

Setup Guide: Power Platform, Microsoft 365 Tenant & Azure Subscription

This guide is intended to help you **set up a clean, isolated training environment** for completing the **Copilot Studio and Extensibility with Azure AI** labs. You will create a trial tenant and configure all required services without affecting your production environment.


 **Important:** Please do **not** use your work or production account.

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Step 1 - Create a new training tenant.

1. 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>
2. Follow the wizard to complete the sign-up process.
3. Provide a **personal** email and click **Next**.

Power Apps per user plan Trial
Start your free 1-month trial today

The screenshot shows the first step of the sign-up process, titled "About you". At the top, there is a progress bar with three steps: "About you" (active), "Sign-in details", and "Complete & get started". Below the progress bar, the heading "Let's get you started" is followed by the instruction: "Enter your work or school email address, we'll check if you need to create a new account for Power Apps per user plan Trial." There is an "Email" label above a text input field. Below the input field, a red error message states "This is required". At the bottom, there is a blue "Next" button.

4. Click on Click **Setup account**.

The screenshot shows the second step of the sign-up process, titled "Sign-in details". At the top, there is a progress bar with three steps: "About you", "Sign-in details" (active), and "Complete & get started". Below the progress bar, the heading "Let's get you started" is followed by the instruction: "Looks like you need to create a new account. Let's get you started! Continue as **thaddeusmt@live.com**." There are two buttons at the bottom: a blue "Set up account" button and a white "Change my email" button.

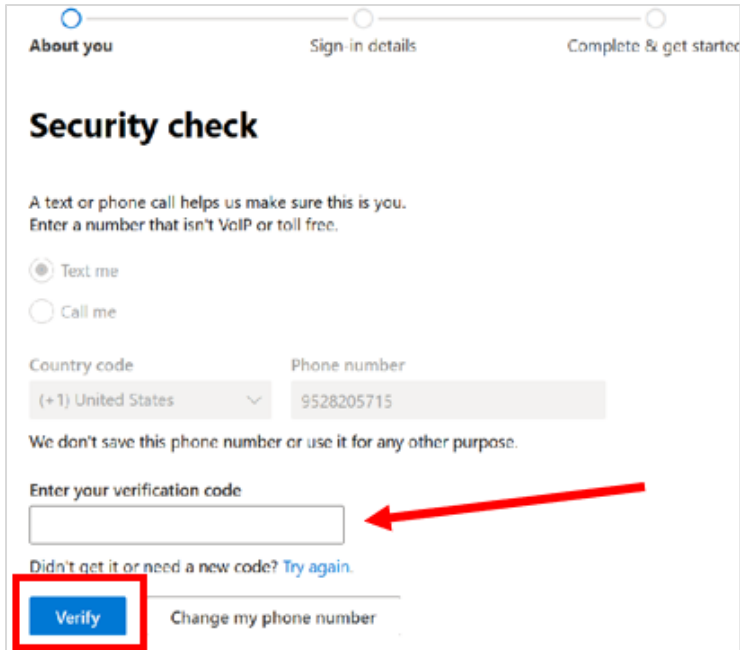
5. Fill in your details and then click **Next**

The screenshot shows the 'Tell us about yourself' form in the Microsoft account setup process. At the top, there are three progress indicators: 'About you' (active), 'Sign-in details', and 'Complete & get started'. The form fields include: 'First name' (text input), 'Middle name (Optional)' (text input), 'Last name' (text input), 'Business phone number' (text input), 'Company name' (text input), 'Company size' (dropdown menu with 'Select one from below'), and 'Country or Region' (dropdown menu with 'United States'). Below the form, there is a statement: '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](#).' Below this, there is a checkbox: '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](#).' At the bottom, there is a blue 'Next' button highlighted with a red rectangle.

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

The screenshot shows the 'Tell us about yourself' form in the Microsoft account setup process, specifically the phone verification step. At the top, there are three progress indicators: 'About you' (active), 'Sign-in details', and 'Complete & get started'. The form includes the text: 'A text or phone call helps us make sure this is you. Enter a number that isn't VoIP or toll free.' Below this, there are two radio buttons: 'Text me' (selected) and 'Call me'. Below the radio buttons, there are two text inputs: 'Country code' (dropdown menu with '(+1) United States') and 'Phone number'. Below the text inputs, there is a statement: 'We don't save this phone number or use it for any other purpose.' At the bottom, there is a blue 'Send verification code' button highlighted with a red rectangle, and a 'Back' button.

7. Enter your verification code and click **Verify**



The screenshot shows a 'Security check' screen with a progress bar at the top. The first step, 'About you', is completed. The second step, 'Sign-in details', is active. The screen asks for a text or phone call to verify identity. Two radio buttons are present: 'Text me' (selected) and 'Call me'. Below these are fields for 'Country code' (set to '+1 United States') and 'Phone number' (9528205715). A disclaimer states: 'We don't save this phone number or use it for any other purpose.' A text input field for 'Enter your verification code' is shown, with a red arrow pointing to it. Below the input field is a link: 'Didn't get it or need a new code? Try again.' At the bottom, there is a blue 'Verify' button (highlighted with a red box) and a link 'Change my phone number'.

Security check

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 Phone number
(+1) United States 9528205715

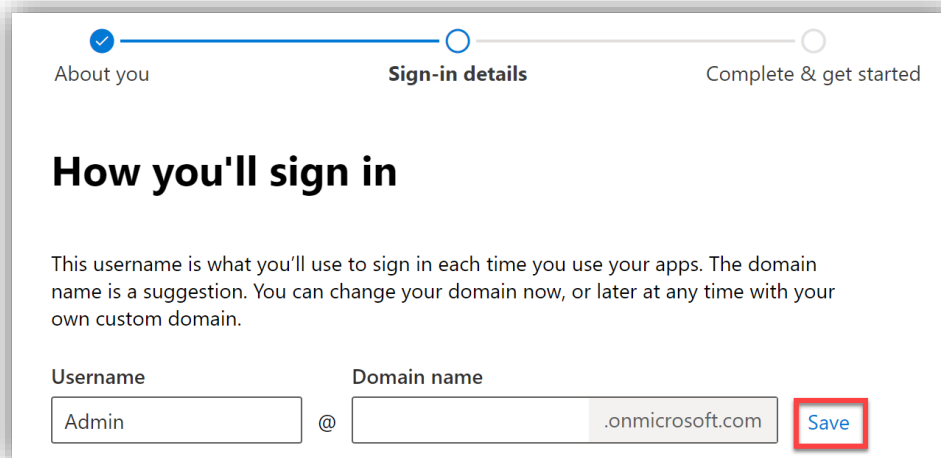
We don't save this phone number or use it for any other purpose.

Enter your verification code

Didn't get it or need a new code? [Try again.](#)

Verify [Change my phone number](#)

8. 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)



The screenshot shows a 'How you'll sign in' screen with a progress bar at the top. The first step, 'About you', is completed. The second step, 'Sign-in details', is active. The screen explains that the username is used for signing in and the domain name is a suggestion. Below this are two input fields: 'Username' (containing 'Admin') and 'Domain name' (containing '@' and '.onmicrosoft.com'). A blue 'Save' button (highlighted with a red box) is located to the right of the domain name field.

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
Admin @ .onmicrosoft.com **Save**

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

The screenshot shows the 'Sign-in details' step of a three-part setup process. The progress bar at the top indicates 'About you' is complete, 'Sign-in details' is the current step, and 'Complete & get started' is pending. The main heading is 'How you'll sign in'. Below this, a text block explains that the username is for signing into apps and the domain is a suggestion. The form includes a 'Username' field with 'Admin' entered, a 'Domain name' field with '.onmicrosoft.com' entered, and a blue 'Edit' link. Below these are 'Password' and 'Confirm password' fields, both with eye icons for toggling visibility. At the bottom, a note states 'By selecting Next, you agree to our [trial agreement](#).' A blue 'Next' button is highlighted with a red rectangle.

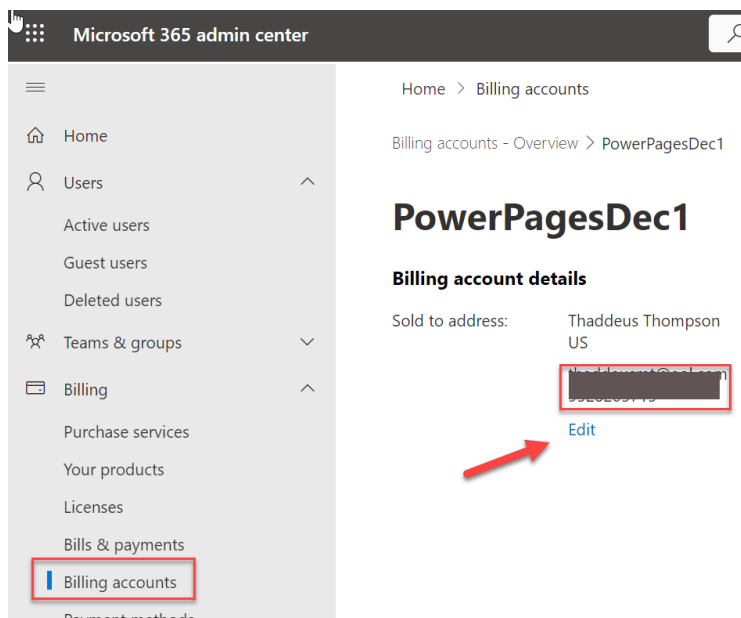
10. You will receive a confirmation email, but please note your username (you'll have something like admin@CIILTLab.onmicrosoft.com). Click **Start Using Power Apps per user plan Trial**
11. **You may need to enter credit card information. This will not charge you and you do not have to worry about cancelling – Copy and keep the new login information**

The screenshot shows the 'Confirmation details' step of the setup process. The progress bar at the top indicates 'About you' and 'Sign-in details' are complete, and 'Complete & get started' is the current step. The main heading is 'Confirmation details'. Below this, a text block states 'We emailed your confirmation to [redacted]@[redacted].com.' A section titled 'Manage your subscription in the Microsoft 365 admin center' contains an 'Order number: 2f454e45-d039-42f6-9f03-92824e518f60'. Below the order number is a 'Save your username to sign in' section with a text field containing 'admin@CIILTLab.onmicrosoft.com' and a 'Save or print' button. At the bottom, a list of actions available in the admin center is shown: 'Install Word, Excel, PowerPoint, and more.', 'Invite your team to use Power Apps per user plan Trial.', and 'Manage your subscription and payment and billing details.' A blue button labeled 'Start using Power Apps per user plan Trial' is at the bottom.

Step 2 - Create a Microsoft 365 Trial

A Microsoft 365 Trial will provide additional apps such as Exchange for email, SharePoint, OneDrive, Teams and more

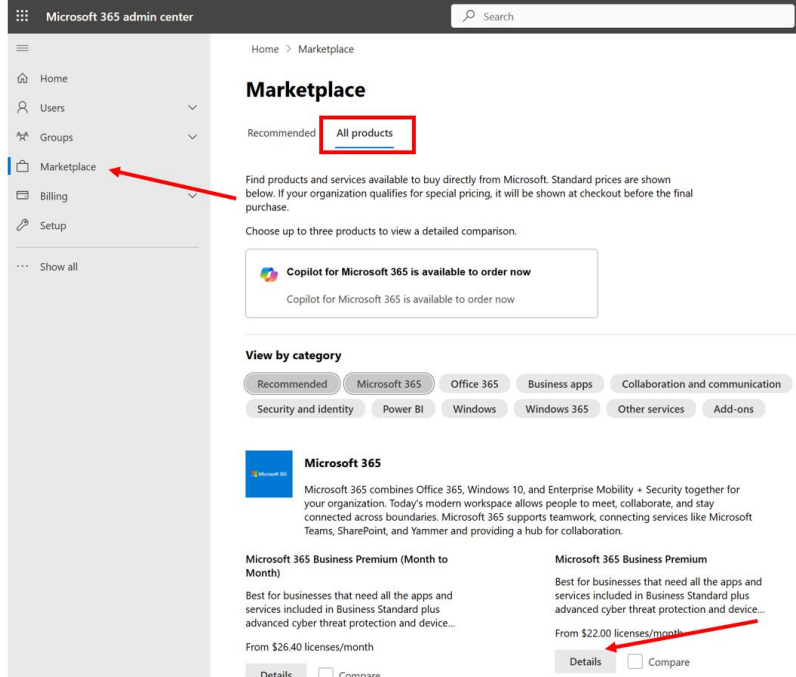
1. With the user you created login to <https://admin.microsoft.com>
2. Add a billing address under **Billing > Billing accounts** > Click on your tenant's name > **Edit**



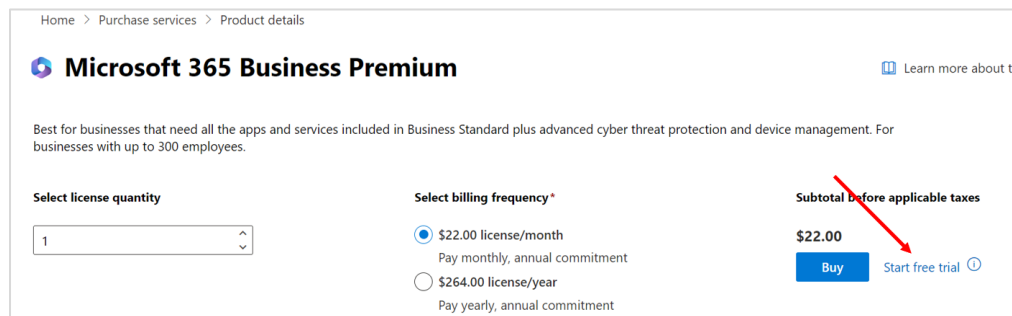
3. Ensure you see or add your name, billing address, email address and click **Save**

Address line 1 *	
One Microsoft Way	
Address line 2 (Optional)	
City *	
Redmond	
State *	
Washington	
Zip *	
98052	
Country/Region *	
United States	
Your Phone Number	

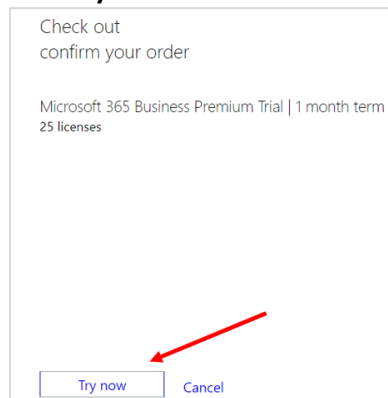
4. Click on **Marketplace** (or it might say **Purchase Services**), select **All Products**, locate **Microsoft 365 Business Premium**, and click **Details**



5. Click to add a trial



6. Click **Try Now** on the checkout screen



7. Click **Continue** on the order receipt screen

order receipt

Your confirmation number is: 9623a497-023b-4116-93cb-54cccc349a5a
Important: To use your new licenses, make sure to assign them by editing users on the [Users](#) page.

[Continue](#)

Order details

Microsoft 365 Business Premium Trial | 1 month term
25 licenses

8. Go to **Microsoft 365 admin Center > Users**, select your admin user and assign one of the **Microsoft 365 Business Premium** and click **Save Changes**

Microsoft 365 admin center

Home > Active users

Active users

[Add a user](#) [Multi-factor authentication](#) [Reset password](#)

☒ Display name ↑

☒ Tad Admin User

Tad Admin User

[Reset password](#)

Account Devices **Licenses and apps** Mail OneDrive

2 subscriptions or trials will expire soon.
[Manage your subscriptions in Billing > Your products](#)

Select location *

United States

Licenses (2)

☒ **Microsoft 365 Business Premium**
24 of 25 licenses available

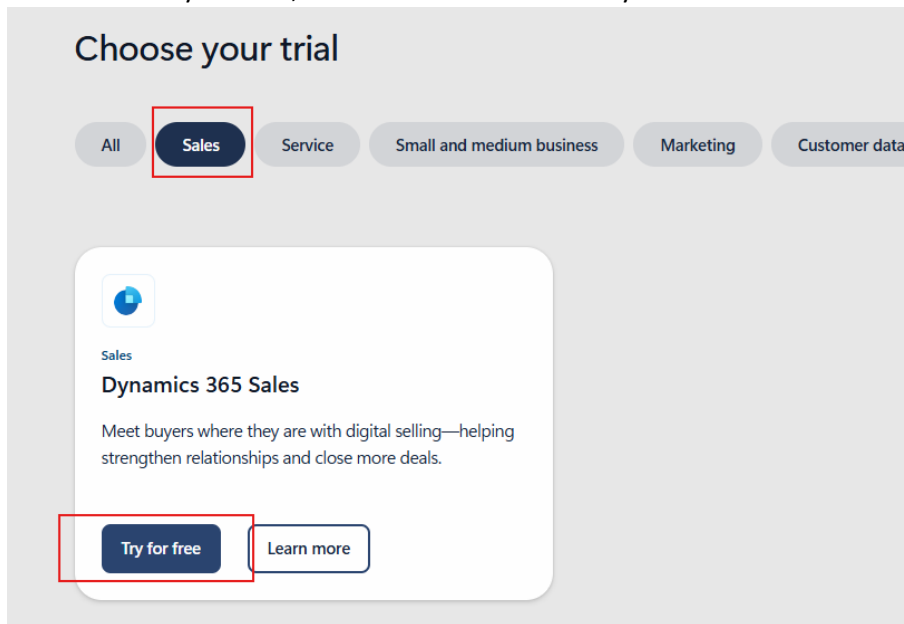
☒ **Power Apps Premium**
24 of 25 licenses available

Step 3 – Sign up for Dynamics 365 Sales Trial and access the environment in Power platform

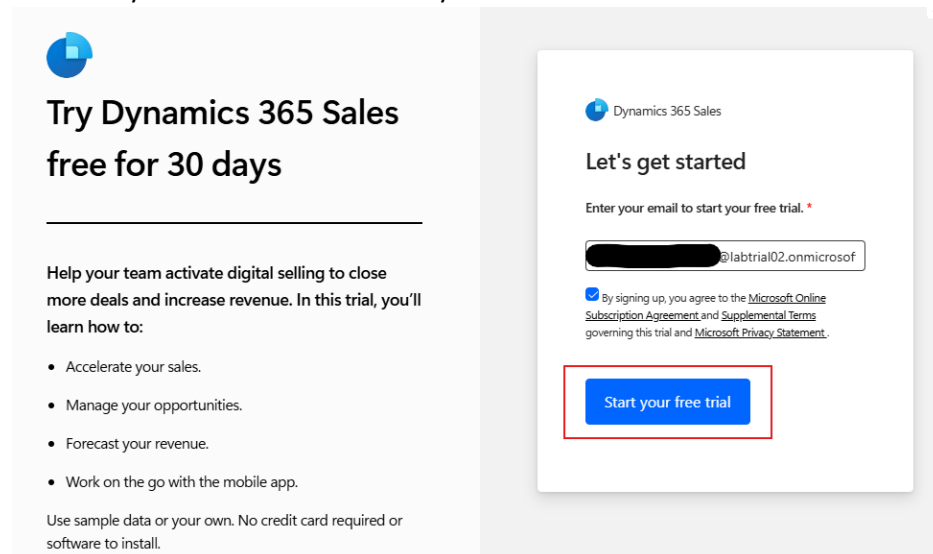
Our lab uses some tables and data from Dynamics 365 Sales product like Leads and Activity. We will sign-up for a free trial which will add a new Environment to our tenant with sample data.

1. In the same browser, open a new window and open - <https://www.microsoft.com/en-us/dynamics-365/> . Click on Try for free.

2. Under Choose your trial, select Sales and click on Try for free



3. Make sure to provide your new tenant admin email address and select **Start your free trial**. This will install a Dynamics 365 Sales Trial in your tenant



In case you see an error when adding Sales Trial, you can try an alternative way to create an environment. Go to – <https://aka.ms/ppac> (Power platform admin center), select **Environments** on the left menu.

Select **New** and provide environment details as shown below.

New environment [X]

i This operation is subject to [capacity constraints](#)

Name *
Event Lab 01

Make this a Managed Environment i
☒ No

Group
Choose a group ▾

Region *
United States - Default ▾
A local region can provide quicker data access

Get new features early i
☒ No

Type i *
Trial (subscription-based) ▾

Purpose
Describe the environment's purpose

Add a Dataverse data store? i
☒ Yes
Dataverse must always be added for the selected type: Trial (subscription-based)

Pay-as-you-go with Azure? i

Next **Cancel**

Select **Next** and choose Dataverse details and click on **Save**.

← Add Dataverse

ⓧ

ⓘ This operation is subject to [capacity constraints](#)

Language *

English (United States) ▾

Default language for user interfaces in this environment


Currency *

USD (\$) ▾

Reports will use this currency

Security group *

Restrict environment access to members of a security group or select None to opt for open access across your tenant. [Learn more](#)

None 

(All users across your tenant will have access to the environment)

URL

A unique domain name will be generated. Click [here](#) to enter a custom domain

Enable Dynamics 365 apps?

In addition to Power Apps. [Learn more](#)

☒ Yes

If not enabled, you won't be able to install Dynamics 365 apps on this environment. This decision is irreversible

Automatically deploy these apps

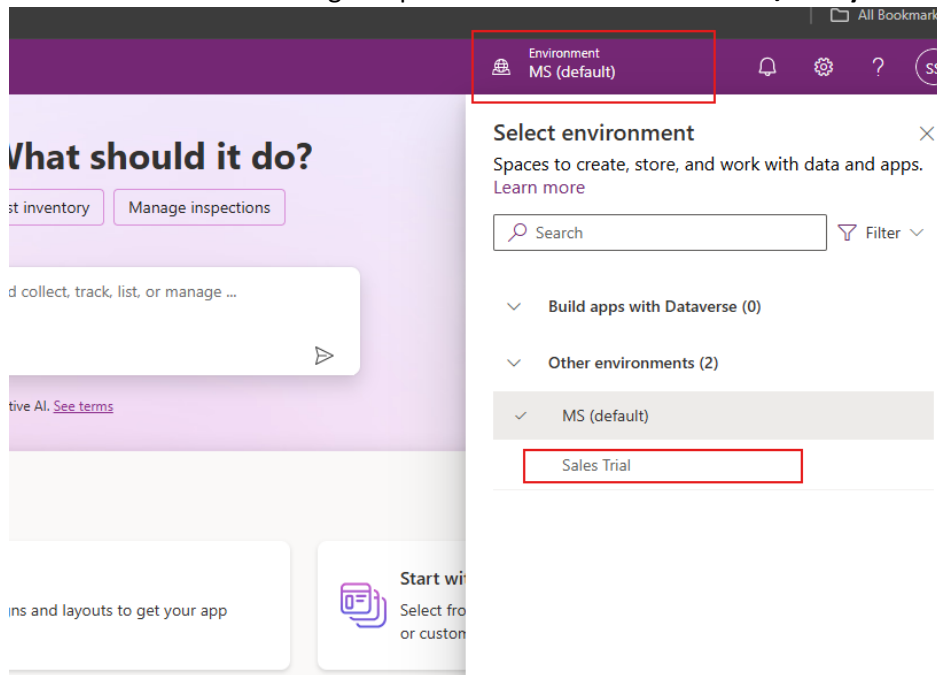
Sales Premium Trial ▾

Save

Cancel

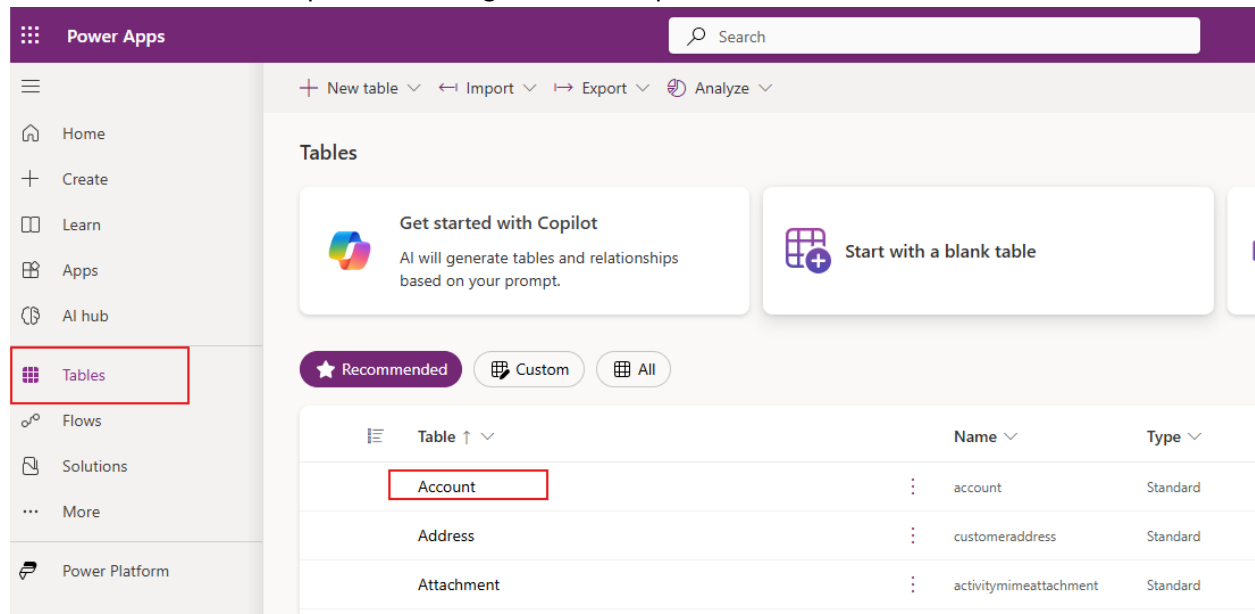
4. Once the Sales Trial OR Dataverse environment is created, In the same browser open another tab and login to <https://make.powerapps.com>.

5. Select **Environment** at right top and select the new **Sales Trial/newly created Environment**.



6. On the left-hand menu, select **Tables** > Open **Account** table to make sure sample data exists. (Note: It might take a few minutes to show the list of tables. Please give a couple minutes and try refreshing the browser)

For all your labs, it's important to select this trial environment (on top-right) while using Copilot Studio or other Power Platform products during this workshop.



Step 4 – Create an Azure Subscription

To complete the hands-on labs, attendees will need access to an active **Azure subscription**. Please choose **one** of the following options:

- a. **Use an existing Azure subscription** in your organization's tenant (if available).
- b. **Sign up for an Azure Free Trial** – a one-month free subscription with \$200 in credits. *(Credit card required for verification; no charges will apply.)*
- c. If the first 2 options don't work, you may use a **Pay-As-You-Go subscription**. While our labs are designed to use **free Azure services**, **please be careful not to provision any paid services unintentionally. It is your responsibility to cancel this subscription after the event.**

For options b and c, please follow the steps below:

1. In your same browser open another tab and open – <https://azure.microsoft.com/en-us/pricing/purchase-options/azure-account>
2. Click on **Try Azure for free**
3. Provide consent and select **Next**

The screenshot displays the Azure Free Trial sign-up interface. On the left, the 'Agreement' section is visible, featuring a checkbox that is checked, indicating consent to Microsoft's terms and conditions. Below this, there is a 'Next' button. On the right, the 'Create your Azure free account' section lists the benefits of the free trial: 'Popular services free for 12 months', '55+ services always free', and '\$200 credit to use in your first 30 days'. It also includes a note about 'No automatic charges'.

4. Select **country code** and add your **phone number** and verify.
- d. Select or provide your credit card information and select **Sign up**
(**Note:** no automatic charges with free trial. If you've signed up for a trial account in the past, you may see the option to use – Azure Pay as you go. While our labs are designed to use **free Azure services**, **please be careful not to provision any paid services unintentionally. It is your responsibility to cancel this subscription after the event.**)

Agreement

Identity verification by phone

Identity verification by card

Please provide a credit card or debit card. We'll make a temporary authorization on this card, but **you won't be charged unless you move to pay-as-you-go pricing**. We don't accept prepaid cards.

We found this payment method associated with your account:

visa

Add a new payment method

Sign up

Create your Azure free account

Popular services free for 12 months

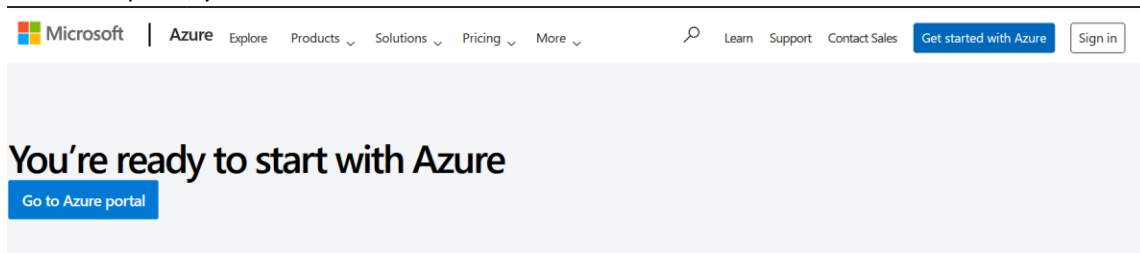
55+ services always free

\$200 credit to use in your first 30 days

No automatic charges

After your credit is over, we'll ask you if you want to continue with pay-as-you-go. If you do, you'll only pay if you use more than the free amounts of services.

- You might be asked to enable **Multi factor authentication**, and you can do this using Microsoft Authenticator App.
- Once complete, you should see -



- Click on **Go to Azure Portal** and in the top search bar, search for **subscriptions**. You should find an active Azure subscription

Microsoft Azure	Search resources, services, and docs (G+)	Copilot	ShashankChandra@SCDYN (SCDYN772.ONM)
Home > Subscriptions >			
Subscriptions			
scdyn (scdyn772.onmicrosoft.com)			
Add Manage Policies View Requests View eligible subscriptions Export to CSV			
Global administrators can manage all subscriptions in this list by updating their policy setting here .			
View list of subscriptions for which you have role-based access control (RBAC) permissions to manage Azure resources. To view subscriptions for which you have billing access, click here			
Showing subscriptions in scdyn directory. Don't see a subscription? Switch directories			
Search for any file...	Subscriptions: Filtered (1 of 1)	My role == all	Status == all
Subscription name ↑↓	Subscription ID ↑↓	My role ↑↓	Current cost
Azure subscription 1	f0470d5f-9d0b-45b0-b831-4c50cf8...	Owner	Not available
			Secure Score ↑↓
			Parent management group ↑↓
			Status ↑↓
			Tenant Root Group
			Active

You are all set and ready to execute our labs!