



Install Guide

Table of Contents

BrightWork 365 Free Install and Setup.....	3
Prerequisites.....	3
Install User	3
Environment Security Group.....	4
Create Install Environment	4
Install BrightWork 365 Free from AppSource	6
Assign Security Roles	8
Uninstall BrightWork 365 Free	9

Published: 6 November 2025

BrightWork 365 Free Install and Setup

Prerequisites

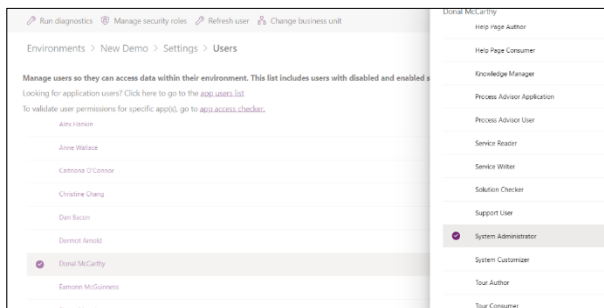
Install User

Note: We recommend using a service account to install BrightWork 365 Free. This is to ensure business continuity.

The Microsoft 365 account used to install BrightWork 365 Free should have the following:

- Power Apps Premium license (this license must be permanently allocated to the install account)
- System Administrator role in the installation environment

The System Administrator security role only gives the user administrator rights in the environment in which it is assigned. It does not grant administrator rights to anywhere outside of the environment.



Environment Security Group

We recommend that you use dedicated Microsoft 365 security groups to control access to the environment. If you do not do this, all users in your Entra ID (Azure Active Directory) will be listed in the environment. The easiest way to do this is to create a Microsoft Team and use the associated group to control access to the environment.

See [Control user access to environments: security groups and licenses - Power Platform | Microsoft Docs](#) for more information from Microsoft.

You should know which security group you plan to use before creating the Dataverse environment for BrightWork 365 Free.

Create Install Environment

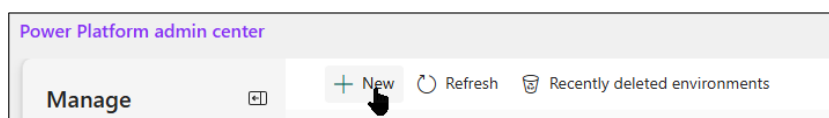
If you do not have already have a Dataverse Environment into which you plan to install BrightWork 365, you will need to create one.

Note: BrightWork 365 Free should not be installed in the Default Environment.

The Environment into which BrightWork 365 Free is installed must have the English language pack installed prior to beginning installation of BrightWork 365 Free. This will only likely need to be done if the default language in your environment is not English.

To create a Dataverse Environment:

1. Navigate to [Environments | Power Platform admin center](#) in your tenant and click **+ New**.



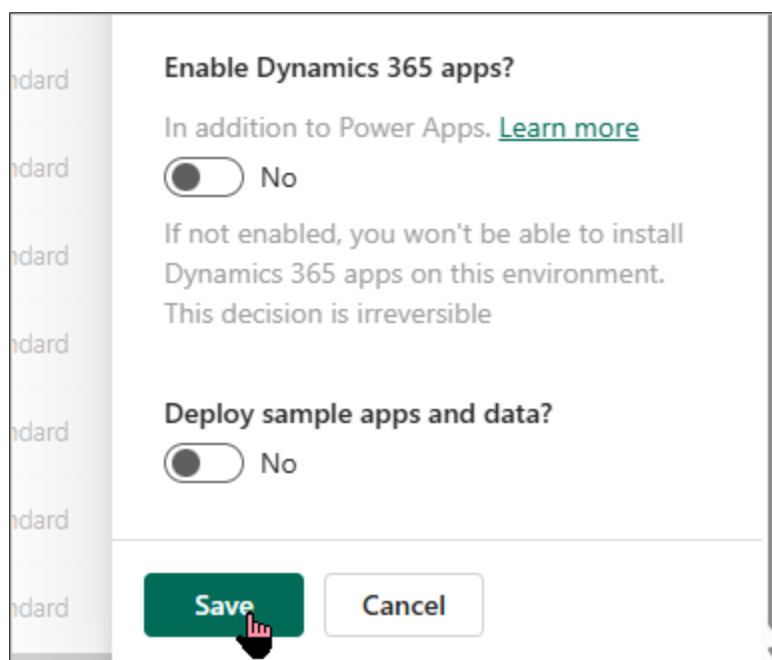
2. Give the environment a name (e.g. acme-brightwork-365-free) and copy the name to your clipboard.
3. We recommend making the environment a Managed Environment.
4. Select your Region.
5. We do not recommend selecting **Get new features early**.
6. Select **Production** as the type.

7. Ensure **Add a Dataverse data store** is selected (it will be automatically selected if you have made this a Managed Environment).
8. Click **Next**.
9. Select English as your default Language.
10. Select your Currency.

Note: English must be selected as the Language for the environment.

It is important that you select the default Language and Currency with care as it cannot be changed later.

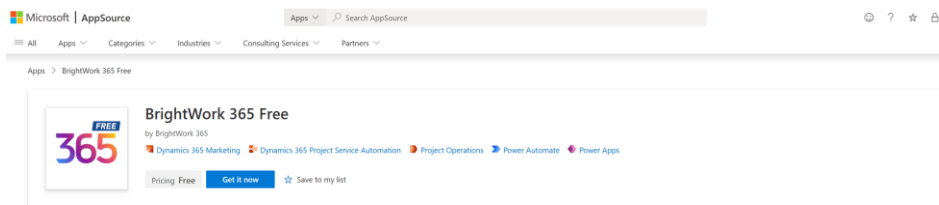
11. Select a Security group.
12. Click **here** in the URL section and paste in the name you copied earlier.
13. Click **Save**.



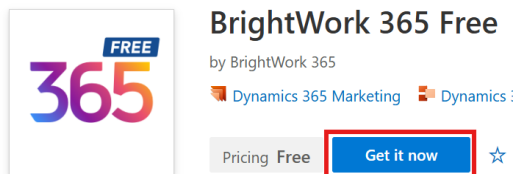
Install BrightWork 365 Free from AppSource

Note: Please review the [Prerequisites](#) and ensure that all steps have been completed before starting the installation.

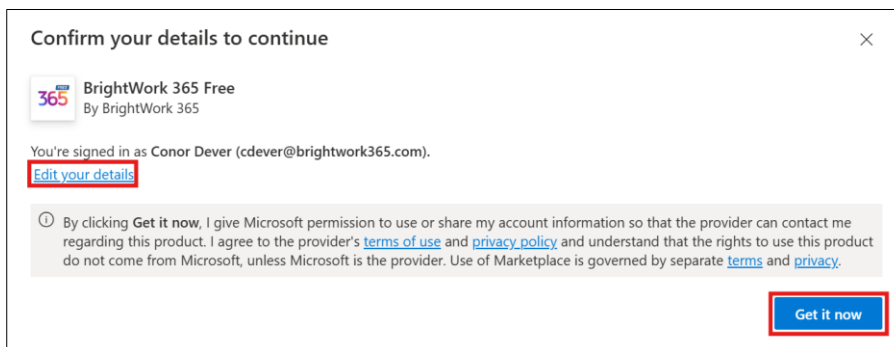
1. Open the [BrightWork 365 Free AppSource](#) page.



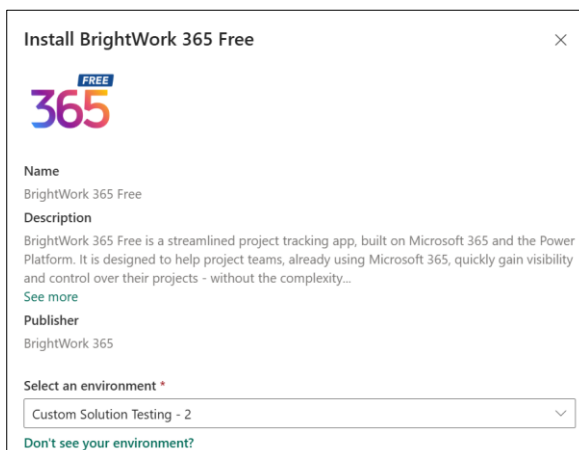
2. Click the **Get It Now** button (sign in with your Microsoft work account if prompted).



3. On the popup, confirm your details are correct and click **Get It Now**



4. You will be redirected to the Power Platform Admin Center.
5. **Select the Environment** in which you wish to install BrightWork 365 Free.

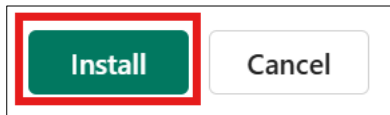


6. Read and Agree to the Microsoft Legal Terms and Privacy Statement.

☒ I agree to Microsoft's [Legal Terms](#) and [Privacy Statement](#)

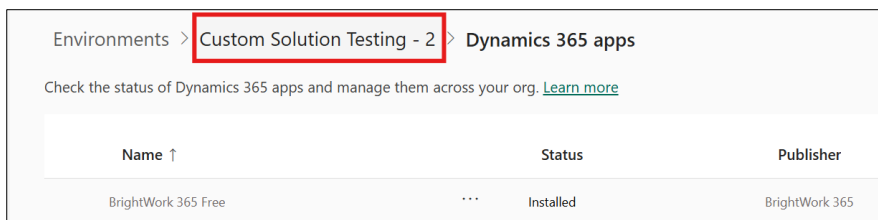
☒ I agree to [Privacy Statement](#) and [Legal Terms](#) for importing packages into Dynamics 365

7. Click **Install** - the installation process takes 10-15 minutes.

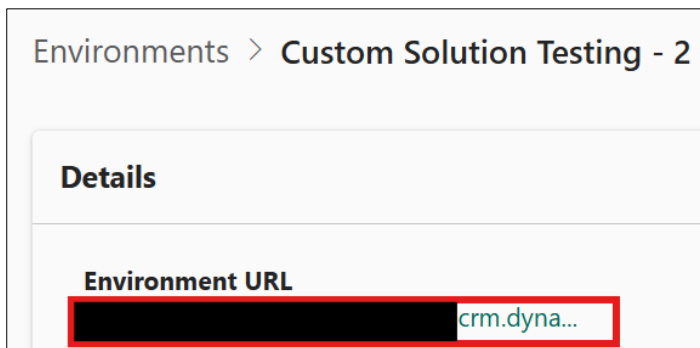


Name ↑	Status	Publisher
BrightWork 365 Free	... Installing...	BrightWork 365

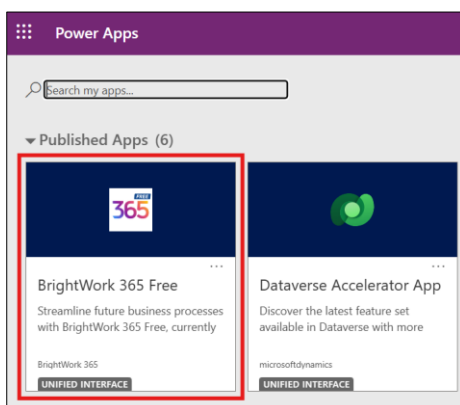
8. After the status changes to Installed, navigate to your environment's home screen.



9. Click on your Environment URL.



10. On the page that opens select BrightWork 365 Free



11. Bookmark the BrightWork 365 Free app and share it with your colleagues!

Assign Security Roles

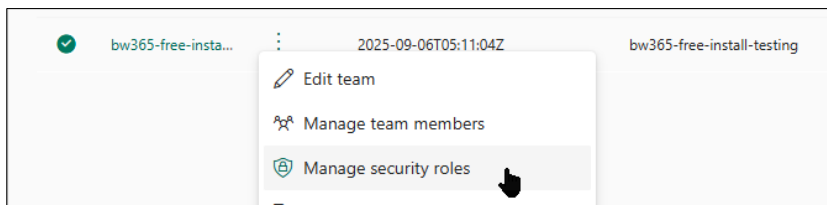
All BrightWork 365 Free users should have at a minimum the Basic User and the BrightWork 365 Free User security roles. You can either assign these roles to a team, or you can assign them one by one to individual users.

To assign security roles:

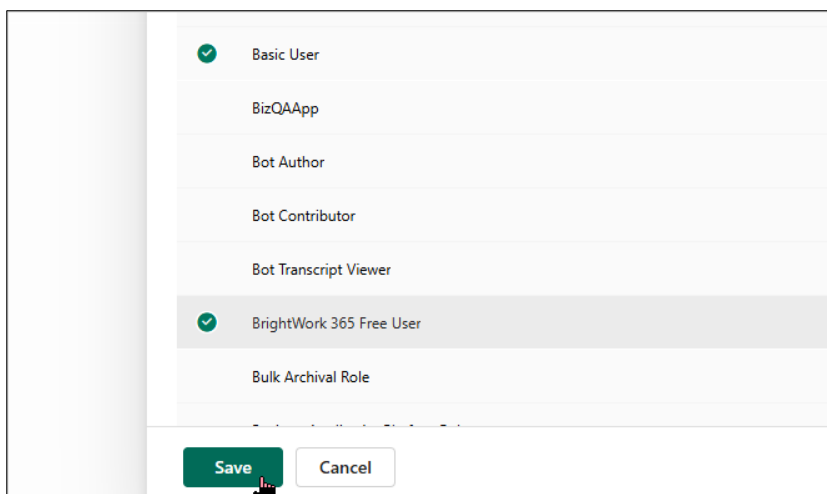
1. Login to [Power Platform admin center \(microsoft.com\)](https://powerplatformadmincenter.microsoft.com) and click the environment into which you installed BrightWork 365 Free.
2. Click **See all** under Users or Teams.



3. Select a user or team and click **Manage security roles**.



4. Select the Basic User and BrightWork 365 Free User roles and click **Save**.



Uninstall BrightWork 365 Free

To uninstall BrightWork 365 Free:

1. Login to <https://make.powerapps.com/> and open the environment into which you installed BrightWork 365 Free.
2. Click **Solutions | Managed**.
3. Click **Delete** on the BrightWork 365 Free menu and confirm that you want to proceed.

