

Getting started with Microsoft 365 Compliance Master Class Labs

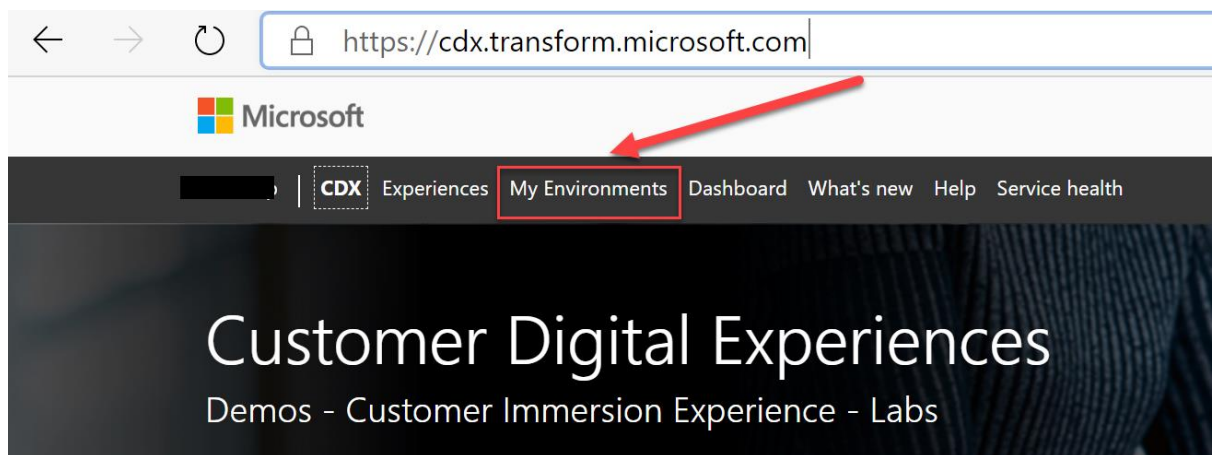
Pre-requisites

1. You must have access to Partner Center to complete these labs.
 - a. Partners are required to be enrolled with the Microsoft Partner Center <https://partner.microsoft.com> to access the site. If your organization is not enrolled with Microsoft Partner Center, you will be unable to do these labs.
 - b. If you previously had access to these tools, but cannot access them now, it is likely that your partner organization is not enrolled with the Microsoft Partner Center. Please enroll your organization at <https://partner.microsoft.com> for continued access to these tools.
 - c. If you need further assistance, please review the information on the Partner Center <https://partner.microsoft.com/en-us/support/partner-center-help>

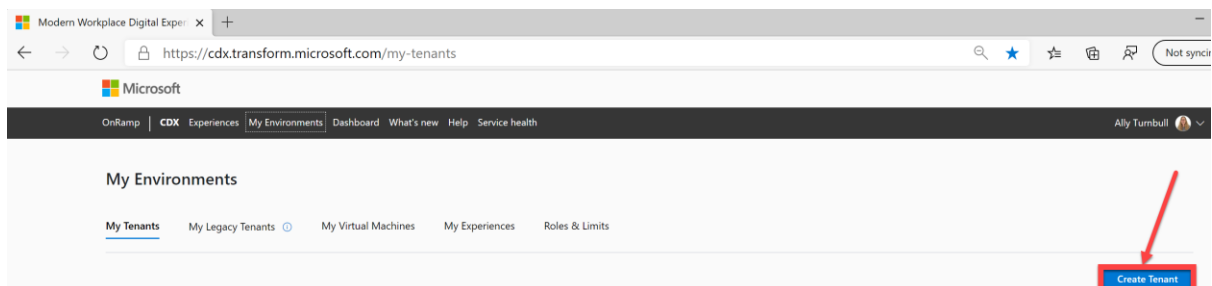
How to Create a new M365 Demo Tenant

This needs to be completed 48 hours prior to doing the LABS

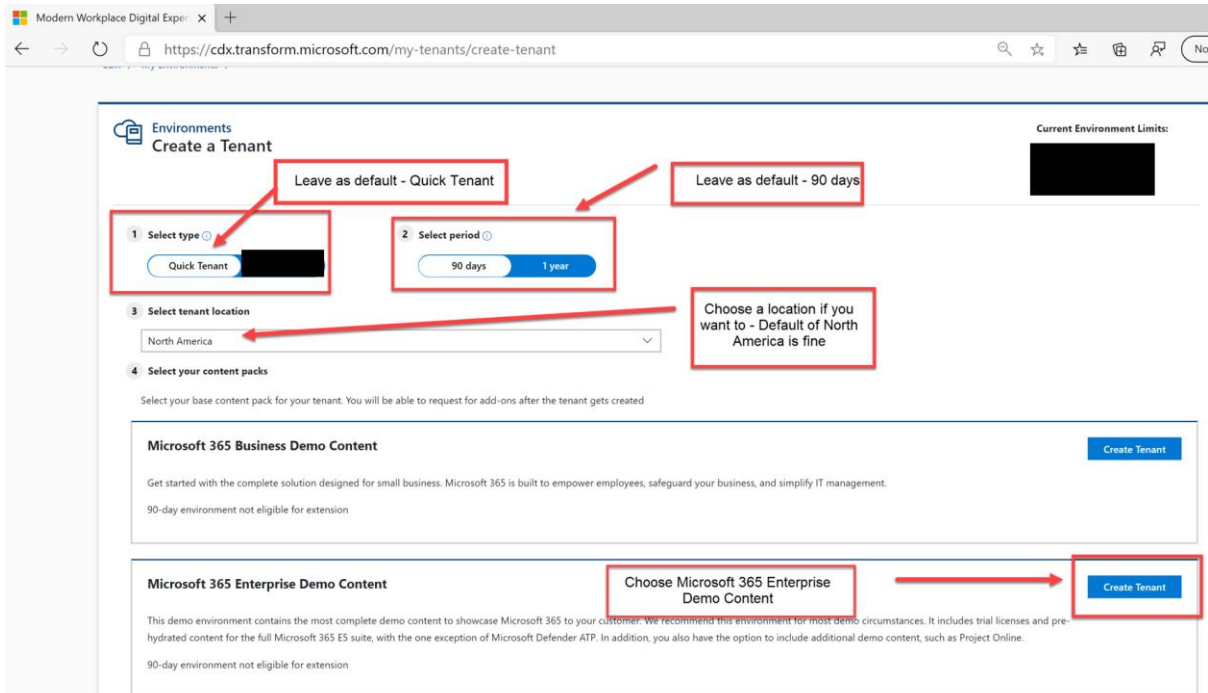
1. Logon to <https://cdx.transform.microsoft.com/> You should use your partner email address and password that you use to connect to <https://partner.microsoft.com>
2. At the top of the page select My Environments Tab as shown below



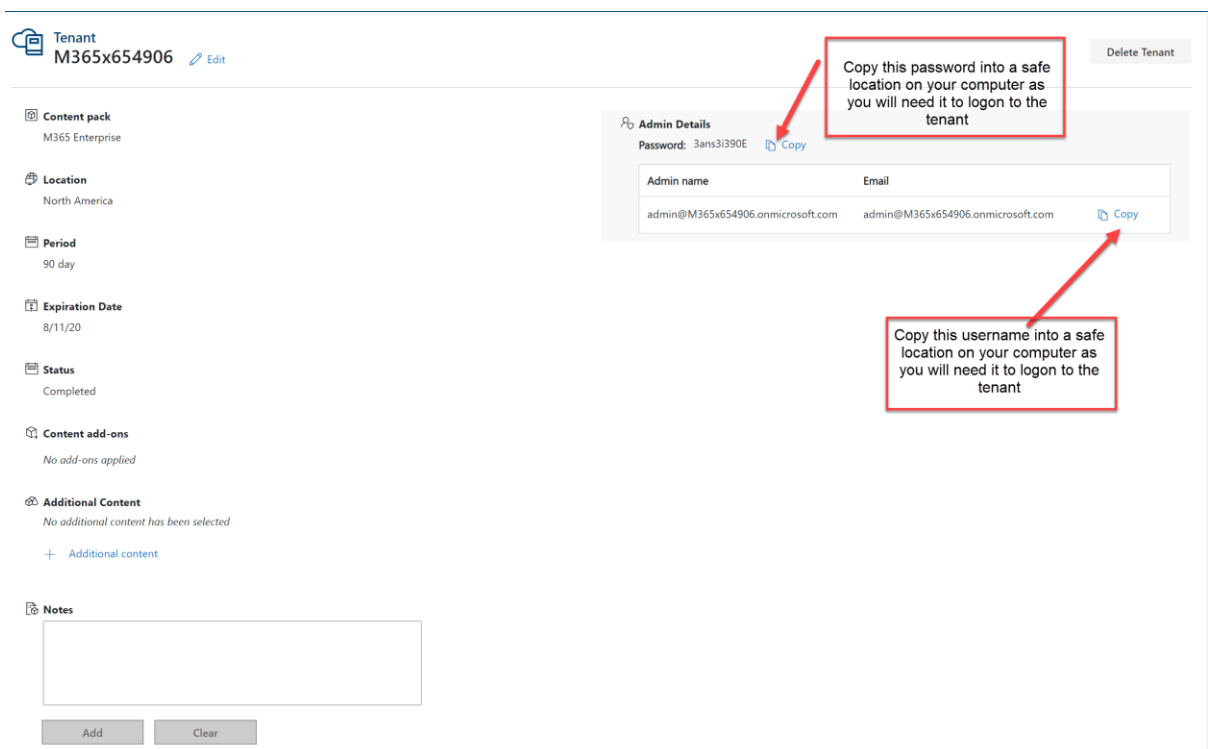
3. Click Create Tenant



- Fill in the details for the new tenant as below - This will start to create in the new tenant in the background



- Once it has been created you have your own demo tenant to complete the labs in as well as a place that you can use to demo the products to your customers or as a learning tool.
- You will now be presented with a screen as shown below



Tenant M365x654906 [Edit](#) Delete Tenant

Content pack
M365 Enterprise

Location
North America

Period
90 day

Expiration Date
8/11/20

Status
Completed

Content add-ons
No add-ons applied

Additional Content
No additional content has been selected
[+ Additional content](#)

Notes

[Add](#) [Clear](#)

Admin Details
Password: 3ans3i390E [Copy](#)

Admin name	Email	
admin@m365x654906.onmicrosoft.com	admin@m365x654906.onmicrosoft.com	Copy

Click on additional content – Select Microsoft Cloud App Security and Communications compliance and Click ADD. You may see this pop-up “Add-On request queued. It may take up to 24 hours to process. The status will update to Completed once done”

7. This will now build your demo tenant in the background

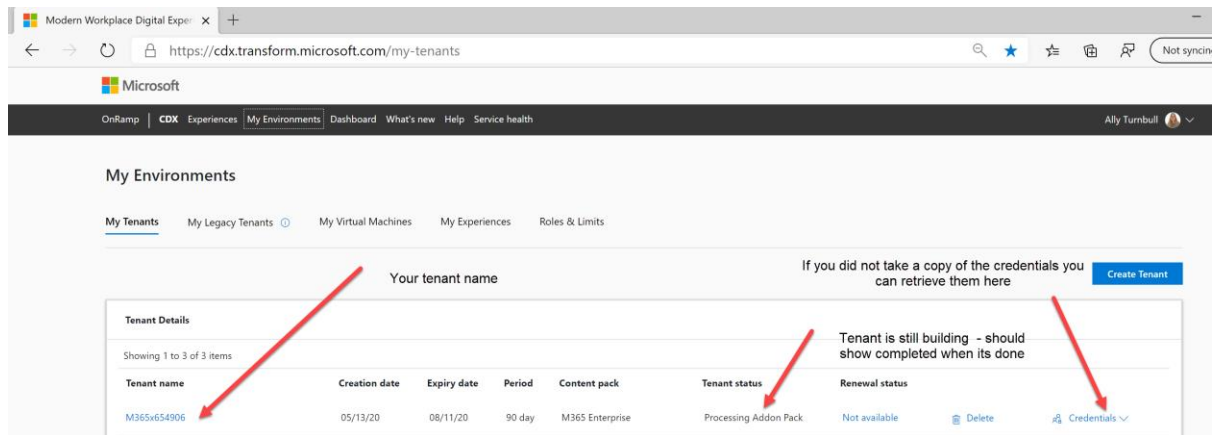
Additional Content

[+ Additional content](#)

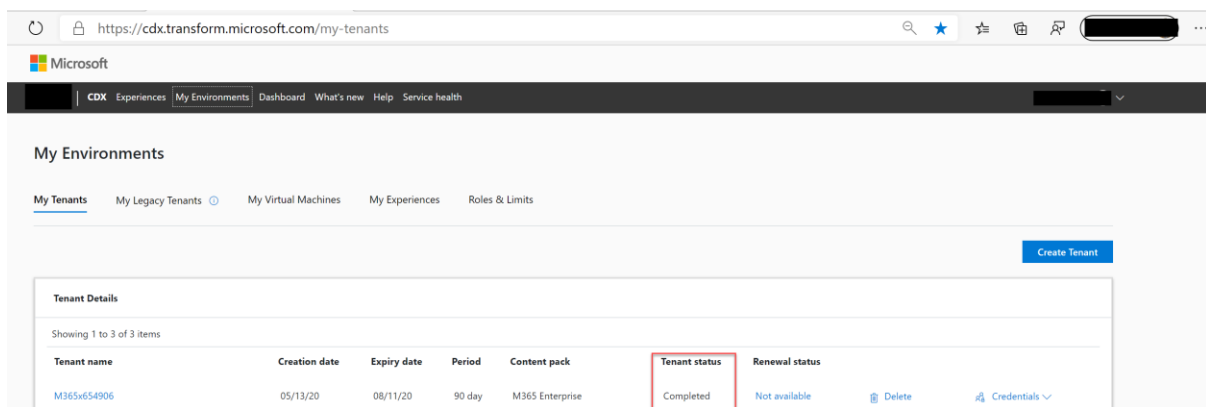
- Project Online Demo Data
- PSTN Calling
- Microsoft 365 Firstline Worker
- Microsoft Teams for HR, IT, Sales & Finance
- Microsoft Cloud App Security
- Azure Advanced Threat Protection
- Modern Workplace in Healthcare
- Modern Workplace in Manufacturing
- Modern Workplace in Financial Services
- Adobe Sign and PDF Services
- Microsoft 365 Apps
- Visio
- Microsoft Teams Meeting Room Add On
- Communications Compliance
- Modern Workplace Retail AddOn

[Add](#) [Cancel](#)

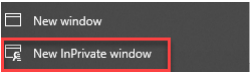
8. When this is completed please return to My Tenants. Whilst it is building you will see it tenant status as Processing .



9. When its completed you will be able to use your tenant. It will look as show as below in the console



10. Next step is to logon to your tenant. You will need to do this for each lab.

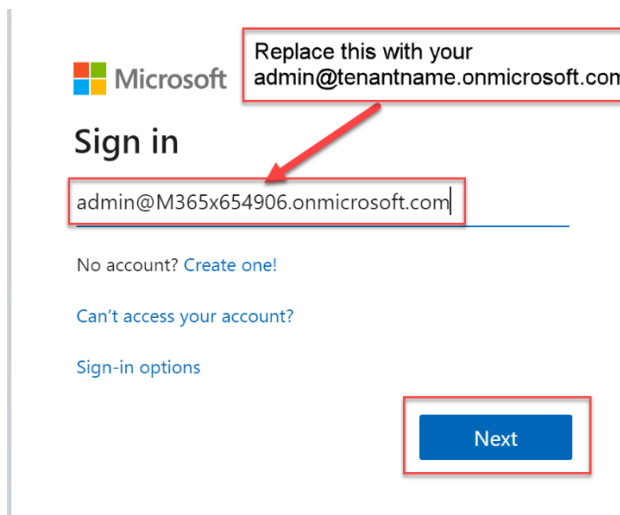
a) Open an Inprivate browser (Edge)  or New in-Cognito (Chrome)



on your machine and then go to

<https://compliance.microsoft.com/homepage>

b) Enter the admin account username that you saved in Step 6 into the sign in as below and click NEXT



c) Enter the password and then click “Sign in”

CONTOSO demo

← admin@m365x654906.onmicrosoft.com

Enter password

Enter Password from the saved credentials

.....

[Forgot my password](#)

Sign in

Contoso

11. You are now logged onto the tenant successfully. Please proceed to the LAB itself.

FAQ

Which browsers are supported?

- The latest Microsoft Edge released on January 15th 2020 is the latest supported browser for all applications within <https://cdx.transform.microsoft.com>. All Demos, Customer Immersion Experiences and Labs from <https://cdx.transform.microsoft.com> will adopt the latest Microsoft Edge browser as the supported version, and the Windows Virtual Desktop experiences will be updated. The Transform support team will address web browser related support requests by first asking to upgrade to the latest version of Microsoft Edge before attempting to troubleshoot. We encourage you to [download and install Microsoft Edge now](#). Read [Joe Belfiore's blog post here](#). Google Chrome also has been tested and confirmed to work with the <https://cdx.transform.microsoft.com>.

How can I submit a support Request

- a. Navigate to Help
 - b. Select "Submit Request"
 - c. Complete form
 - d. Select "Submit"
- Launch will take you to the associated Experience card, with your customer(s) added
 - Click the Launch button from the Experience card
 - Session will open with the remaining amount of time available

How can I renew my Tenants

1. Navigate to My Environments.
2. Locate the Tenant in My Tenants Details Table
 - *If available to renew:*
 - Select renew button on the summary screen, or within the Tenant details screen
 - Fill out the form
 - Select Submit
 - *If not available to renew:*
 - Navigate to Help section
 - Submit a ticket requesting a renewal

How do I create Virtual Machine

- Currently, creating a Virtual Machine is not available in the CDX portal, but is coming soon. Please contact support via a Support Request in the help section if you require assistance.

How do I create a Quick tenant

1. Navigate to My Environments

2. Select Create Tenant
3. Choose Quick Tenant from Type Selection

What Experience Types are available?

- **Customer Immersion Experience - with Virtual Machines** Utilize an Office Tenant to facilitate a session using a requested number of virtual desktops to share with customers.

Customer Immersion Experience - Tenant Only Utilize an Office Tenant to facilitate a session using a device kit with customers.

Lab Utilize a tenant and a virtual machine to learn how to configure and implement products and features in a hands-on environment.

Demo - Asset Only Access downloadable assets intended to demonstrate products or technology that a demo environment is not available for at this time.

Demo - With Virtual Machine Utilize a configured virtual desktop and a tenant to demo products and features.

Demo - Tenant Only Utilize a configured tenant to demo products or features.

What is the difference between demo tenants and a traditional Office 365 trial offer?

- Traditional Office 365 B4trial offer provides users a 30 day Office 365 E5 license containing 25-seats with no tenant content.
- Demo tenants provides users with licenses pertinent to the tenant type selected and also includes rich, demo-ready sample content (document libraries, emails, OneDrive contents, Yammer posts, etc.).

Is there a limit on the number of demo tenants you can create?

- Yes, there are limits in place for Partner users, regarding the number of active tenants a user is allowed to have:

Partner Users:

- One Year tenants: 1
- 90-Day Tenants: 5

How long does it take to provision a tenant?

- Standard Microsoft 365 tenants take approximately 12-48 hours (NOT including Add-Ons).
- Dynamics 365 tenants take approximately 24-60 hours.

How do I access a tenant after it's been created?

- Navigate to My Environments to locate your tenant. Use the provided credentials and log into portal.office.com.