

Introduction

Power Automate is a service that helps you create automated workflows between your favorite apps and services to synchronize files, get notifications, collect data, and more.

Power Automate basically helps you to minimize some of your repetitive tasks by automating them. How? Here are a few examples of what you can do with Power Automate.

- Automate business processes
- Send automatic reminders for past due tasks
- Move business data between systems on a schedule
- Connect to more than 500 data sources or any publicly available API
- You can even automate tasks on your local computer like computing data in Excel.

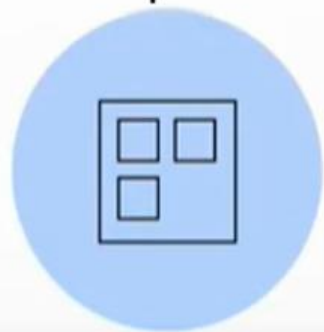
Just think about time saved once you automate repetitive manual tasks. Power Automate is all about automation.

Anyone from a basic business user to an IT professional can create automated processes using Power Automate's no-code/low-code platform.

Understanding in details how workflow Automation works

In Power Automate we get 470 plus app connector or even build our own custom connector & can share as well. In the Power Automate we get various flows. Most commons are cloud flow & desktop flow. Cloud Flow is with API's which basically means when you are designing cloud flow all your work will be done from web browser & in case of desktop flows , when you want to automate older applications which doesn't have to do with modern application with power automate, there you can use Desktop Flow.

Desktop Flow

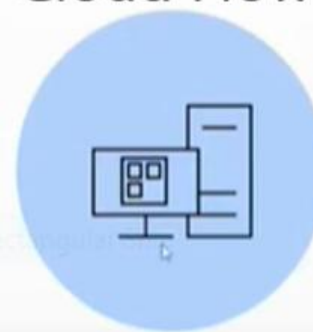


Old apps
without APIs

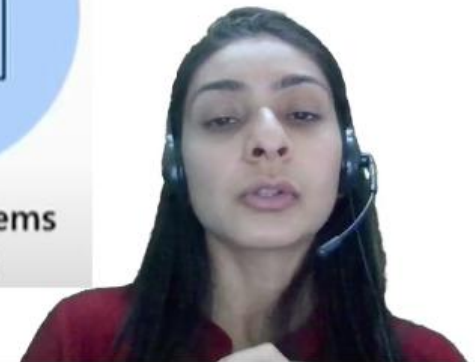


Power Automate
bridges the gap,
across on-premises and cloud

Cloud Flow



Modern Systems
with APIs



Power Automate - PowerPoint

Sign in

FileHomeInsertDrawDesignTransitionsAnimationsSlide ShowRecordReviewViewHelpTell me what you want to doShare

From Beginning

From Current Slide

Custom Slide Show

Set Up Slide Show

Hide Slide

Rehearse Timings

Record Timings

Play Narrations

Use Timings

Show Media Controls

Monitor: Automatic

Use Presenter View

Monitors

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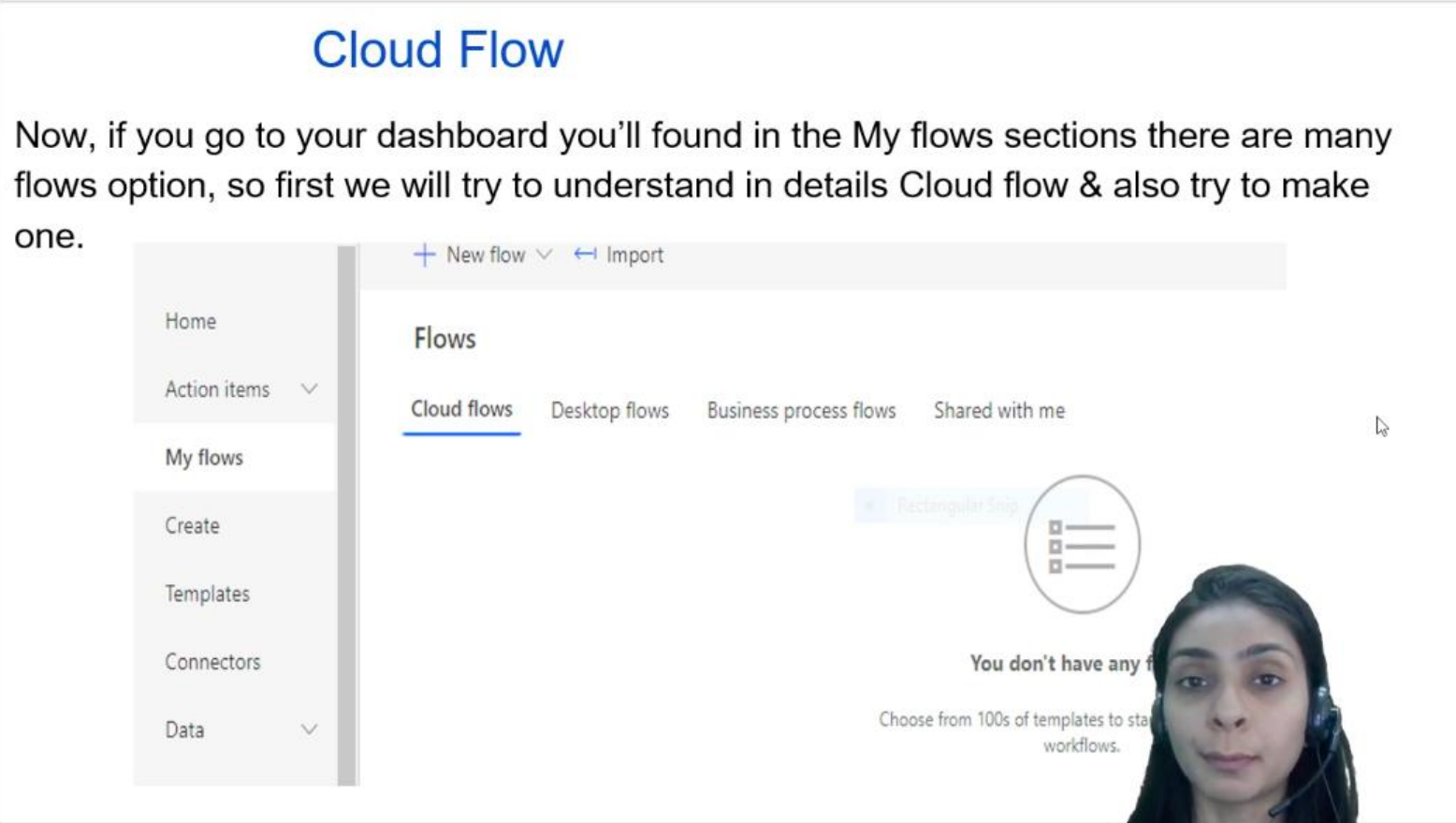
9

10

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Cloud Flow

Now, if you go to your dashboard you'll found in the My flows sections there are many flows option, so first we will try to understand in details Cloud flow & also try to make one.



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Notes

Co

Neuron

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☒ Use Presenter View

Monitors

Cloud Flow

Cloud flow initially have two components & occasionally it has three components these are -

- **Trigger** – Determines the execution time of your flow which basically means it is the beginning point of every cloud flow. It'll help you to start your flow.
- **Action** – Actions are the things or tasks you want to perform.
- **Conditional Logic** – It is normal If-else condition. Help you to split up your execution based on some conditional logic.

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Cloud Flow

Cloud Flow automatically has two components & occasionally it has three components these are -
• Trigger - Understands the execution time of your flow which basically means it is the beginning point of every cloud flow. It's help you to start your flow.
• Action - Action uses the trigger or action you want to perform.
• Conditional Logic - It is another logic condition. Help you to start up your execution based on some conditional logic.

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Create your first Cloud Flow using Template

In the dashboard you can see Templates for Power Automate. Each template is designed for a specific purpose. For example, there are templates for sending you a text message when your boss emails you, adding Twitter leads to Dynamics 365, or backing up your files.

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1. First, Select the [template](#) to Notify & Email when a new file is uploaded to OneDrive & click there.

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2. Connect your OneDrive account & create Notifications & then select Custom Notification.

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3. Select your OneDrive folder you want to monitor.

14

4. Select Save

Create your First Cloud Flow using Template

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1. First, Select the [template](#) to Notify & Email when a new file is uploaded to OneDrive & click there.

Power Automate

Search for helpful resources

Environments neuron.ai (default)

By Microsoft

Automated

6736

Automated

4090

Scheduled

4401

Automated

4337

Home

Action items

My flows

Create

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Connectors

Data

Monitor

AI Builder

Process advisor

Solutions

Learn

Ask a chatbot

Notify and Email when a new file is uploaded to OneDrive

By Microsoft Power Automate Community

Automated

3681

Create an issue in Azure DevOps when an email is received

By Microsoft Power Automate Community

Automated

4384

Send an email for new Tweets about a certain keyword

By Microsoft

Automated

3088

Trigger a flow with a Power BI data-driven alert

By Microsoft

Automated

70316

Save Office 365 email attachments to specified OneDrive for Business folder

By Microsoft Power Automate Community

Automated

75072

Create a task in Planner based on Office 365 Outlook calendar event

By Microsoft Power Automate Community

Automated

11044

Notify about rows in a SQL DB

By Microsoft Power Automate Community

Scheduled

3577

Cross post new feed to Blogger

By Microsoft

Automated

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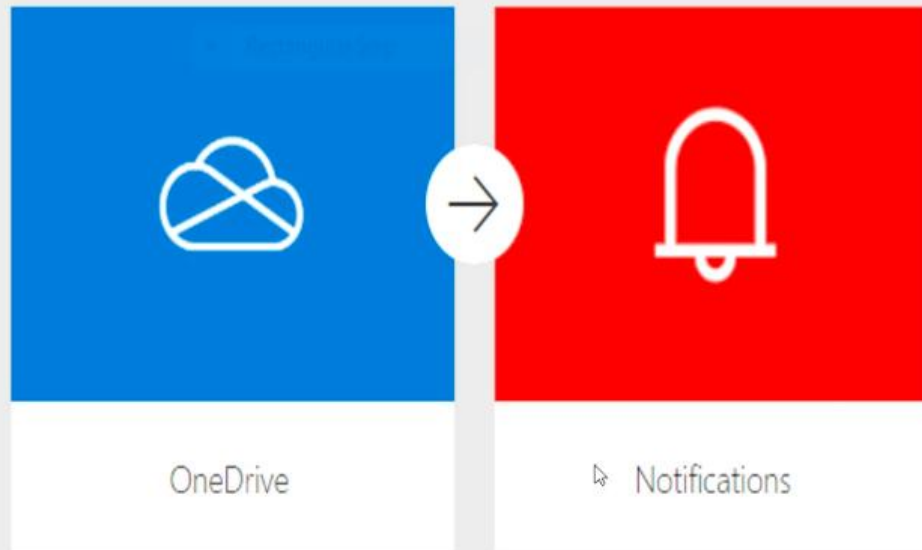
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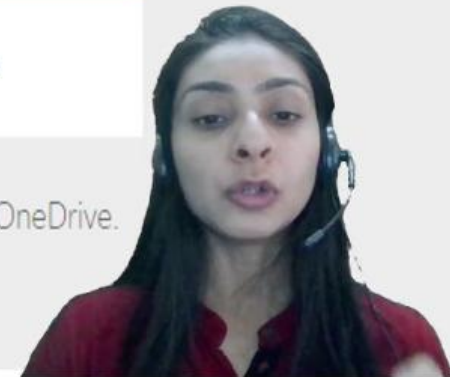


- Home
- Action items
- My flows
- Create
- Templates
- Connectors
- Data
- Monitor
- AI Builder
- Process advisor
- Solutions

Notify and Email when a new file is uploaded to OneDrive





Receive a push notification and email for every file created in OneDrive.






2. Connect your Onedrive account & create Notifications & then select Continue button.


This flow will connect to:

	OneDrive	OneDrive		...
	Notifications			Create


Continue


3. Select your OneDrive folder you want to Monitor.



 When a file is created (properties only)  

* Folder 

Raw inputs

Show advanced options 

OneDrive 

 Root 

4. Select Save

The screenshot displays a workflow builder interface with three steps connected by arrows:

- Step 1: When a file is created (properties only)**
 - Folder: /Pictures
 - Raw inputs: (empty)
 - Show advanced options: (dropdown arrow)
- Step 2: Send me a mobile notification**
 - Text: A file has been uploaded to OneDrive: [List of Files Name] in [List of Files Path]
 - Link: Include a link in the notification
 - Link label: The display name for the link
- Step 3: Send me an email notification**
 - Subject: A file has been uploaded to OneDrive : [List of Files Name]
 - Body: Hi, [File Name] has been uploaded to [Folder Name] of Type [List of Files Type]

At the bottom of the interface, there is a button labeled "+ New step".

A woman wearing a headset is visible in the bottom right corner of the screenshot, appearing to be speaking or presenting.

Then you'll see the notification your flow is ready to go. Then, go to the My Flows & you'll see your Flow is ready to test.

The screenshot displays the Microsoft Power Automate web interface. At the top, a blue header bar contains a search bar with the placeholder text "Search for helpful resources" and a user profile icon labeled "Environments neuron.ai (default)". Below the header, a navigation bar shows a back arrow, the flow name "Notify and Email when a new file is uploaded to OneDrive", and action buttons for "Comments (preview)", "Save", and "Flow c". A prominent green notification banner with a checkmark icon states: "Your flow is ready to go. We recommend you test it". Below this, a step in the flow is visible, titled "When a file is created (properties only)", with a folder path of "/Pictures".



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Search for helpful resources

Environments
ineuron.ai (default)

← Notify and Email when a new file is uploaded to OneDrive

Comments (preview) Save Flow c

✓ Your flow is ready to go. We recommend you test it

When a file is created (properties only)

*Folder /Pictures

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If you go to flows you can see Cloud flows has created as we are connecting with Cloud means we are creating API.

Search for helpful resources

+ New flow Import

Flows

Cloud flows Desktop flows Business process flows Shared with me

Name	Modified	Type
Notify and Email when a new file is uploaded to On...	15 min ago	Automated

Click to add notes

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You can see your flow is ready here you can see the Flow, Description , owner,status etc. From here,you can edit & customize your flow.

Edit Share Save As Delete Send a copy Submit as template Export Analytics Turn off Repair tips off Flow che

Flows > Notify and Email when a new file is uploaded to OneDrive

Details Edit

Flow
Notify and Email when a new file is uploaded to OneDrive

Description
Receive a push notification and email for every file created in OneDrive.

Owner
Maitry Sinha

Status
On

Created
Jan 16, 09:55 PM

Modified
Jan 16, 09:55 PM

Type
Automated

Plan
Per-user plan

Connections Edit

Notifications

OneDrive

Owners Edit

Maitry Sinha

Original template

28-day run history All runs

When your flow runs, you'll see its history here.

Click to add notes

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 Compose

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A file has been uploaded to OneDrive : Reference.xlsx External Inbox x

 Microsoft Flow

14:45 (58 minutes ago) ☆

Microsoft Microsoft Flow Hi, File Reference.xlsx has been uploaded to OneDrive folder /Pictures/Reference.xlsx of Type application/vnd.openxmlformats-officedocu

Microsoft Flow <maccount@microsoft.com>

15:43 (0 minutes ago) ☆ ↩

to me ▾

...

 Microsoft Flow

Hi, File Reference.xlsx has been uploaded to OneDrive folder /Pictures/Reference.xlsx of Type application/vnd.openxmlformats-officedocument.spreadsheetml.sheet }

Get the power of Flow to go, with the Microsoft Flow app. [Learn more](#)

