

HOW TO SET UP A PLAYGROUND MICROSOFT TENANT

Hi,

This step-by-step manual will show you how to create a "demo" playground tenant with a trial "Power Apps Premium" license and a trial "Microsoft 365 Business Standard" license.

*You will need a **credit card** to set up your account initially, but literally **nothing will be charged** since we are going to **delete** our "payment account" immediately after setting up the licenses.*

Follow the steps that start on the next page and you should be able to easily set up your own tenant that you can use to play around with the Power Platform!

After completing this manual you will also have the starting point to follow along perfectly with the HYPERAUTOMATION series, since I have done these exact same preparations myself before recording the videos!

Good luck and have fun!

All the best,

Jochen

IMPORTANT DISCLAIMER NOTE:

This manual was created at the end of May 2025.

Microsoft tends to change this procedure from time to time. So depending on when you use this, some steps might look somewhat different or may even be completely changed.

As you will understand, this is out of my control. BUT, if that is the case, feel free to leave a comment on the video and I will update this manual if needed. Thank you!

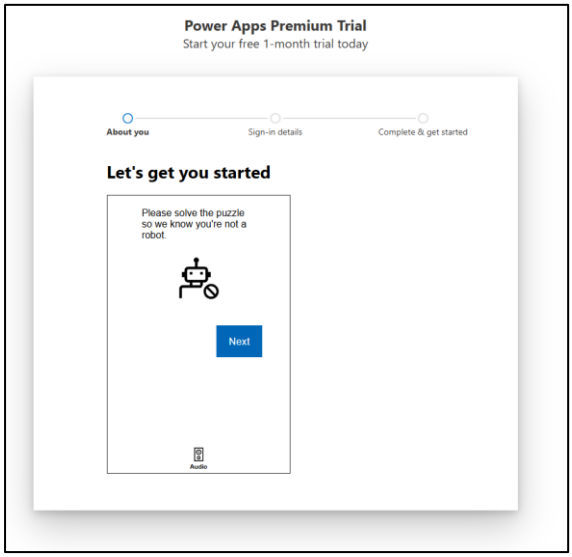
Setting up the tenant

Our starting point is to set up the “Power Apps Premium” trial license.

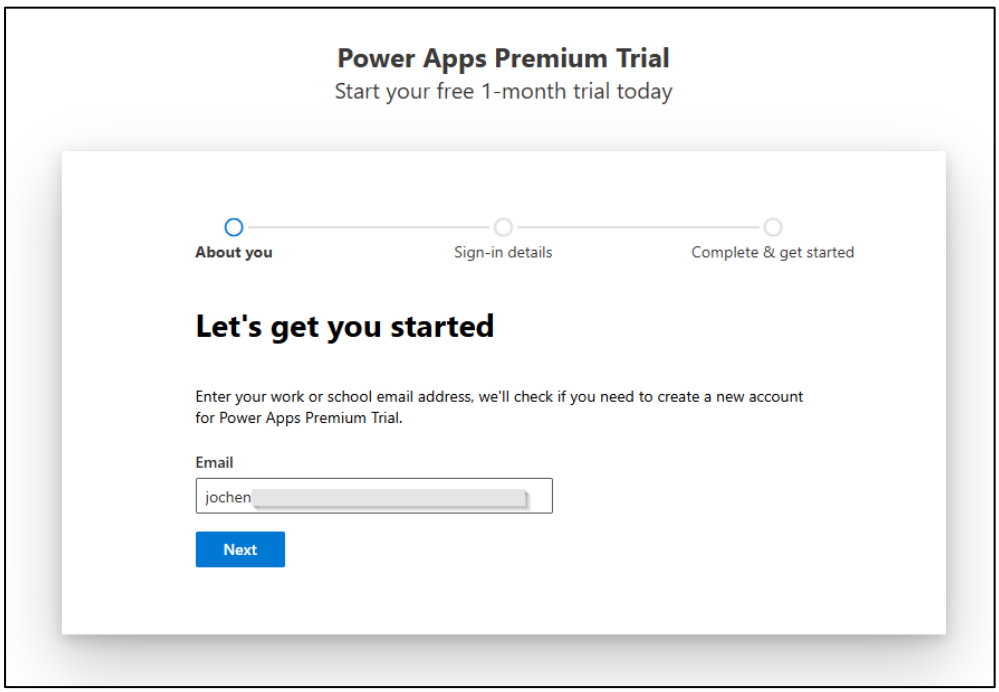
Open an **InPrivate/Incognito browser session** and go to:

https://signup.microsoft.com/login?IdentityProvider=aad&ru=%2FSignup%2F%3FOfferId%3D83d3609a-14c1-4fc2-a18e-0f5ca7047e46%26DL%3DPOWERAPPS_PER_USER%26IsPolaris%3D1%26cmpid%3Dpap-pric-body-try-cardperuser%26ali%3D1&prompt=none&AdditionalLoginInfo=LoginCheck%3DSilentLoginCheck

Solve the puzzle:

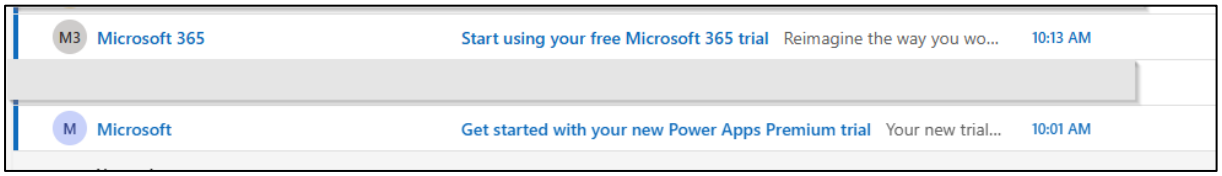


Enter your personal or work **email address** here. I have tried this with my Cegeka work email and my personal “Hotmail” email, which both worked for me. (I don’t know if Gmail works, never tested it)

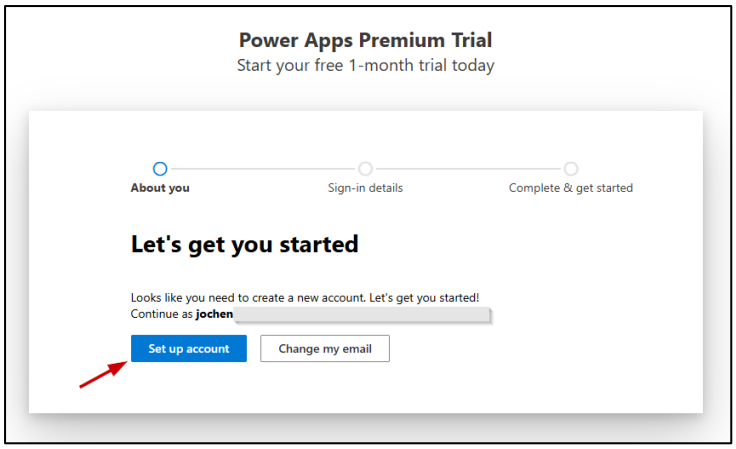


Click “Next”.

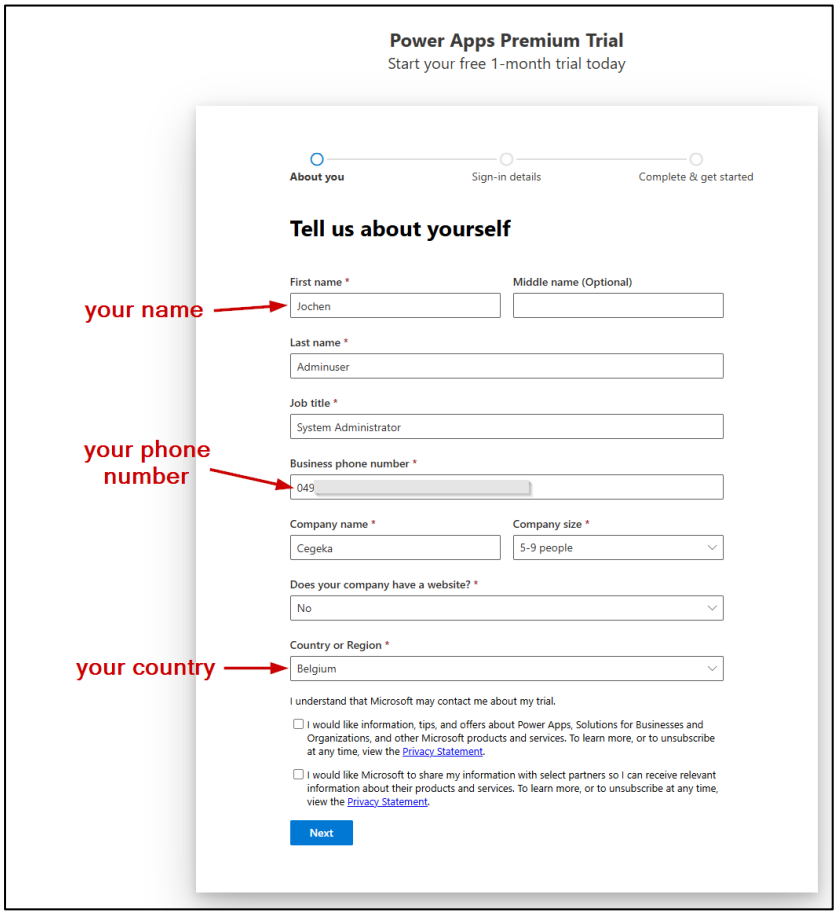
Do note that you will receive a little bit of product **spam** on that email address:



Next, always choose the option to “Create a new account” or “Set up account”:



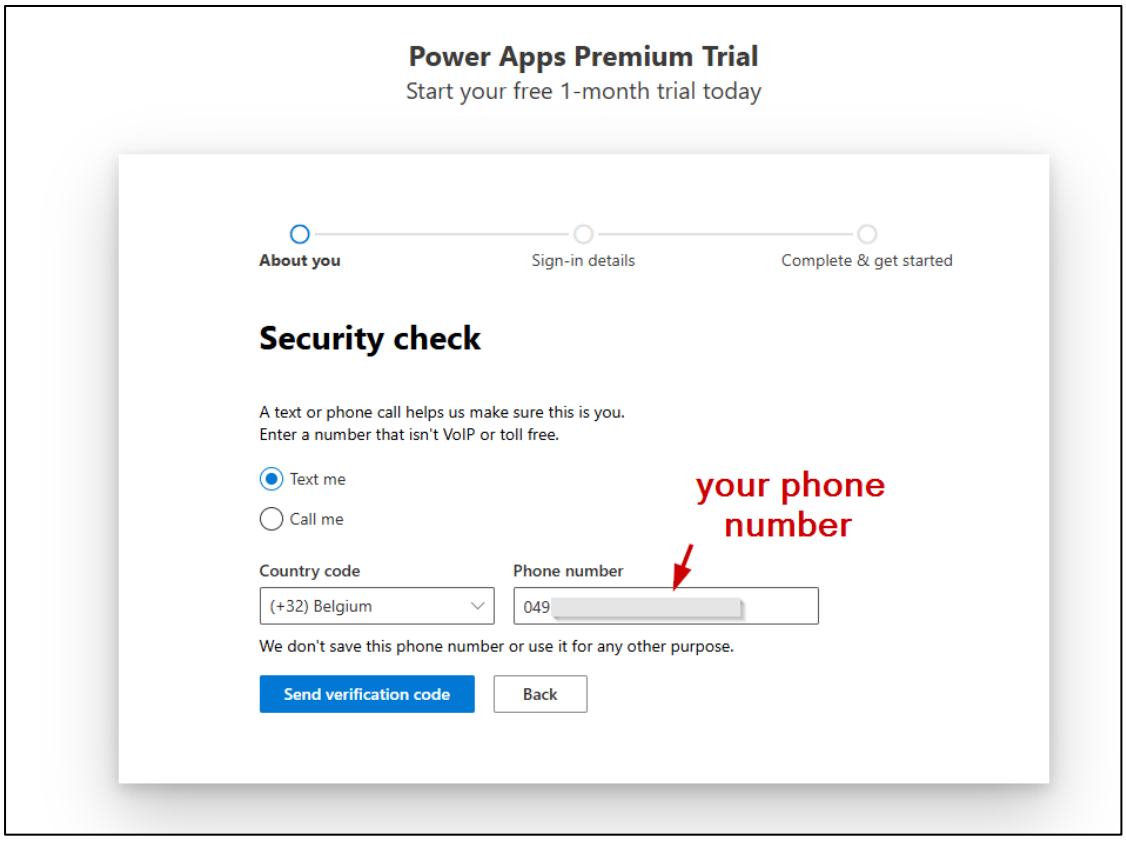
Fill in the next screen, this is my example:



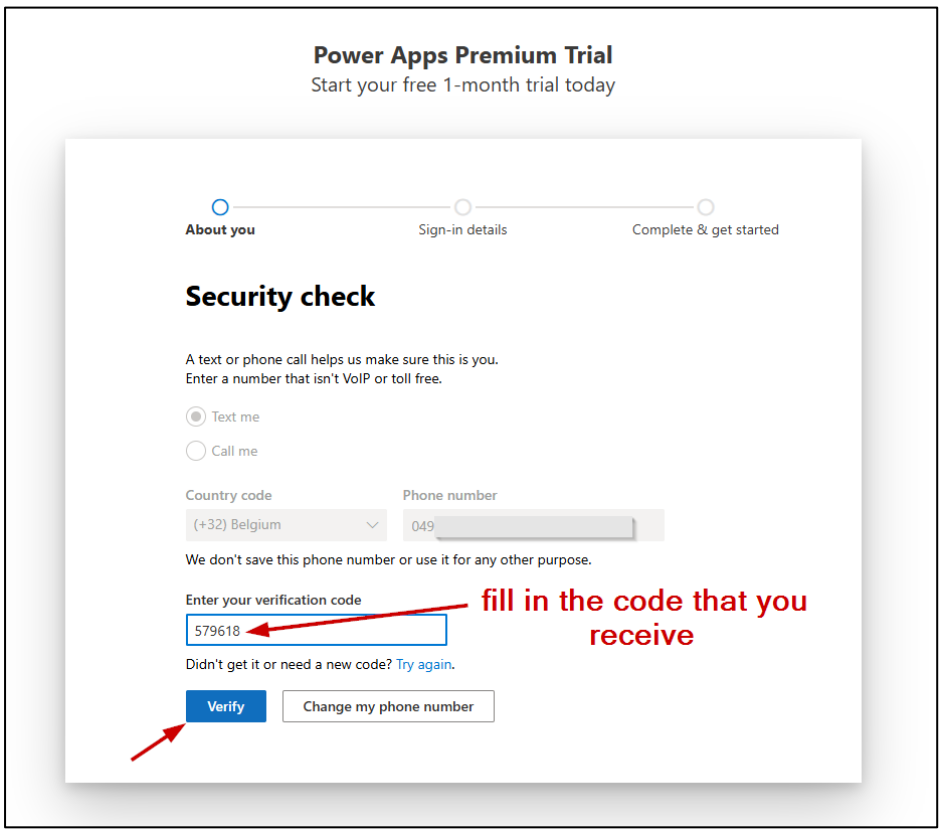
Click “Next” at the bottom.

This will now start a **verification process**.

Choose whatever option you like. I always use “Text me”. Enter your phone number and then click “Send verification code”:

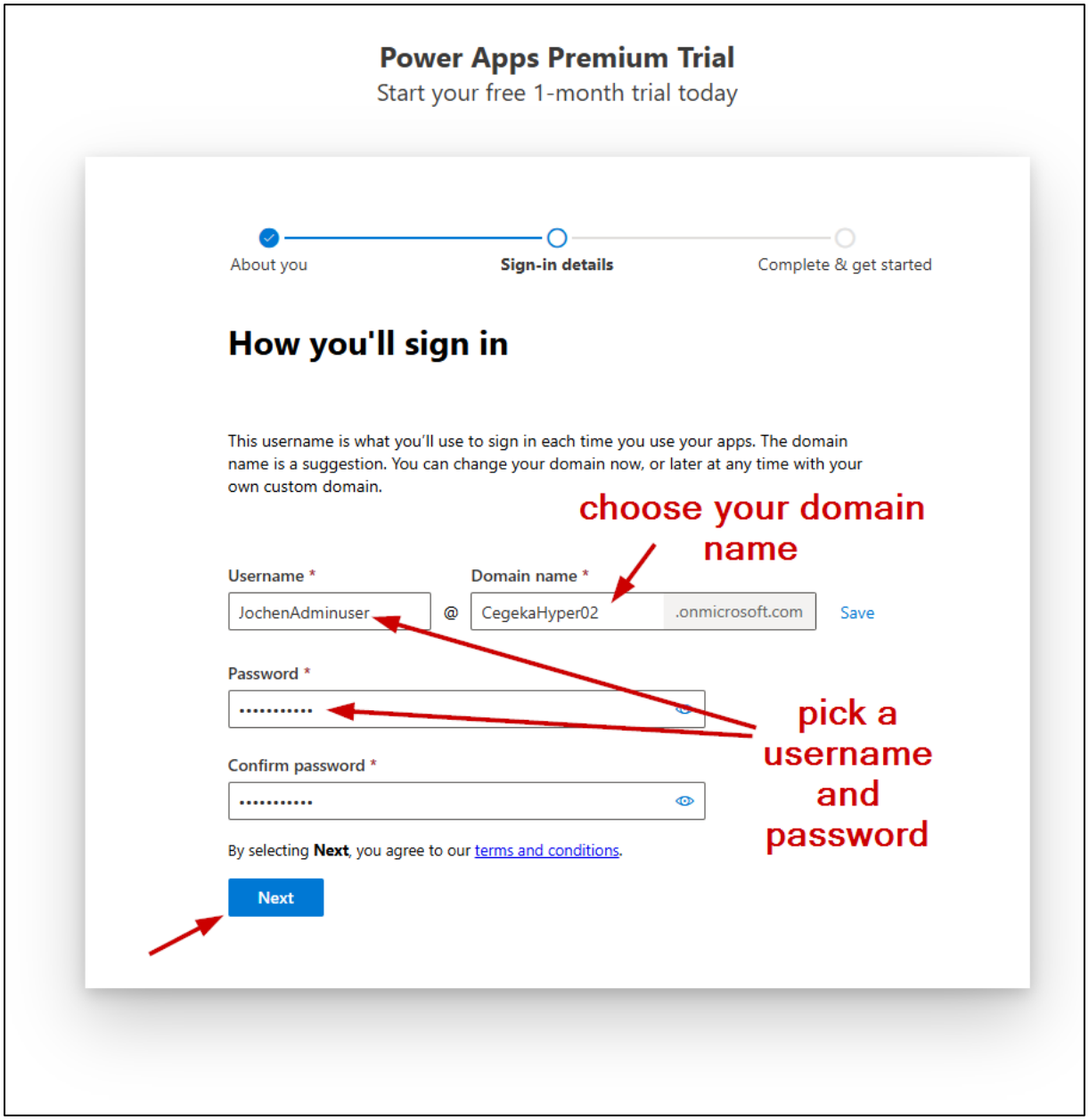


Enter the **verification code** and click “Verify”.



In the next screen you can choose your **username** and **password** for this “admin user” and also your **domain name.**

Choose that however you like, then click “Next”:



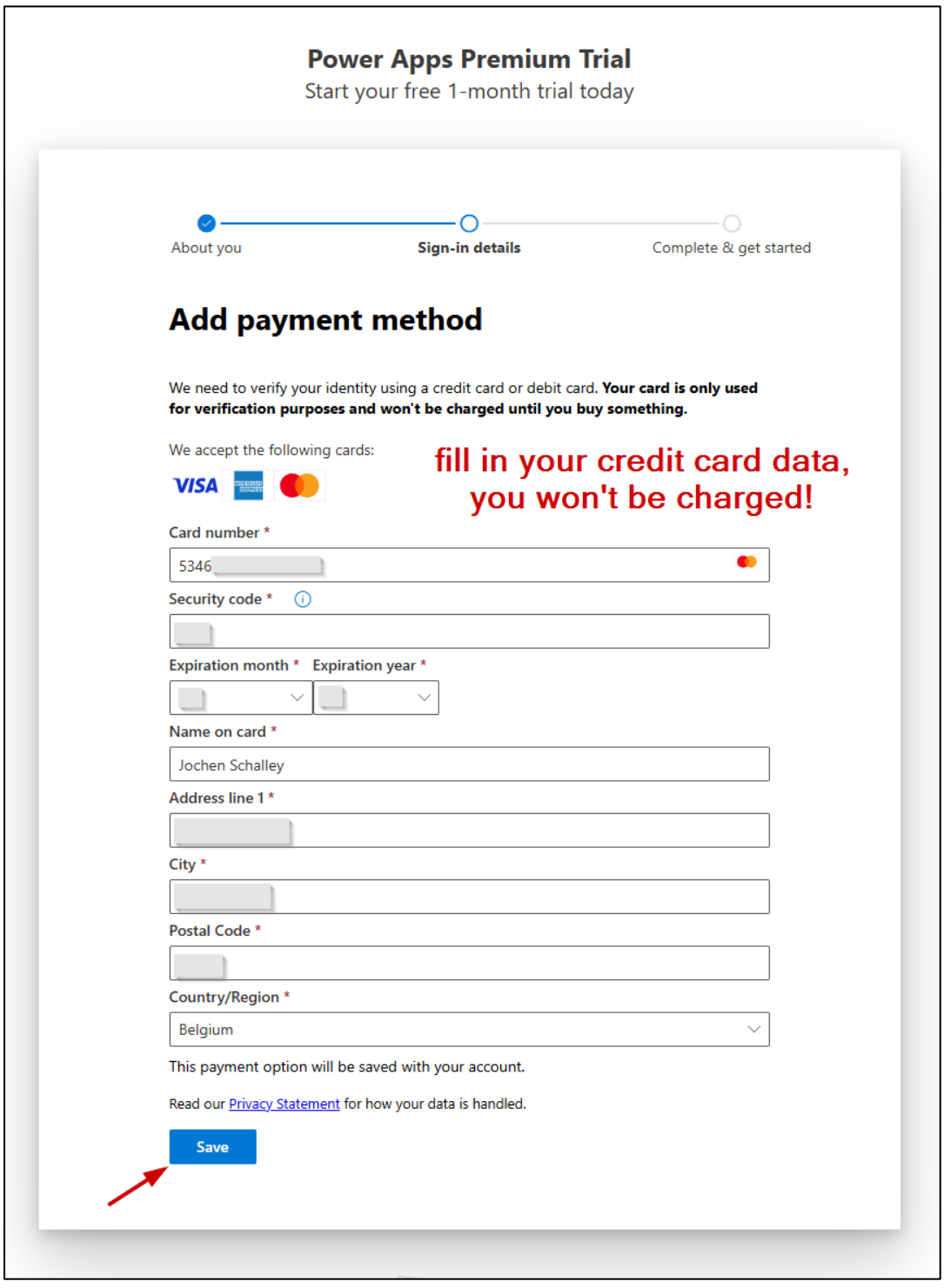
Tip: write down that username/login & password somewhere or use a password manager to auto-save it.

This might now take a few seconds to load and process, just wait and do NOT refresh the browser page.

This will now start the **payment verification process**, which is the point where you will need a **credit card**!

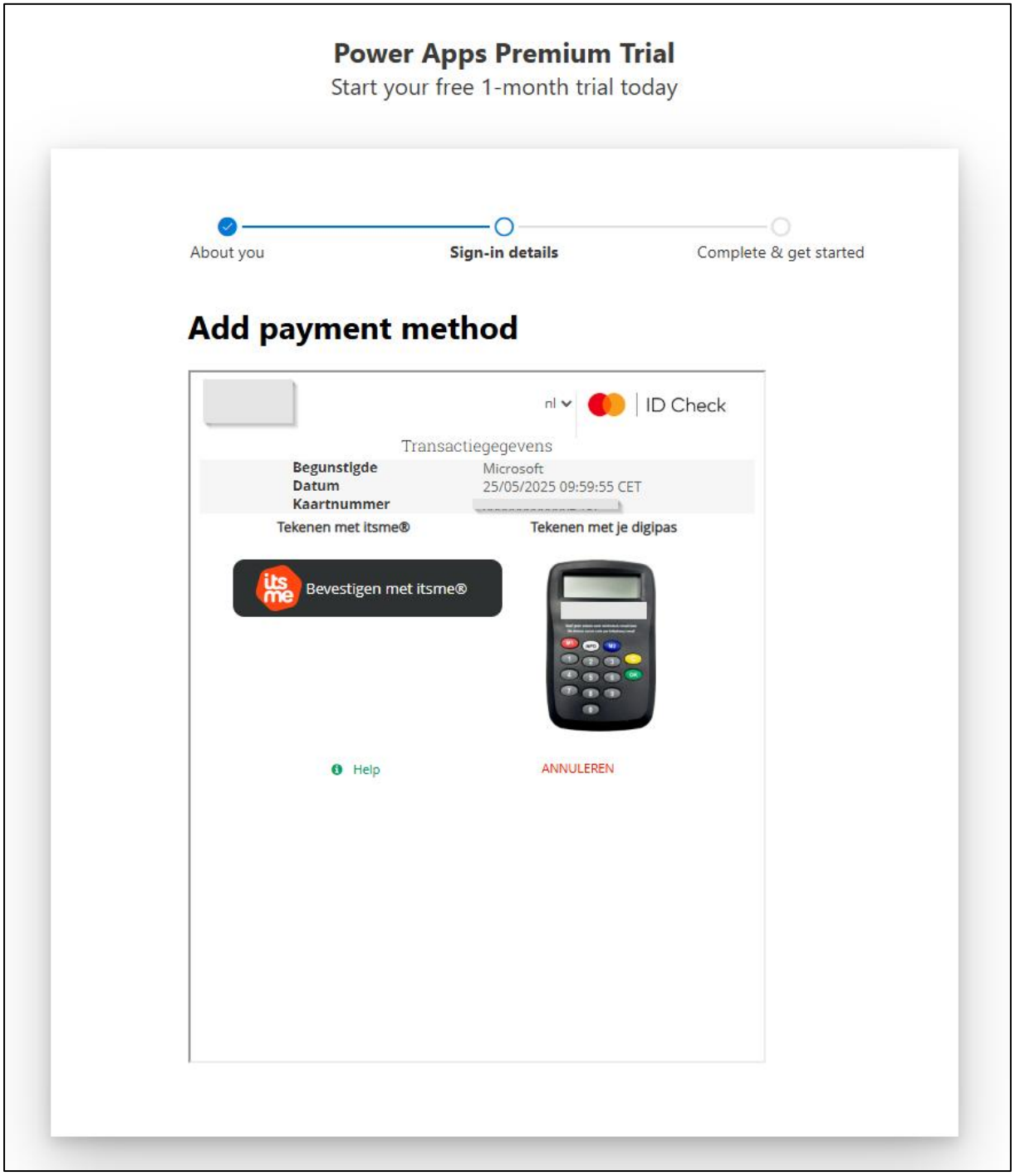
Enter you **payment details** & click “Save”:

(this is a mandatory step, but we will delete this payment information in a later step!)



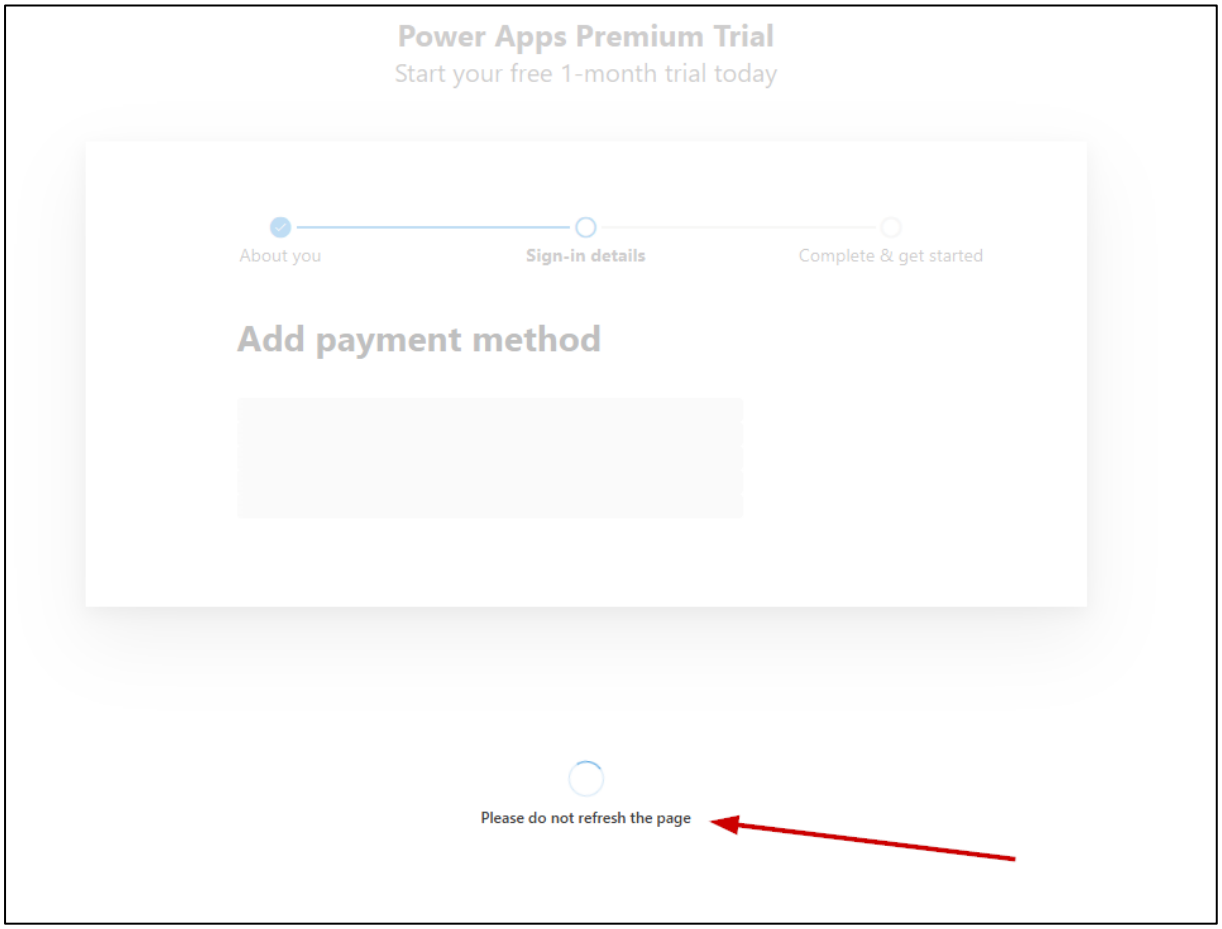
This might now take a few seconds to load and process, just wait and do NOT refresh the browser page.

Eventually you should see a **verification screen** to confirm your “payment”. For me it looks like this, but for you it might look completely different:

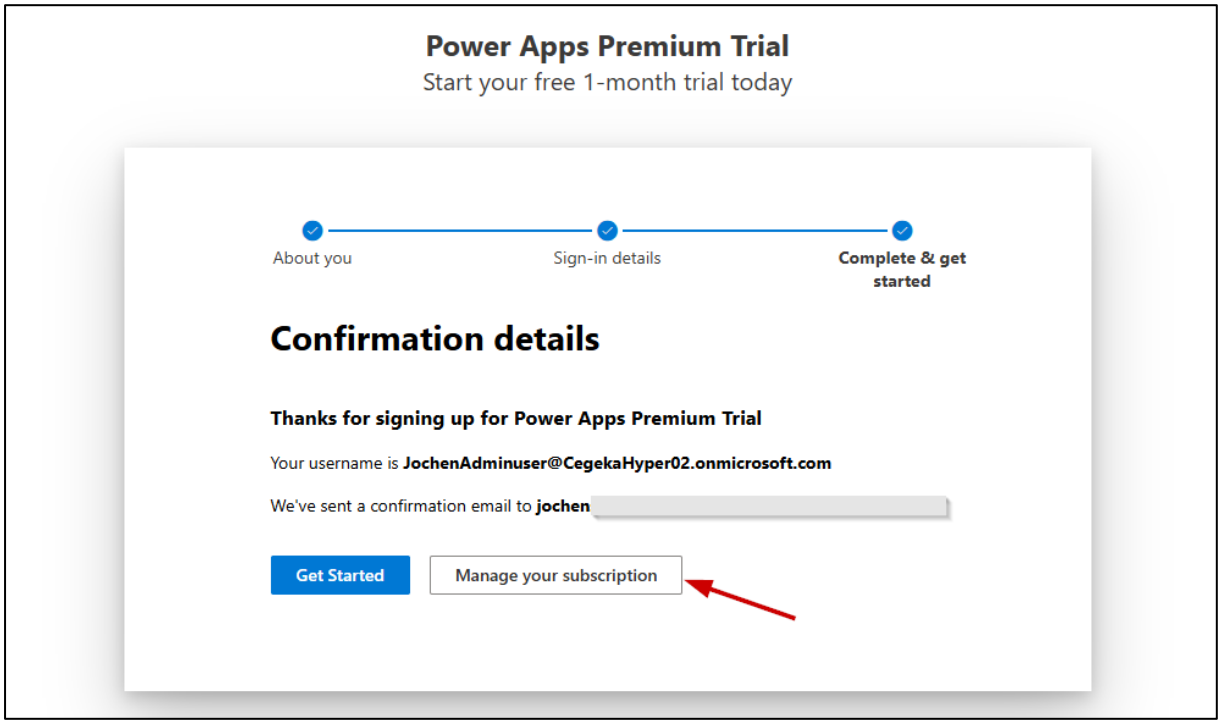


Confirm your “payment” (it’s 0,00 EUR/USD/… , but it has to be confirmed nonetheless).

This might now take a few seconds to load and process, just wait and do NOT refresh the browser page.



After that is done, click “Manage your subscription”:



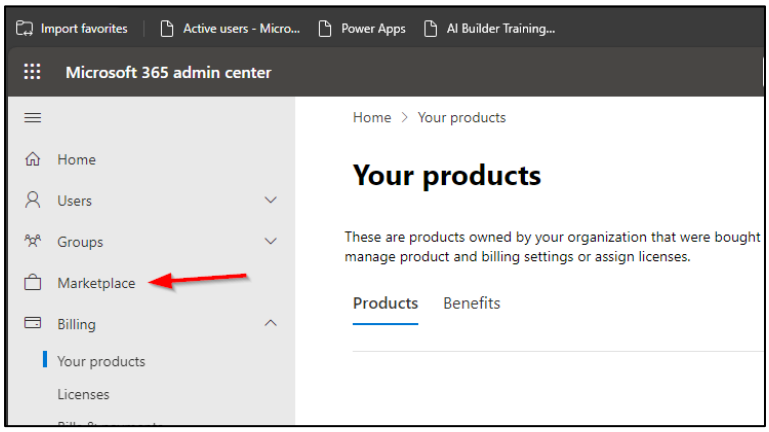
This should take you to www.admin.microsoft.com

Adding the “Office” trial license

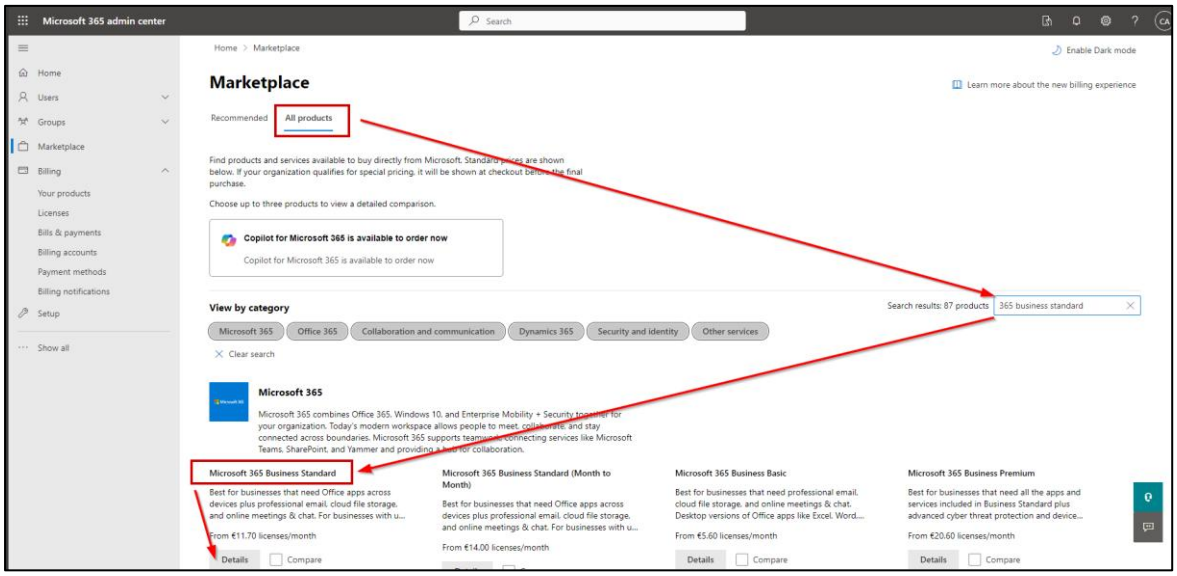
By setting up the tenant from a “Power Apps” starting point, the “Power Apps Premium” trial license is already in place now.

We are now going to make sure that we also have an “Office” trial license added, which is now called “Microsoft 365 Business Standard”.

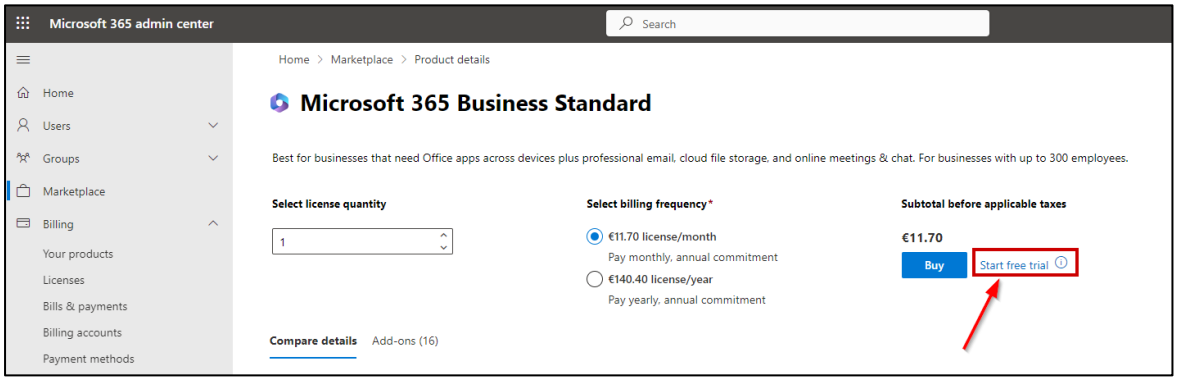
On admin.microsoft.com go to “Marketplace” in the left side menu:



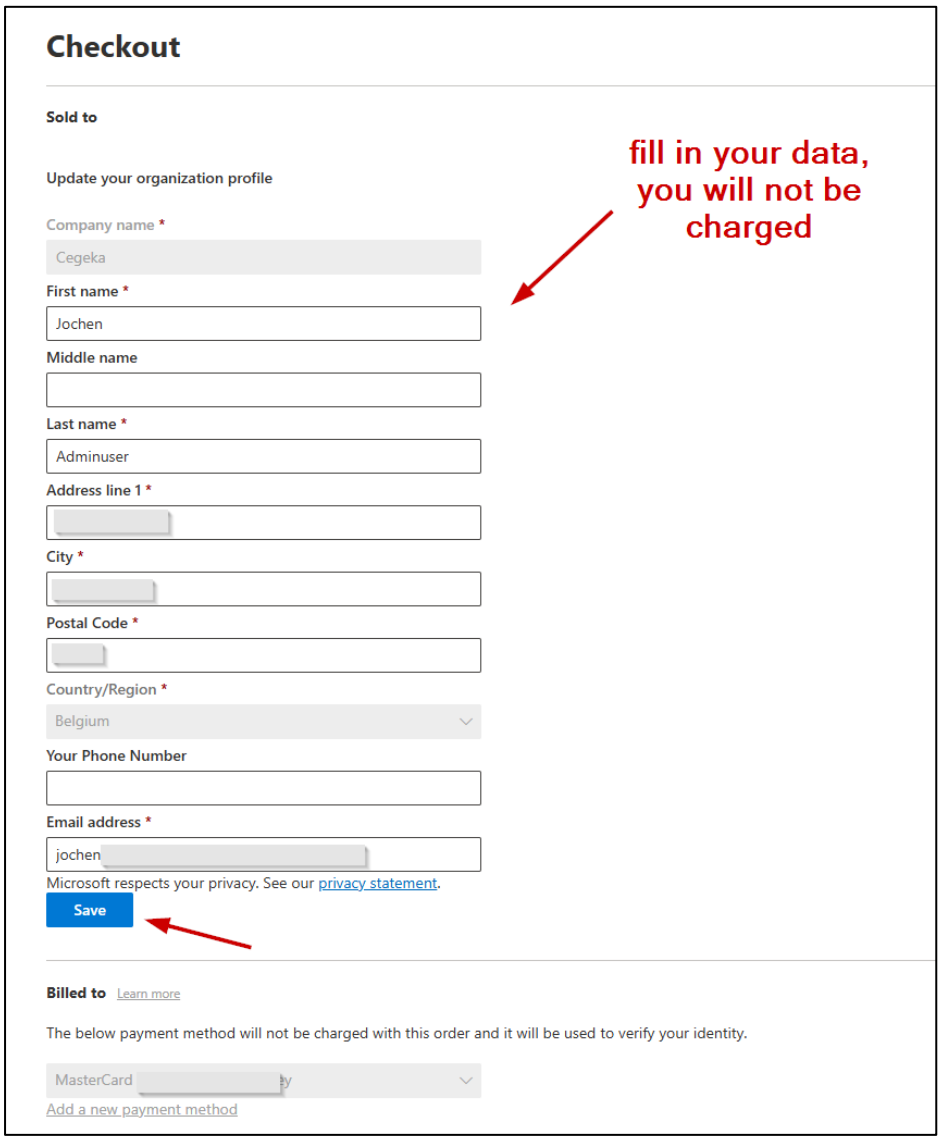
Go to “All products”, then look for “365 business standard” (hit enter to search) and click the “Details”:



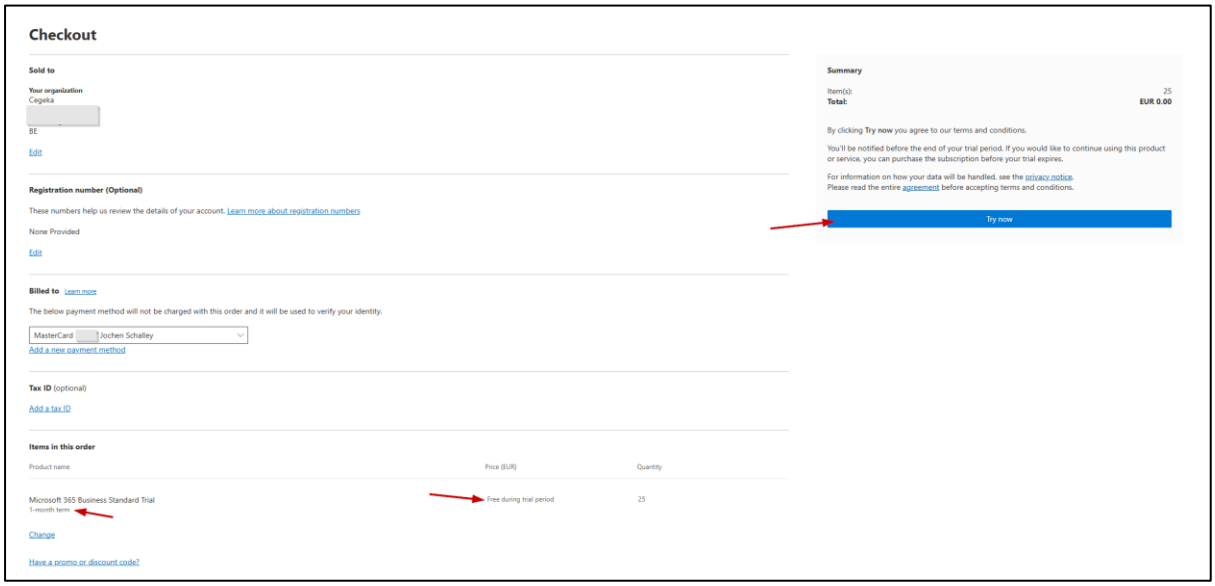
Click the blue text “Start free trial”:



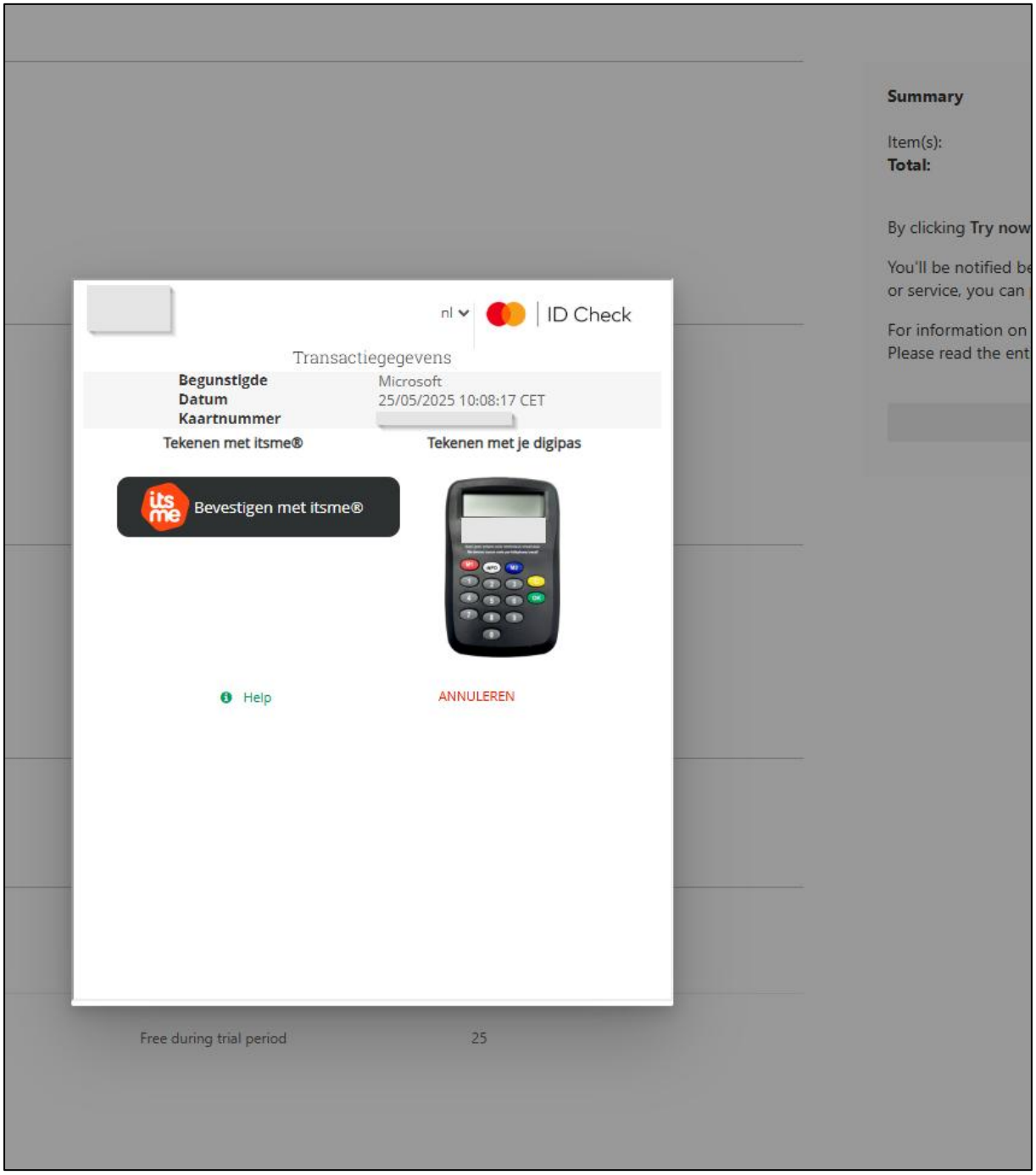
This is a part that Microsoft tends to change a LOT, but currently I have to fill out this simple form as a next step:



Then you should see a final “Checkout” screen like this. Click “Try now”:

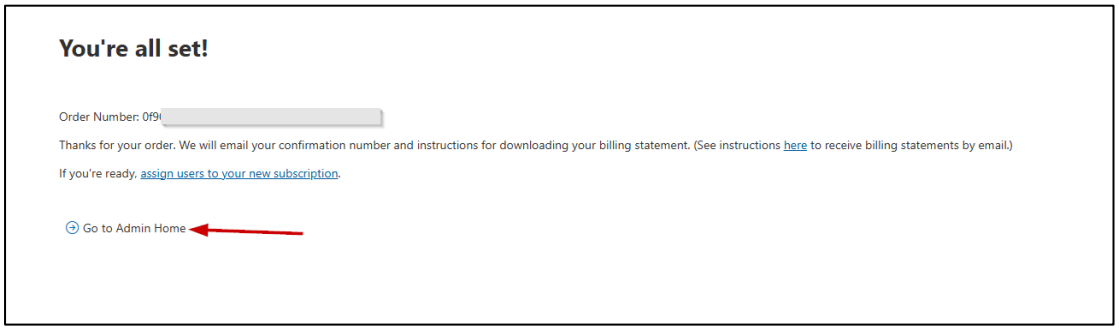


Confirm your “payment” (it’s 0,00 EUR/USD/… , but it has to be confirmed nonetheless).



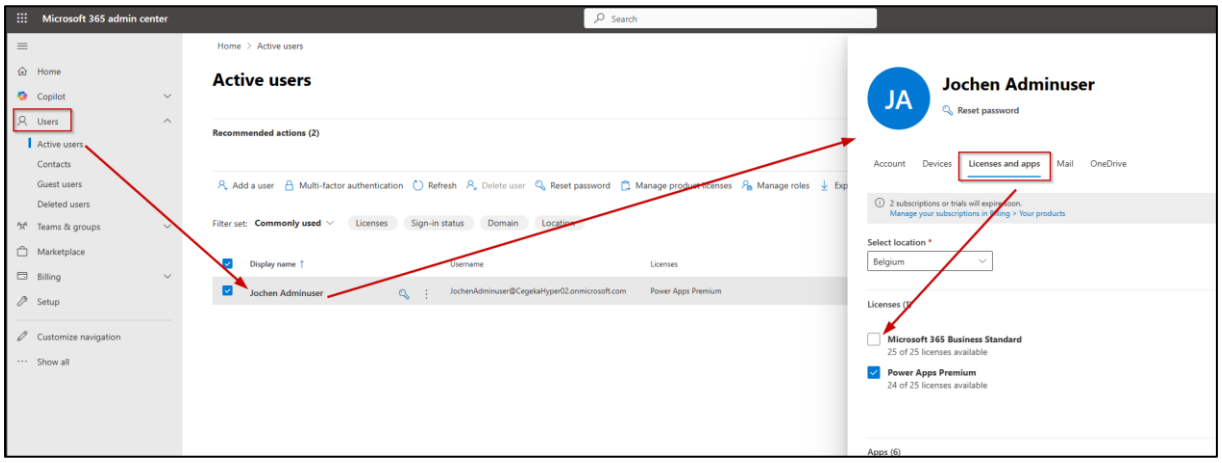
This might now take a few seconds to load and process, just wait and do NOT refresh the browser page.

Eventually this is what you should see. Click “Go to Admin Home”:



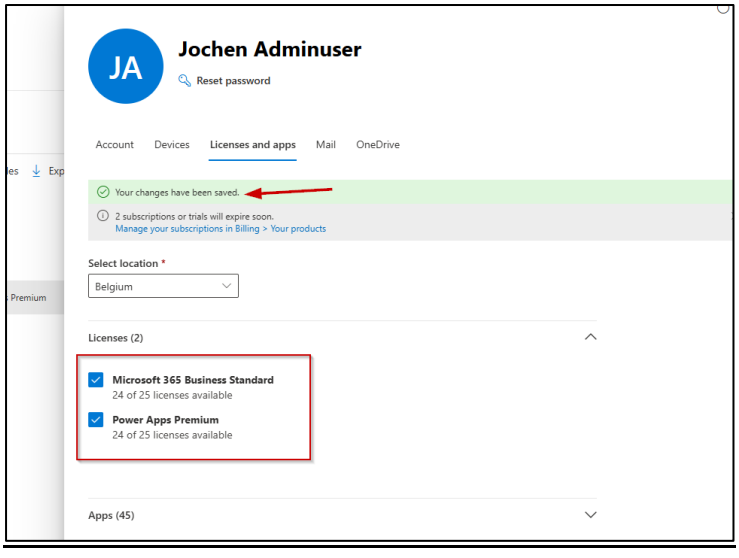
We have now “purchased” the license, but we still need to add it to our admin user.

Go to Users > Active Users > click your admin user’s name > Add the license in the right side menu:



Tick the “Microsoft 365 Business Standard” license (the “Power Apps Premium” should already be ticked) and click “Save your changes” at the bottom.

Verify that this is properly saved:



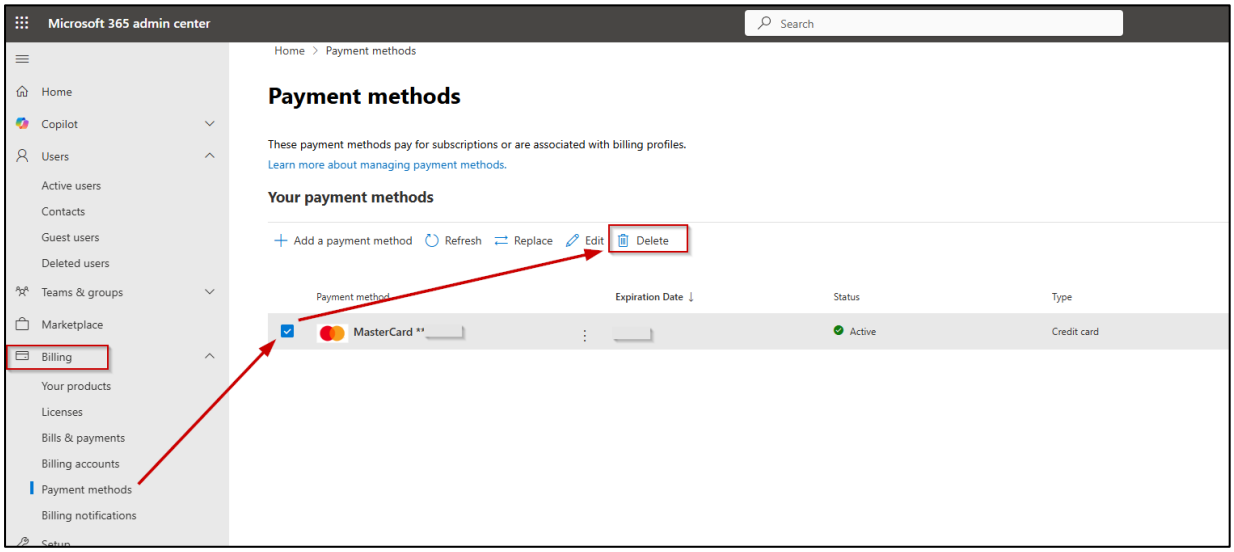
Note that both trial packages contain 25 licenses that we can assign to our users!

Removing your payment method

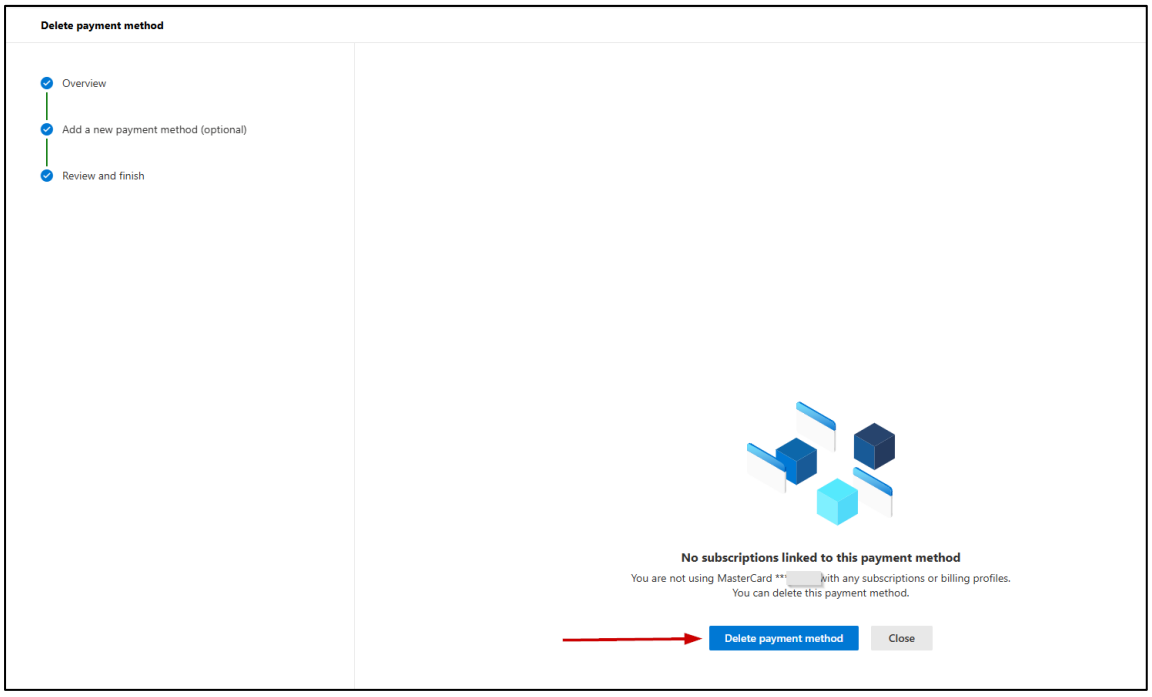
This is a SUPER important step to avoid being charged in the future!
So don't forget to do this!

Since we have added a credit card as a **payment method,** we can also just **delete** it again.
If you don't do this, you will start to get charged **every month** after the trial period for the licenses is over!
Don't say I didn't warn you... 😊

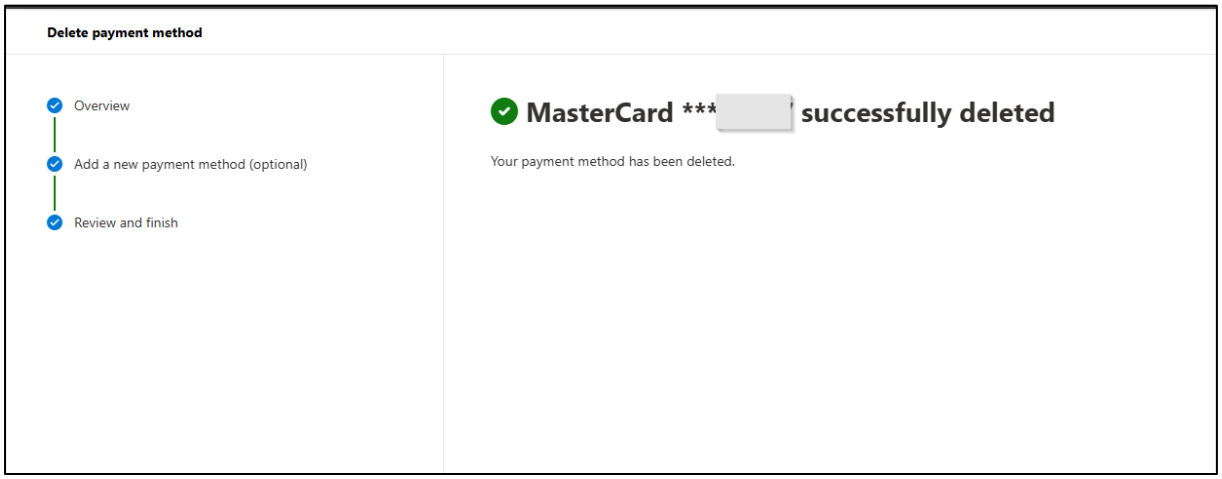
You can delete it like this:



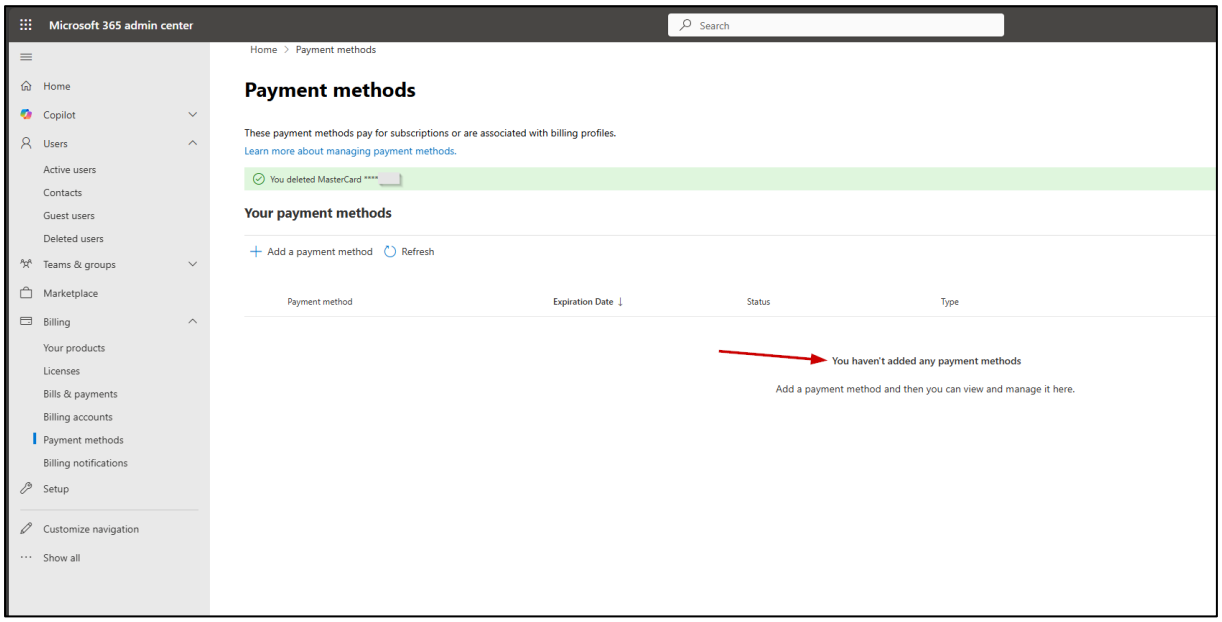
Just click the "Delete payment method" button at the bottom:



This should be the result:



Verify that the payment method has been successfully deleted:



This will make sure that the licenses will simply “not be valid” any more, after the trial period is over.

So after the trial period, it is up to you to decide what you want to do with this tenant, but at least you won’t get charged anything since there is no valid “payment account” linked any more.

If you don’t plan to use the tenant any more after the trial period, you could come in here (log in with the admin user) and just delete everything.

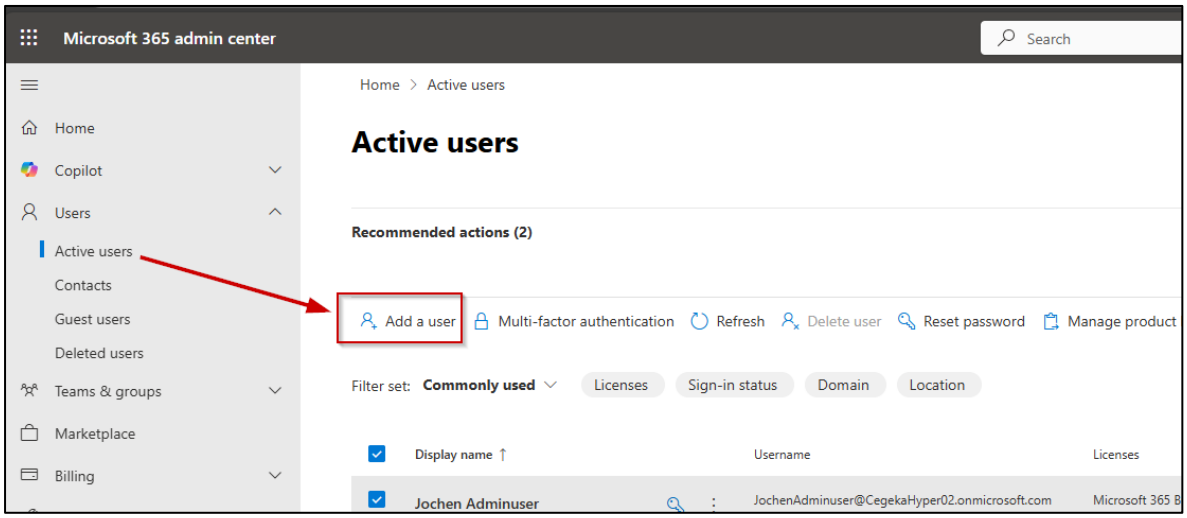
You can also just ignore it and eventually it will become a “dead tenant”, so Microsoft will delete it automatically. You will probably get some email spam about that on the initial email address that you used in the very first steps.

Adding users and their licenses

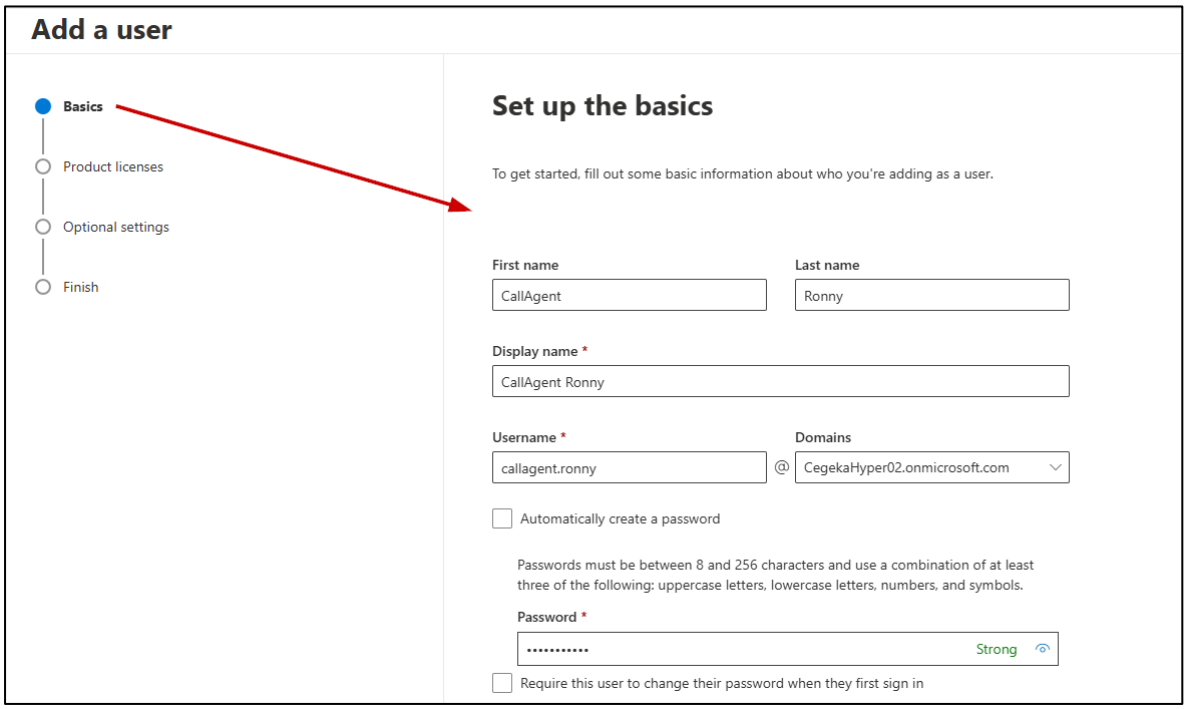
Note that by default you will have to set up 2 factor authentication for all users (including your admin user) after a couple of days.

You can disable this in the tenant settings, but in my testing I didn't bother to do that. Google it if you want to know how to disable that.

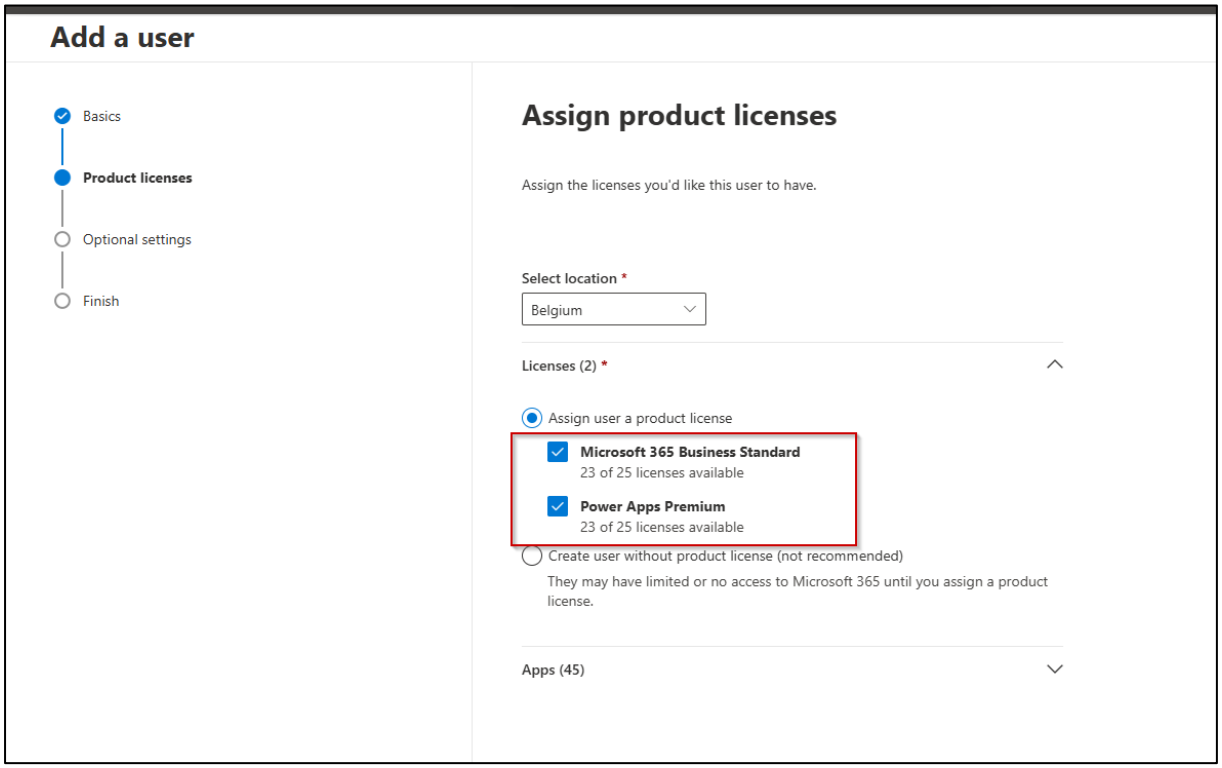
On that same Active Users screen we can **add new users** as well.

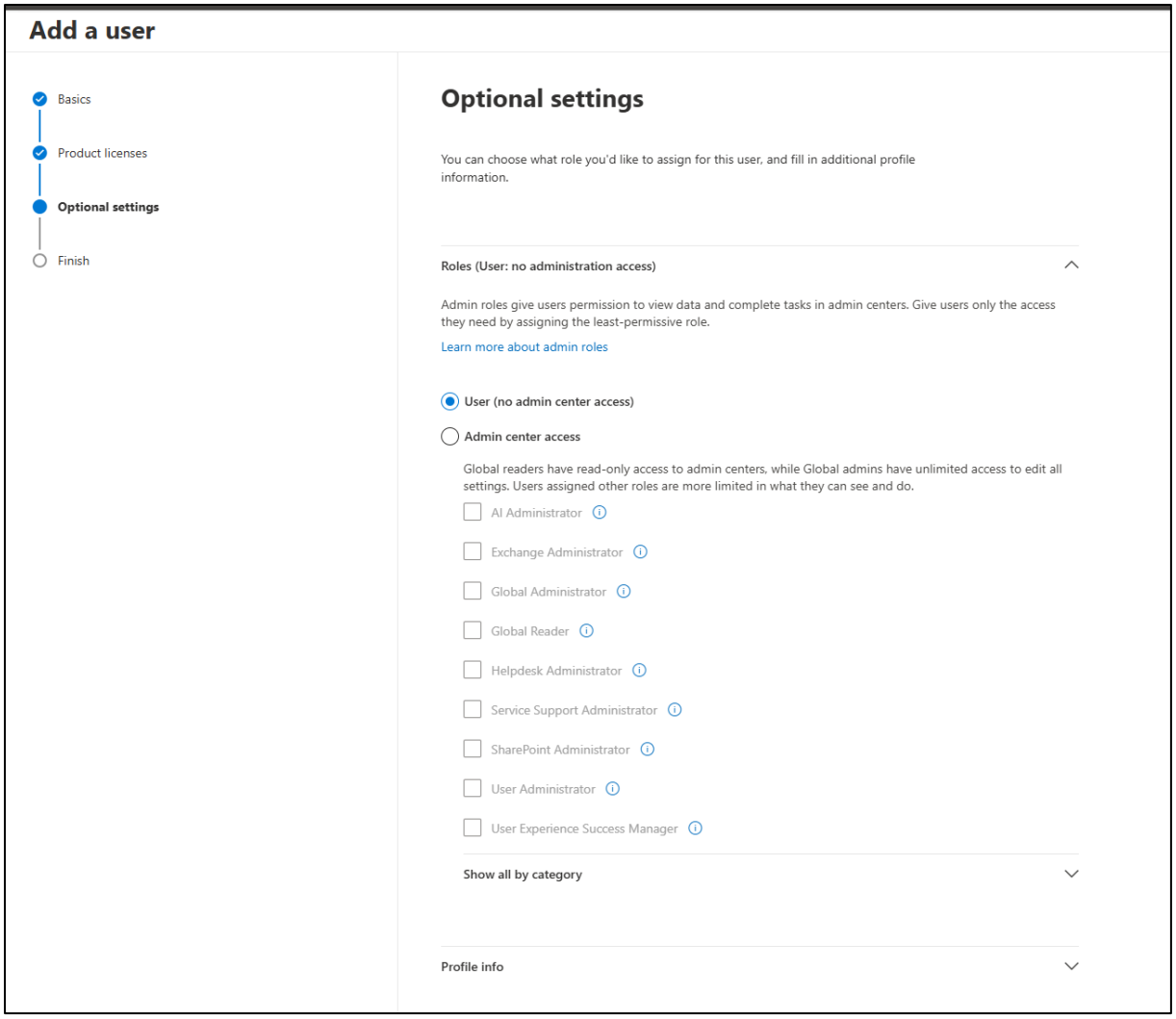


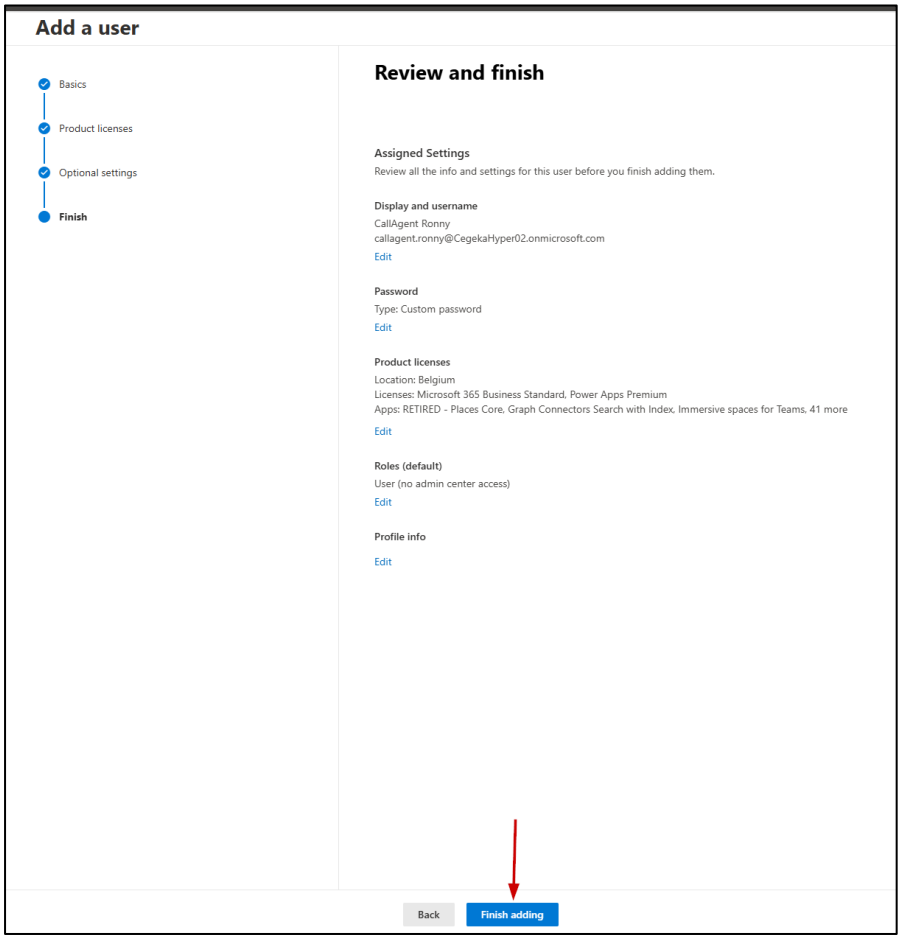
Walk through the steps to set up a new user. This is just an example:



Tip: write down that username/login & password somewhere or use a password manager to auto-save it.

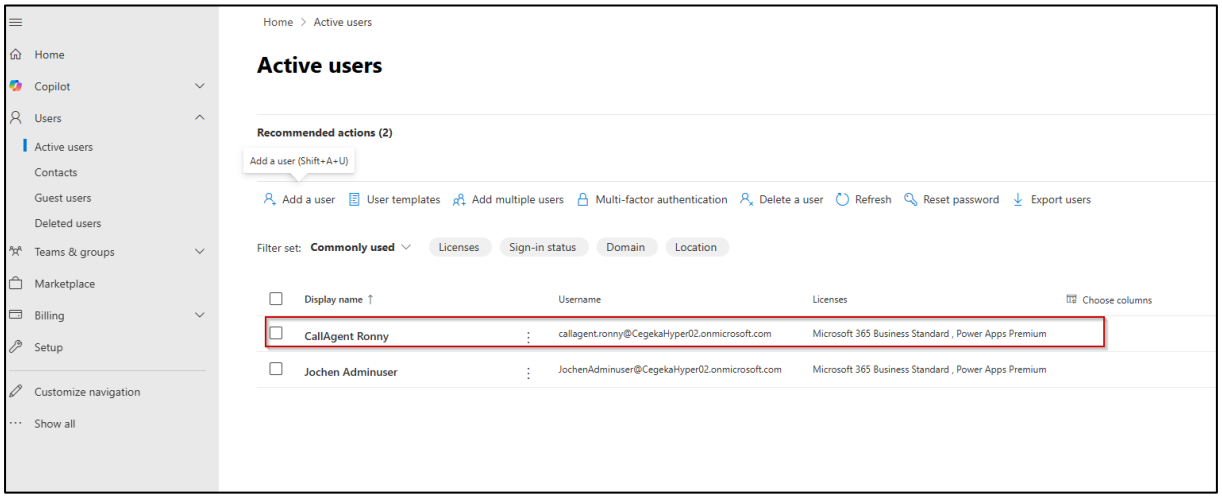

Add a user
Basics
Product licenses
Optional settings
Finish
Assign product licenses
Assign the licenses you'd like this user to have.
Select location *
Belgium
Licenses (2) *
Assign user a product license
Microsoft 365 Business Standard
23 of 25 licenses available
Power Apps Premium
23 of 25 licenses available
Create user without product license (not recommended)
They may have limited or no access to Microsoft 365 until you assign a product license.
Apps (45)


Add a user
Basics
Product licenses
Optional settings
Finish
Optional settings
You can choose what role you'd like to assign for this user, and fill in additional profile information.
Roles (User: no administration access)
Admin roles give users permission to view data and complete tasks in admin centers. Give users only the access they need by assigning the least-permissive role.
Learn more about admin roles
User (no admin center access)
Admin center access
Global readers have read-only access to admin centers, while Global admins have unlimited access to edit all settings. Users assigned other roles are more limited in what they can see and do.
AI Administrator
Exchange Administrator
Global Administrator
Global Reader
Helpdesk Administrator
Service Support Administrator
SharePoint Administrator
User Administrator
User Experience Success Manager
Show all by category
Profile info



In the next screen you can click “Add another user” at the bottom, to easily **repeat** the same process until you have added **all the users** that you need.

The is the result in my example:



TIP: if you have created a new user, log in with them on office.com to make sure they are properly “activated”. This is not a mandatory step, but just something I noticed that can help with testing.

Good job! You have now successfully set up your own playground tenant, have fun with it!