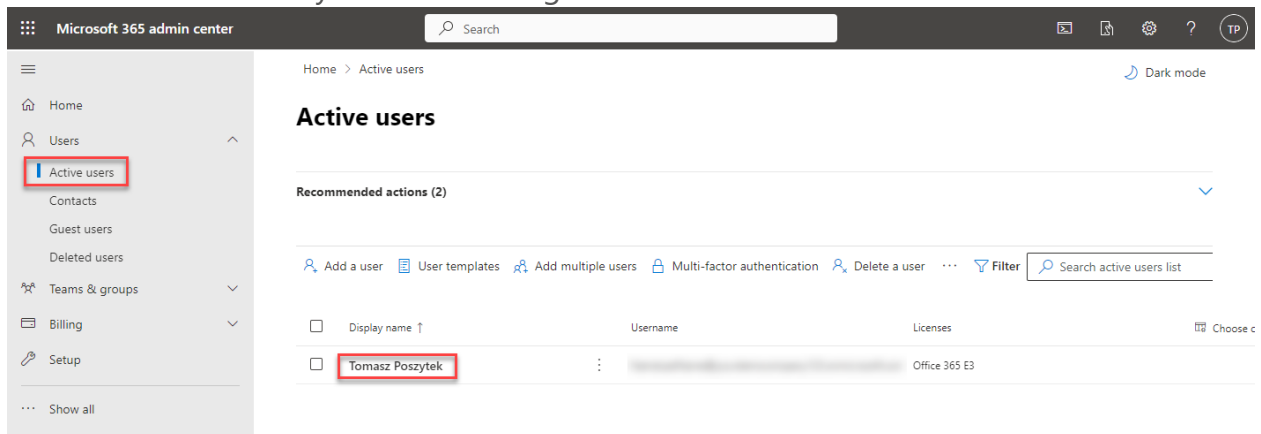
3. Click the **Try now** button.

The screenshot shows the 'Check out confirm your order' page in the Microsoft 365 admin center. The page displays the order details: 'Power Automate per user with attended RPA plan Trial | 1 month term' and '25 licenses'. On the right side, there is a 'Service usage address' field with an 'Edit' link. At the bottom left, there is a 'Try now' button (highlighted with a red box) and a 'Cancel' button.

4. Next click **Continue** button.



5. Now navigate to the **Active users** page: <https://admin.microsoft.com/AdminPortal/Home#/users> and click **Display name** of the account you want to assign the trial license.



6. Select **Licenses and apps** tab and select the checkbox next to the **Power Automate per user with attended RPA plan** license. Finally hit **Save changes** button.

The screenshot shows the Microsoft 365 admin center interface. On the left is a navigation pane with options like Home, Users, Active users, Contacts, Guest users, Deleted users, Teams & groups, Billing, Setup, and Show all. The main area is titled 'Active users' and shows a list of users. The user 'Tomasz Poszytek' is selected. On the right, the user's profile is displayed with tabs for Account, Devices, Licenses and apps, Mail, and OneDrive. The 'Licenses and apps' tab is active, showing a trial subscription for Power Automate per user with attended RPA plan. Below this, there is a section for 'Licenses (1)' with two options: 'Office 365 E3' (24 of 25 licenses available) and 'Power Automate per user with attended RPA plan' (25 of 25 licenses available). The checkbox for the Power Automate license is selected. At the bottom, there is a 'Save changes' button.

Pre-requisite task 3: Create a trial environment with database

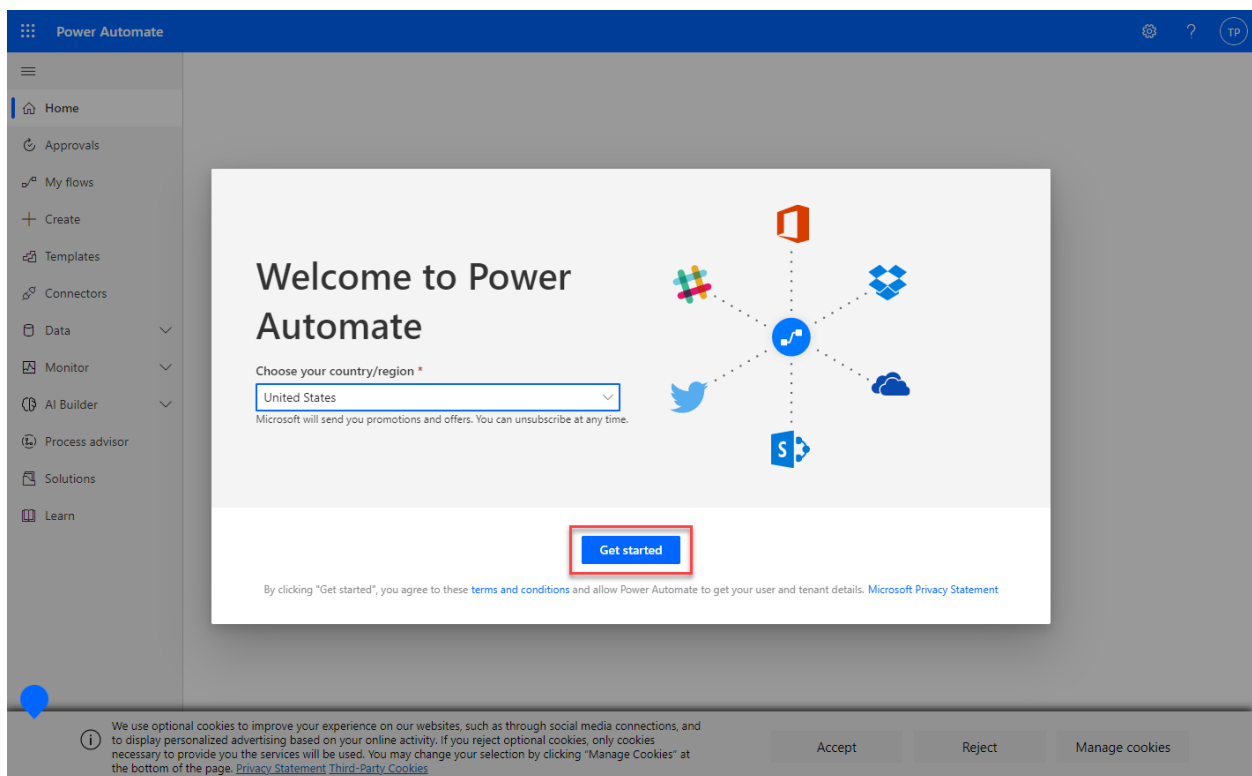
Now, you'll create a trial environment to explore Microsoft Power Automate.

Warning: When your trial expires in 29 days, your data and any customizations will be deleted.

You may want to save your work to use in another environment. To do that, export your work as a solution after you complete all the exercises in the Robotic Process Automation in a Day training.

STEP A: Navigate to Power Automate portal

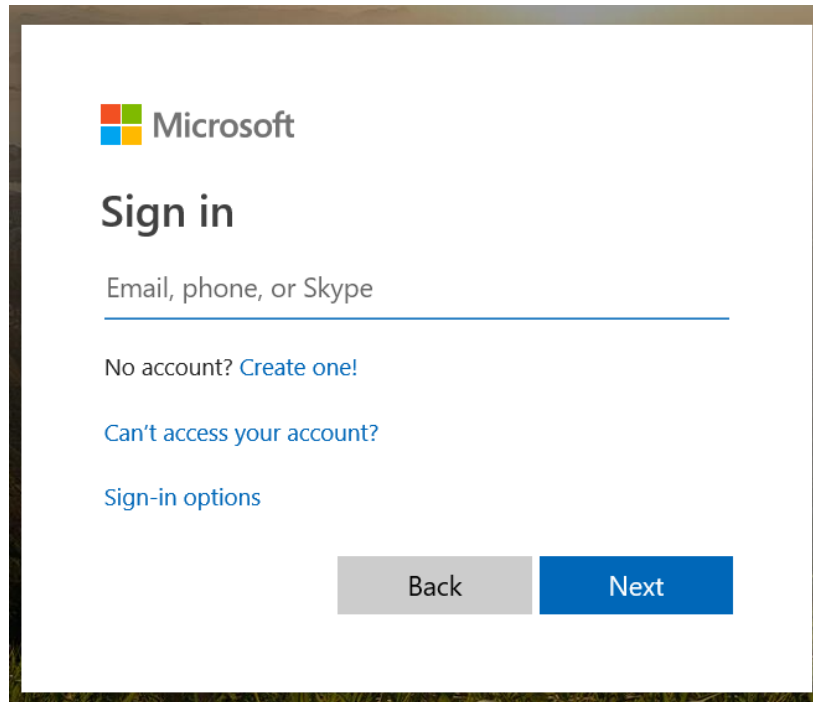
Click the link <https://make.powerautomate.com/> to open the Power Automate portal. Select your region and click **Get started** button.



STEP B: Sign in

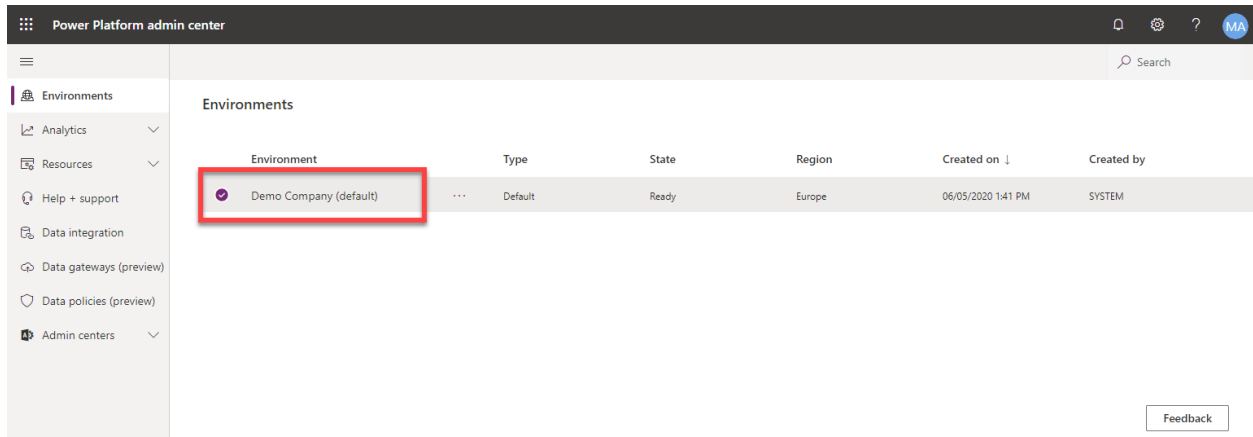
Navigate to: <https://admin.powerplatform.microsoft.com/environments>

On the **Environments** page, sign in with the test account's e-mail you created for this tenant domain if you're not signed in automatically.



STEP C: Configure your default environment to add a database

1. Select **Environments** in the tab bar (Note: you may need to expand the Left Navigation bar options to see it). Then select **your automatically created environment that has “(default)” in the name**.



2. Select **Add database**.

Environments > Demo Company (default)

Details

See all Edit

Type
Default

Region
United States

Refresh cadence
Frequent

Purpose
Not specified

Add database

+

Add database

Collect, store, and share your data. Create database for this environment.
Learn more about databases.

Recent operation

Full history

Type
Create

Start time
6/25/2021, 6:35:00 PM

Initiated by
SYSTEM

Status
Ready

Access

Environment admin
See all

Environment maker
See all

Resources

Power Apps

Flows

Note: If your environment already has a database created, you will not see this option on the page.

3. Specify values in the **Create a database for this environment** dialog box. Use these values:

- **Language:** English
- **Currency:** USD

Then click **Add**.

Add database ×

Language *
Default language for user interfaces in this environment

English ▼

Currency *
Reports will use this currency

USD (\$) ▼

Enable Dynamics 365 apps
In addition to Power Apps. [Learn more](#)

☐ No

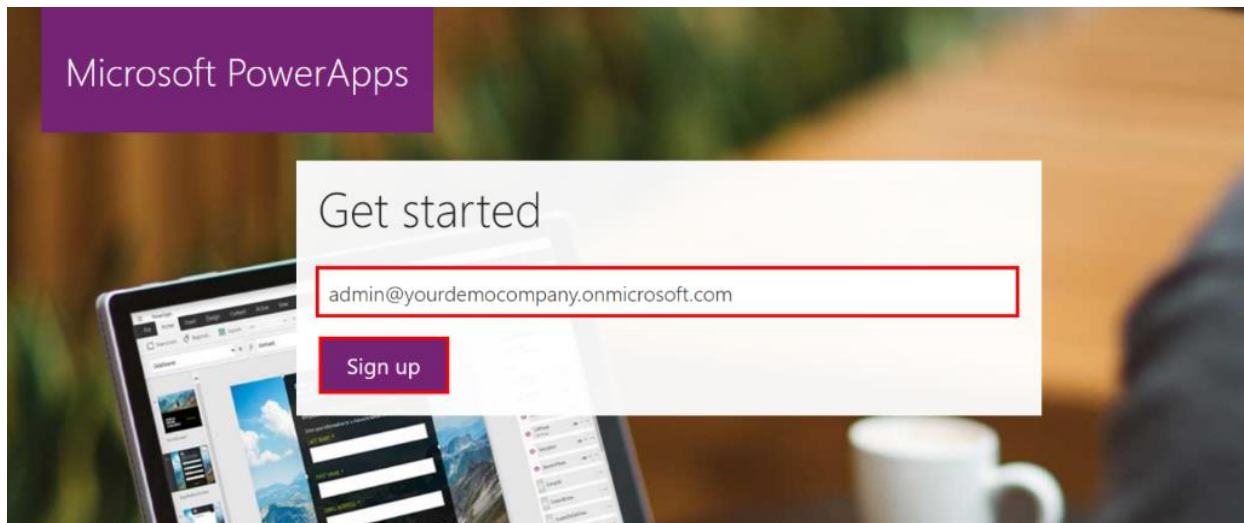
Security group
Restrict environment access to people in this security group. Otherwise, everyone can access. [Learn more](#)

+ Select

Add


Cancel


Note: You may be asked to sign in again.





If you see the prompt of this picture below or other Power Apps sign-up page, just click “Trail” in the red banner, follow the instruction to sign in one more time, then repeat step above starting from Step B – navigate to <https://admin.powerplatform.microsoft.com> and repeat **Create my database**.


A red banner with a white exclamation mark icon on the left and the text "Sign-up for the Trial and try creating the database again. Learn more" on the right. A red rectangle highlights the word "Trial" in the text.


Create a database for this environment 
Choose the currency and language your data should use.

Currency 

USD 

Language 

English 

 By choosing **Create my database**, you agree Microsoft can use entity and field names that you create (but not content in the database tables) to help improve our common data model. These names may be stored in our diagnostic systems and copied across regions. [Learn more](#)

Cancel

Create my database

- After you clicked the **Create my database**, you can see the database provisioning progress.

Power Platform admin center

+ New Refresh Search

Environments

New environment Demo Company (default) is getting prepared. It can be used once active.

The list below contains environments that are active, inactive, and preparing. [Click to view environments you may recover.](#)

Environment	Type	State	Region	Created on ↓	Created by
Demo Company (default)	Default	PreparingInstance	United States	07/12/2021 7:19 AM	SYSTEM

Note: creating a database may take up to a few minutes. Please wait or refresh until you see the "New environment is getting prepared" message disappeared.

Power Platform admin center

+ New Refresh Search

Environments

The list below contains environments that are active, inactive, and preparing. [Click to view environments you may recover.](#)

Environment	Type	State	Region	Created on ↓	Created by
Demo Company (default)	Default	Ready	United States	09/20/2021 2:20 AM	SYSTEM

Your environment will be ready after the database is provisioned.

Once that's done, you're ready to go to lab #1.2.

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