

MAKING AUTOMATION EASY WITH POWER AUTOMATE

2 Hour Session

COURSE CONTENT

POWER AUTOMATE HUB

INTRODUCING FLOWS

- Microsoft Flow
 - Visual Workflow creation interface with M365 apps
 - Flow User Experience: Triggers and Actions
 - Cloud Flows (Creating Flows from scratch)

CREATING A WORKFLOW WITH MS FLOW AND SHAREPOINT

- Create a MS Form
- Create a MS List
- Create a Flow that takes the response from MS Forms and pushes the data in MS Lists using triggers and actions
- Test the flow

AUTOMATE BUSINESS PROCESSES USING STANDARD CONNECTORS

- MS outlook
- Flow Conditions and the Condition Builder
- Conditions Expressions
- Edit Flow to include conditions and expressions
 - MS Lists and MS Outlook

POWER AUTOMATE TEMPLATES (NO CODE NEEDED)

- Use template to forward emails to a channel
- Create a Planner Task when a channel post starts with TODO
- Forward emails to a chat