

Creating Automated Workflows with Microsoft Power Automate

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm-2:00pm

Morning Tea-break: 10:30-1045am

Afternoon Tea-break: 3:30-3:45pm

COURSE DESCRIPTION

This course covers on how to automate recurring business tasks with Microsoft Power Automate. Power Automate is a no-code tool designed for business users who want to save time, program manual processes, and build intelligent solutions to their organization's business challenges. This course will help to discover how to create multiple flow types, schedule flows, trigger flows, and create portable flows that can be deployed to others in your organization.

OBJECTIVE

By the end of the course, participant will be able to:

- know how to use Power Automate to create different types of flow.
- create flows in OneDrive for Business.
- create flows in SharePoint Online.
- integrate flows with OneDrive for Business, SharePoint Online, Outlook 365, and Excel for Web.
- share a flow.

TARGET AUDIENCE

This course is intended for users who want to build automated workflows between apps and services for synchronizing files, getting notifications, collecting data and more.

PREREQUISITES

Participants must familiar with Microsoft Office apps (OneDrive for Business, Outlook 365, Excel for Web, SharePoint Online).

SOFTWARE NEEDED

- Each participant must have Office 365 login for Power Automate, OneDrive for Business, Outlook 365, Excel for Web, and SharePoint Online.

COURSE CONTENTS

Module 1 – Introduction to POWER AUTOMATE

- What is Power Automate?
- Microsoft Flow vs. Microsoft Power Automate
- Is Power Automate Free? Should I Install?
- Overview of Power Automate Environment
- Overview of the Data Connections
- Types of Flows
- Event? Trigger? Action?
- Sign Up and Sign In for Power Automate
- Create a Flow from Template
- Create a Flow from Blank

Module 2 – Create Automated Flows

- What is Automated Flow?
- Overview of Trigger a Flow based on Email Properties
- Trigger a Flow based on an Email's Subject
- Trigger a Flow based on an Email's Sender
- Trigger a Flow when Emails Arrive in a Specific Folder

Module 3 – Create Instant/Button Flows

- What is Instant/Button Flow?
- Create a Simple Button Flow to Create a Task in Outlook
- Create a Button Flow from User Input
- Create a Button Flow with Trigger Tokens
- Create an Instant Flow that Requests Sign-off in OneDrive for Business
- Create an Instant Flow that Requests Manager Approval for a file in OneDrive for Business

Module 4 – Create Scheduled Flows

- What is Scheduled Flow?
- Create a Scheduled Flow to Get Daily
- Reminders in Email
- Create a Scheduled Flow to Get Weekly Recurrence in Email
- Delay a Flow

Module 5 – Approval Flows

- Overview of Approval Flows
- Types of Approval

- Create an Approval Flow to Move a New File in OneDrive for Business to a Folder On Approval (fixed user)
- Create an Approval Flow in OneDrive for Business - File (any user)

Module 6 – Using Conditions and Loop in Flows

- Add a Condition
- How to Add a Loop
- Use Expressions in Flow Actions
- Use Variables to Store Values

Module 7 – Manage Flows

- Save a Copy of the Flow
- Test a Flow
- Turn Flows On or Off
- Share a Flow