

Power Automate Beginner

Course Overview – 1-day course

Power Automate is a Microsoft service that allows users to create automated workflows between a wide range of apps and services. The purpose of Power Automate is to provide an easy to use (and create) solution for automation of repetitive manual processes and tasks. Automation not only saves time and increases efficiency but also improves accuracy by reducing human error.

Power Automate is a no-code or low-code tool, allowing any user to design and create their own solutions and improve the way they work without the need for high-level technical skills.

In this course, students will learn the basics of working with cloud flows in Power Automate. Flows will be created from templates and from scratch, enabling participants to become familiar with basic components of flows, the different connectors, triggers and actions available and how to combine them to develop useful solutions.

Students will learn to navigate the Power Automate environment, basic administration of flows and how to share flows in various ways to collaborate on flow development or share functionality.

Students should have a basic knowledge of the Microsoft 365 suite, including SharePoint, Teams and Outlook. Users who don't have this knowledge should consider taking our [Microsoft Office 365 Beginner](#) course.

Detailed Content

Introduction

- The purpose of Power Automate
- What is a flow?

Create Your First Flow

- Templates
- Create a scheduled flow
- Components of flows
- Triggers and actions
- Add an action to a flow
- Dynamic content
- Run a flow manually
- Connectors – standard vs premium
- Connections
- Conditions
- Expressions
- Make a copy of a flow
- Turn flows on or off
- Fixing a failed flow
- Deleting a flow

Create an Automated Flow

- Approval flows
- A simple approval flow
- Parallel branches
- Error handling
- Configure run after option
- Terminate
- Edit the approval flow
- Use an automated flow
- Change approval status from a flow
- Create a flow from blank
- Apply to each

Create an Instant (Manual) Flow

- Create an instant flow to use in SharePoint
- Manually trigger a flow
- Optional exercise: Create a Power Automate button for mobile

Sharing Flows

- Requirements for sharing flows
- Ways of sharing flows
- Collaborating on flows – share as owner
- Connections and shared flows
- Shared flows
- Remove an owner
- Share as run only
- Use a flow you have run-only access to
- Connections and flows with run-only permissions

Administration of Flows

- Export a flow to a file
- Import a flow from a file
- Configuring connections