MICROSOFT POWER AUTOMATE

Discover how to use the Power Automate and in what contexts it can be used.

W | **1** DAY

Prerequisites

Participants will need to have a good understanding of using Office 365 including SharePoint, OneDrive, Outlook and Teams.

Expected outcomes

- Understand the purpose of Power Automate and in what contexts it can be used

- How to create and customise flows using the built in templates

- How to build automatically triggered flows from scratch using actions and conditions

- How to build flows that run on a schedule

- How to create flows that can be triggered by the user as required including requesting approval

What is Power Automate

- Terminology
- Types of Flows
- Accessing Power Automate
- Navigating Power Automate

Using Templates and Copilot

- Create a flow using a template
- Using Copilot to make changes to a template
- Testing your flow
- Editing a flow
- Using Copilot to create a flow
- New Designer Vs Classic Designer

Creating automated cloud flows

- Creating a flow from scratch
- Adding actions
- Using conditions
- Checking the run history
- Changing the owner of the flow
- Automating Microsoft Forms

Creating scheduled cloud flows

- Using Apply to each controls
- Using Expressions
- Filtering with OData

Creating instant cloud flows

- Using variables
- Sending approval requests
- renaming steps

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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