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Article

Wait For Approval In Microsoft Flow - Part Two

By **Abdul Rasheed Feroz Khan** on **Sep 08 2016**

Introduction

This article is in continuation of my previous one.

- Waiting For Approval In Microsoft Flow - Part One

This article will help you understand what Microsoft Flow is and how to create a Wait Module for Approval in Microsoft Flow.

What is Microsoft Flow?

Microsoft Flow helps you combine two or more services on cloud and makes your work simple with the help of that combination. Microsoft gives you 35 and more connections free of cost, including services like SharePoint and OneDrive too, with public software services like Facebook, Twitter, etc.

Approval in Microsoft Flow

This allows you to create an item in SharePoint which will help you to send approval mail and then, notify you whether the item was approved or rejected.

Note:

Microsoft Flow is under preview. So, it is available for free and anyone can access it.

Go through the below links to understand the basics of Microsoft Flow.

Useful Links,

- Kickstart to Microsoft Flow and Creating a Flow from Template.
- Creating a Flow from Scratch/Blank to manage specific tweets.
- Monitor activity from your phone by Flow App.
- Create Flow to manage the Email with remainders.
- Connections in Microsoft Flow.
- Connection in Microsoft Flow.
- Adding recurrence for a Flow App.
- Adding a condition in Microsoft Flow.

In this article, we will be adding SharePoint online List with action and condition to approve the Flow and send emails to your Office 365 mail.

Follow the below steps now.

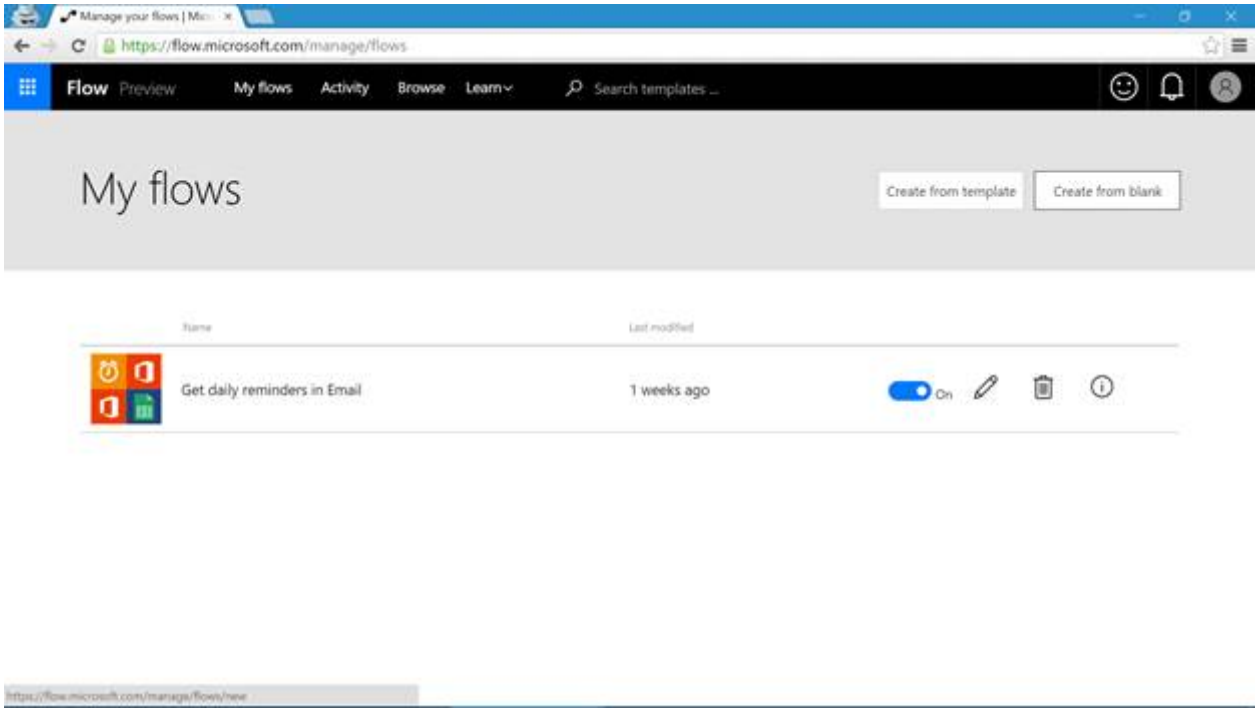
Step 1 - Login to Flow portal at this URL www.flow.microsoft.com and click on the Sign in.

Step 2 - Login with your credentials over there.

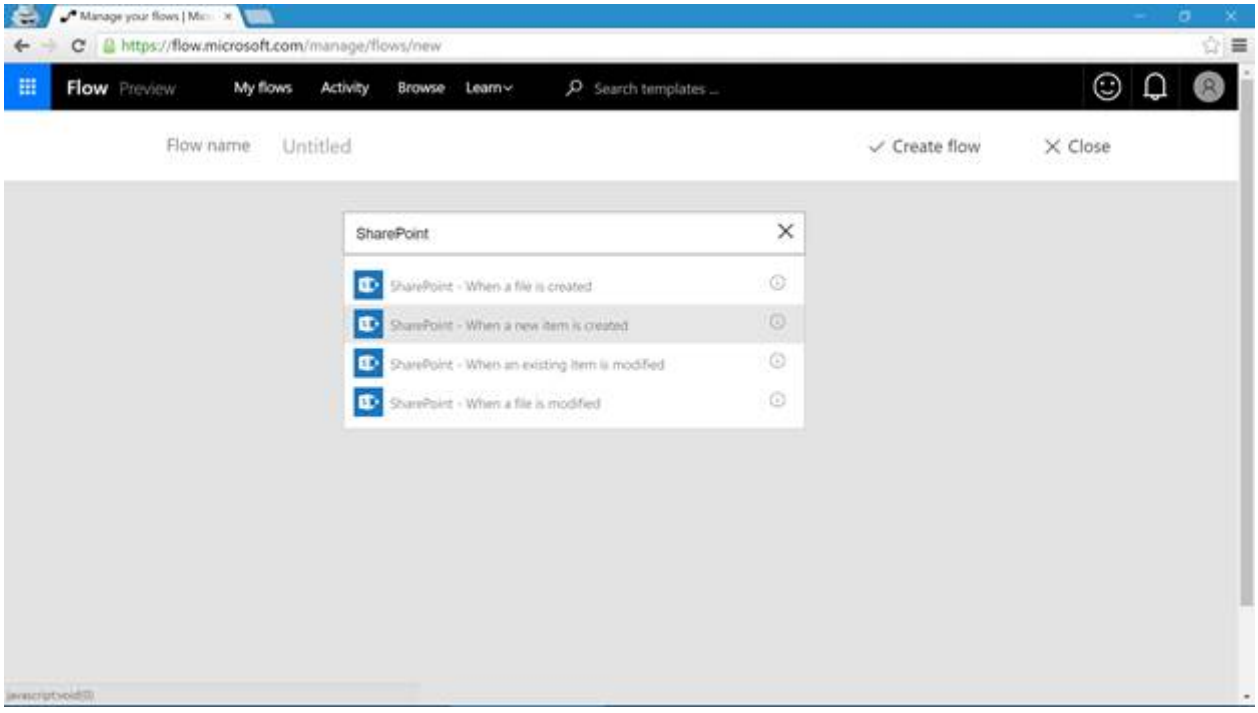
Step 3 - Click on My Flows.

In My Flows, you can find the Flows that have already been created and this will help you create a new Flow.

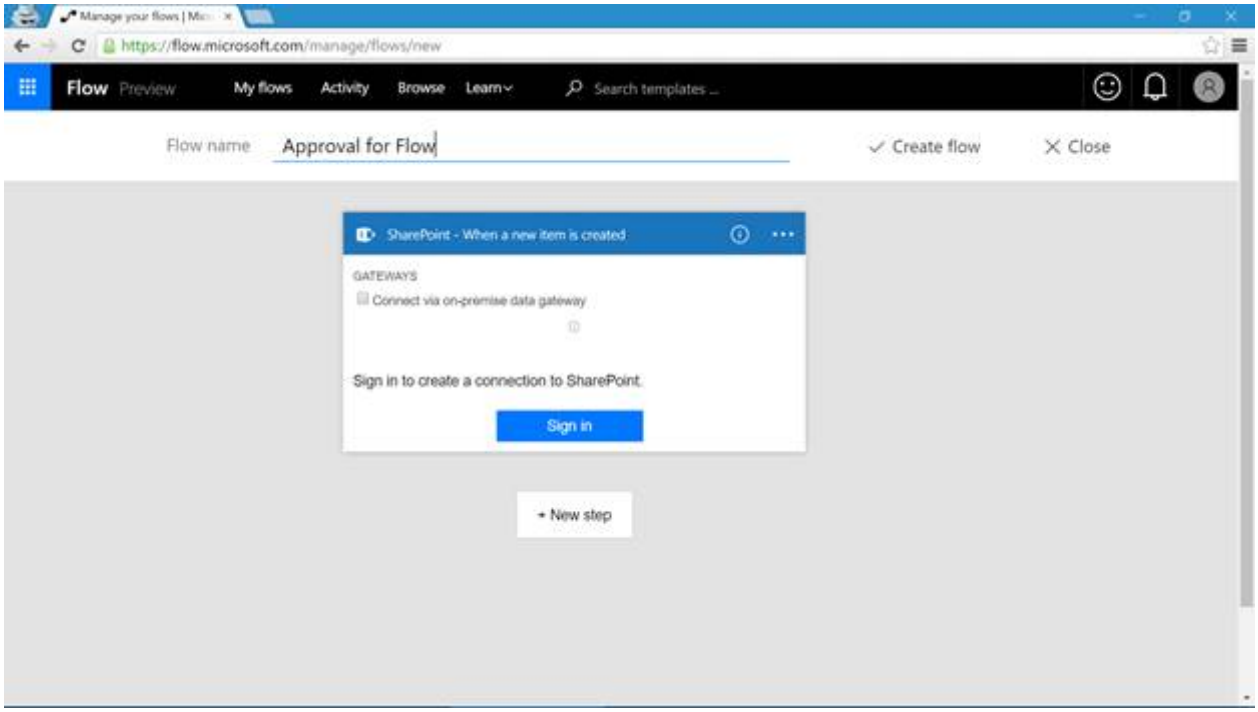
Click on **Create from Blank.**



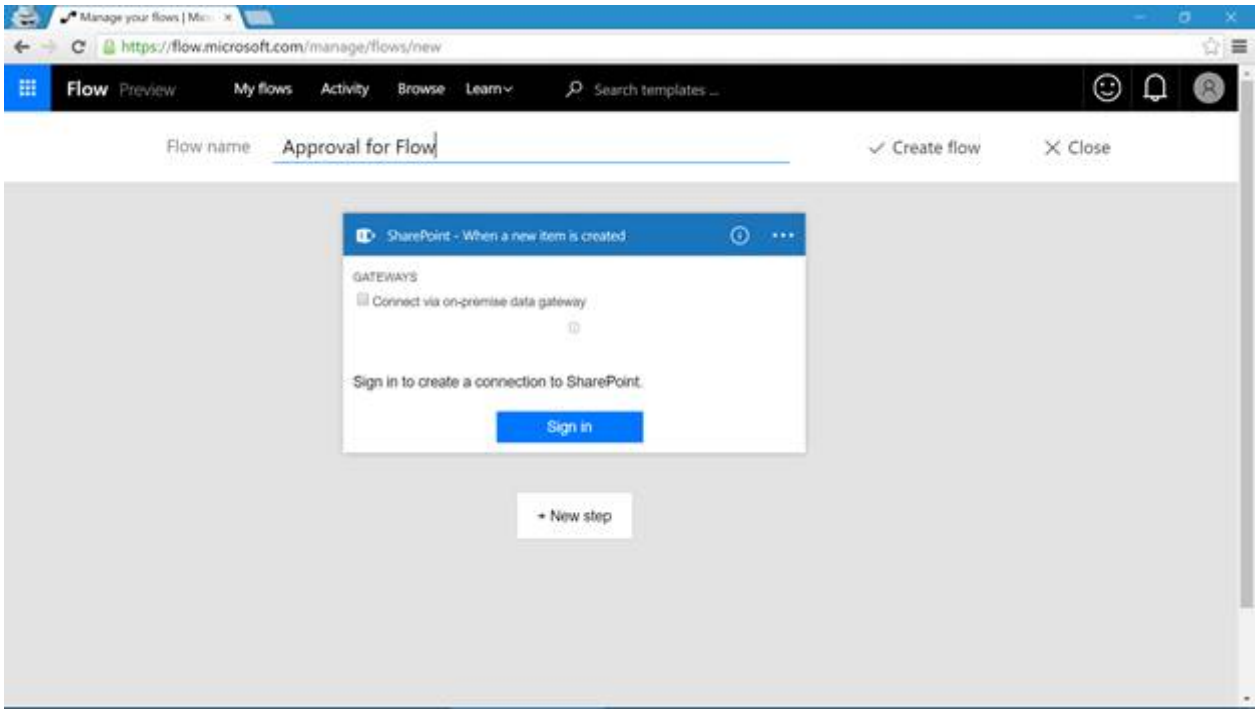
Step 4 - Select **SharePoint – When a new item is created**.

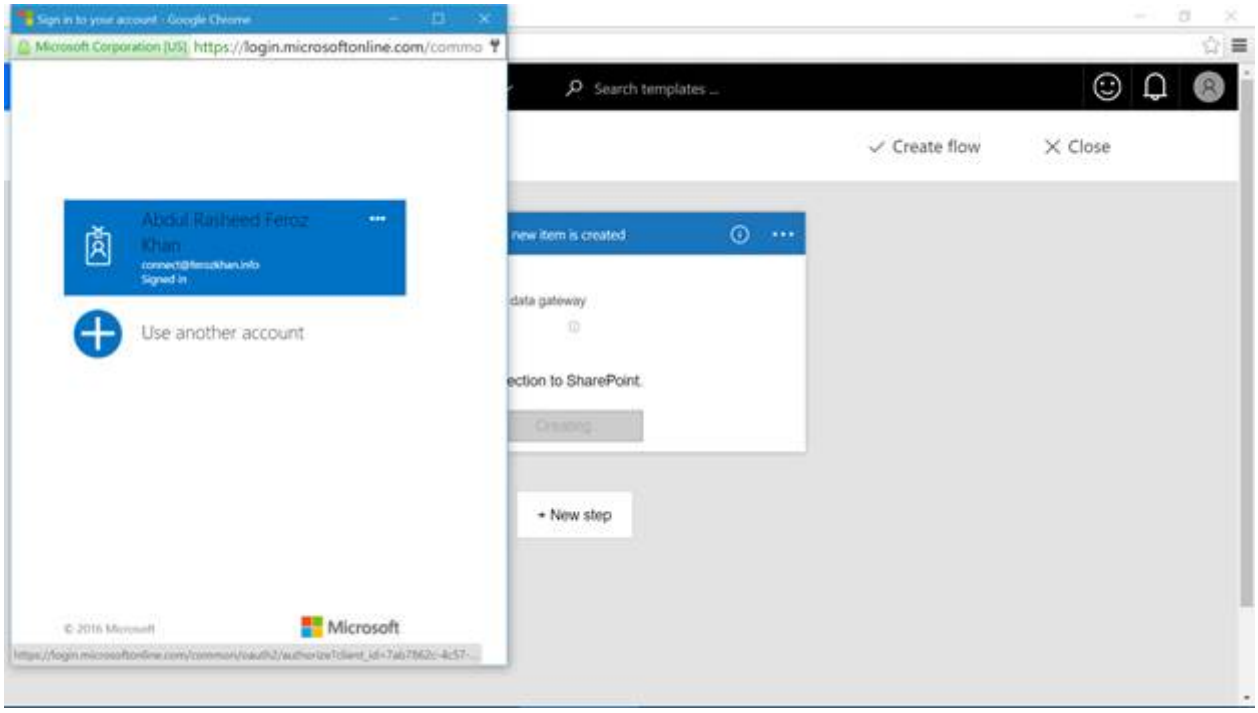


Meanwhile, enter the Flow name. Here, I will be adding **Approval for Flow** and click on **Create flow** button.

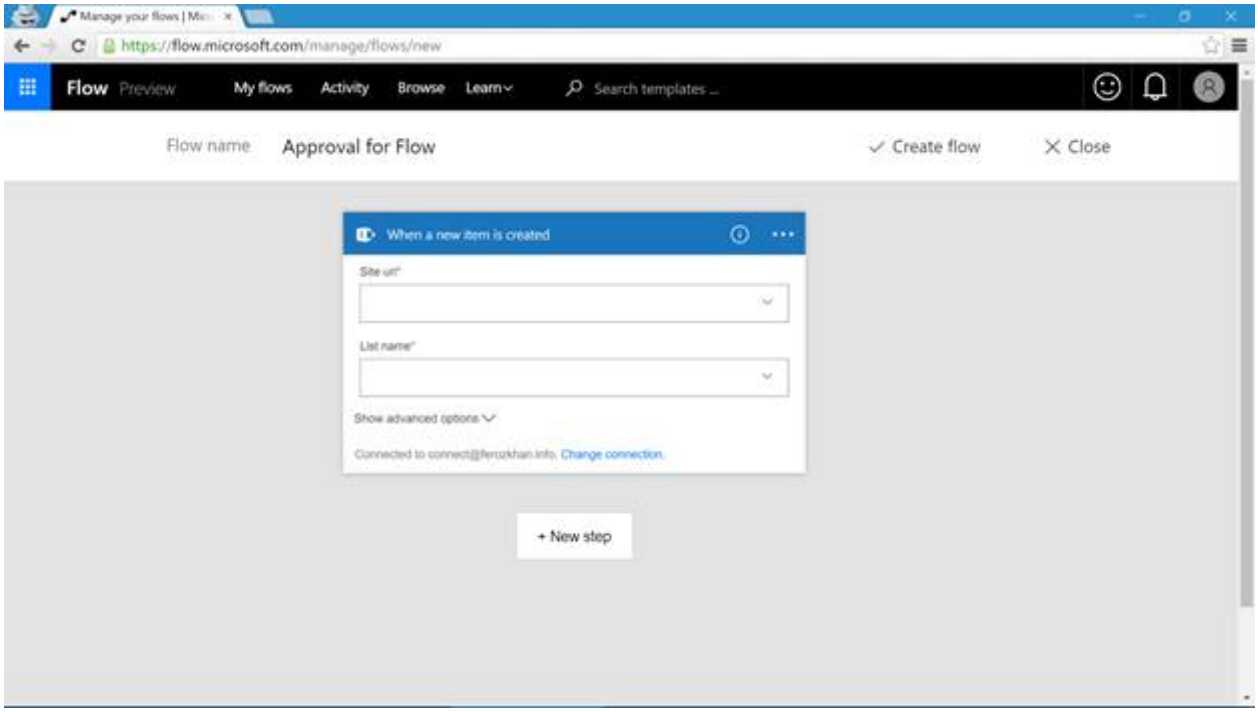


Step 5 - Click on the **Sign in** button and Sign in with your SharePoint credentials.

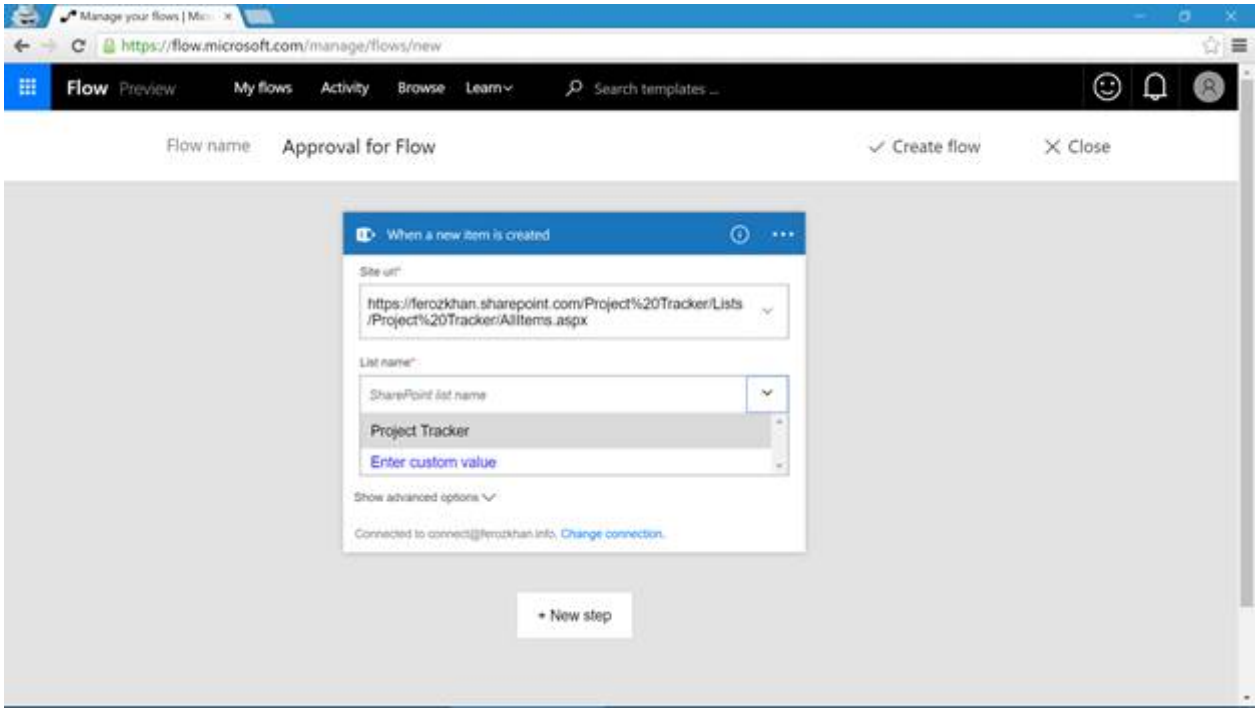




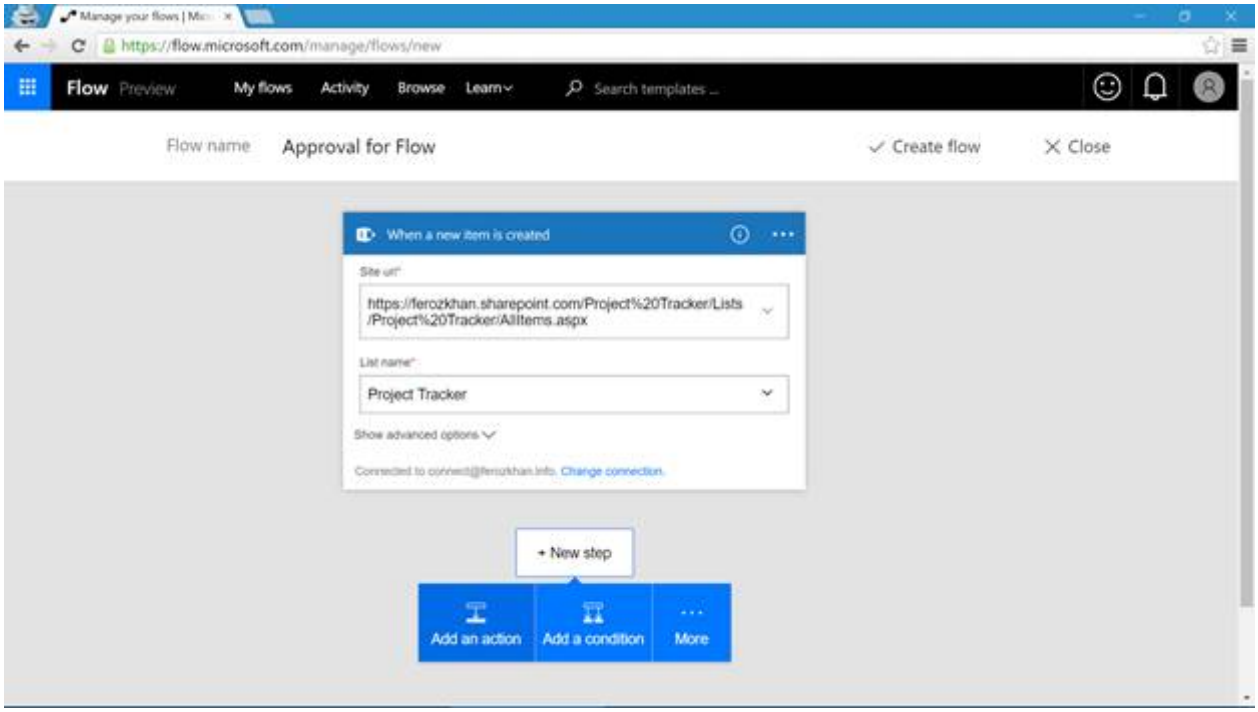
Step 6 - Enter the site URL for which the Online SharePoint list has been created and select the **List name**.



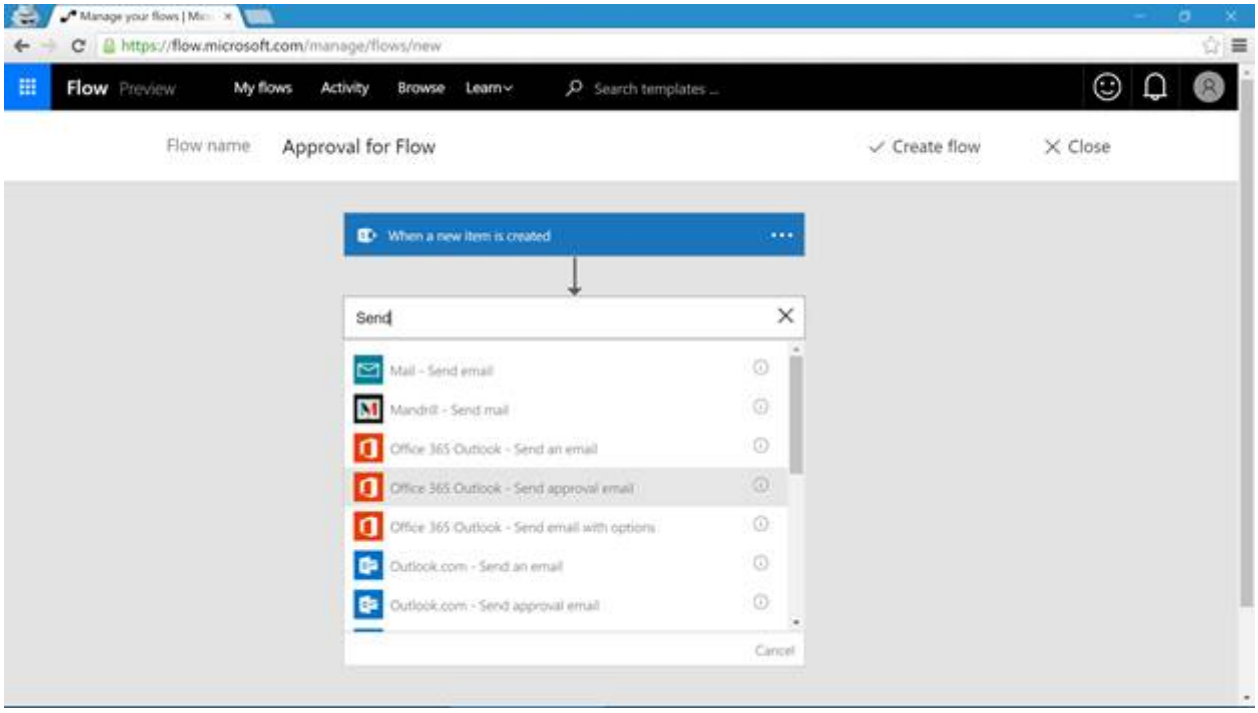
Here, I will select the List name as Project Tracker.



Step 7 - Click on **Add an action**.

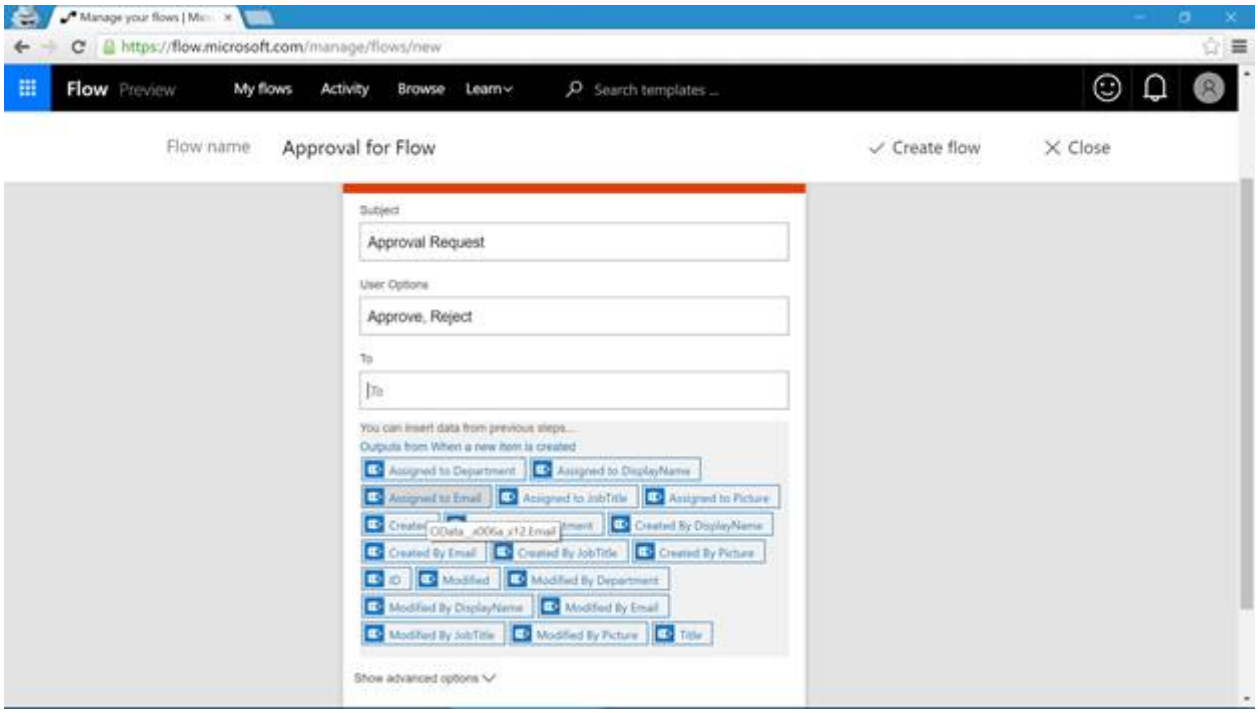


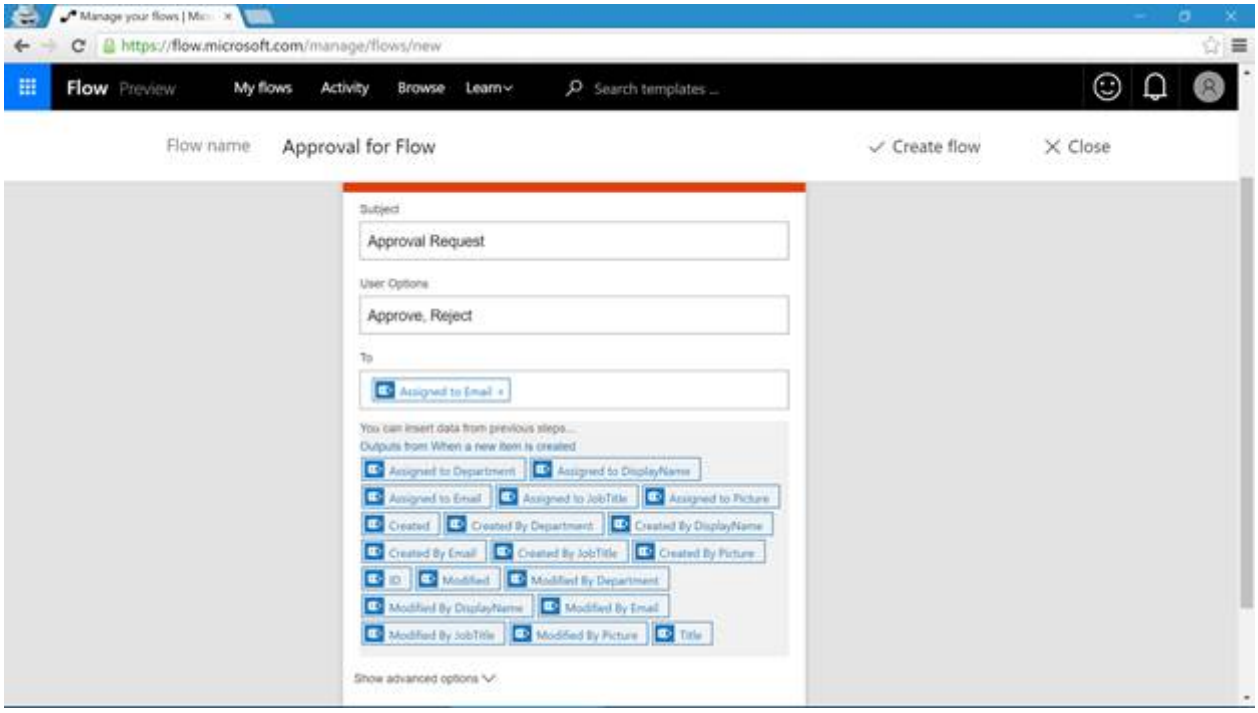
Step 8 - Select **Office 365 Outlook – Send Approval email** in order to send mail through this module.



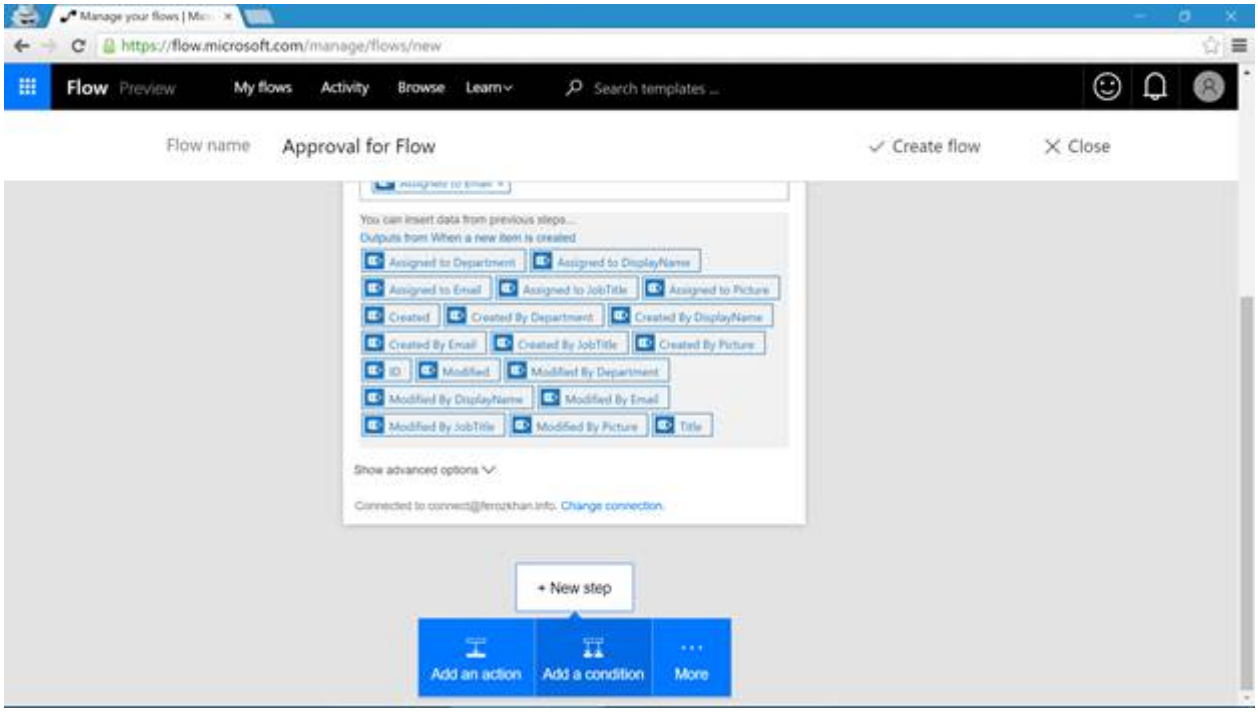
Step 9 - Fill in the below form with the following options:

Subject: Approval Request
User Options: Approve, Request
To: Assigned to email

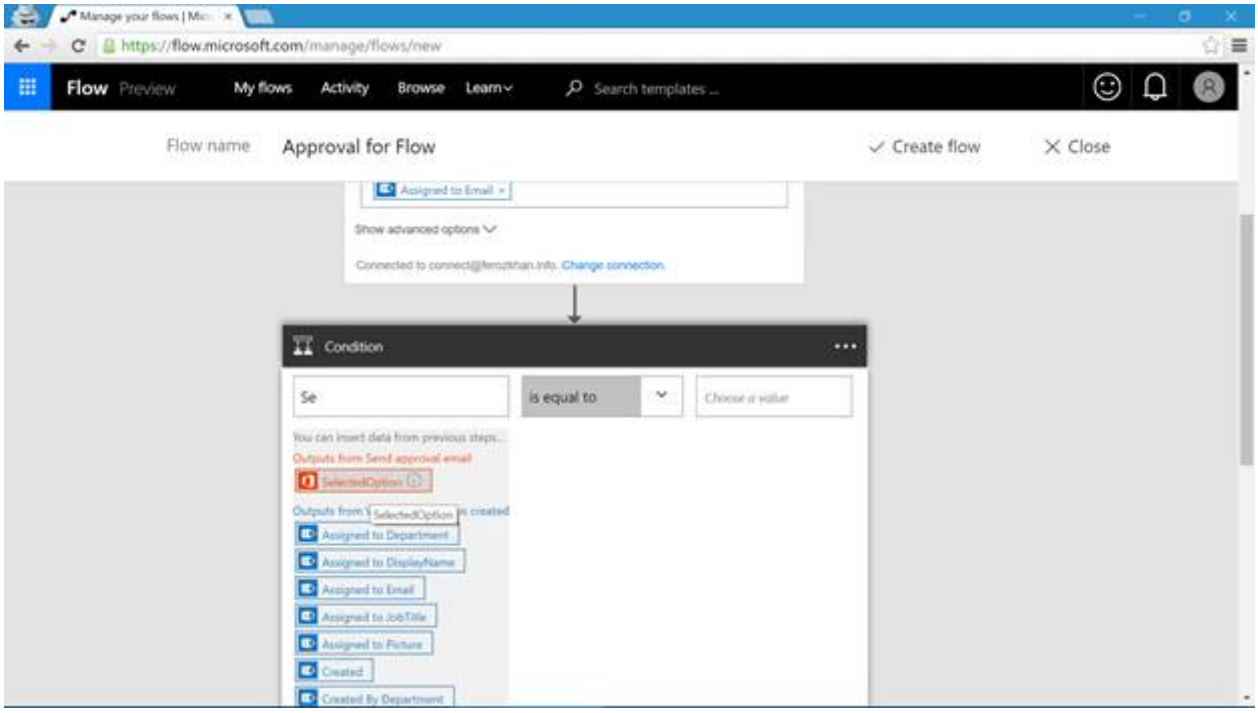


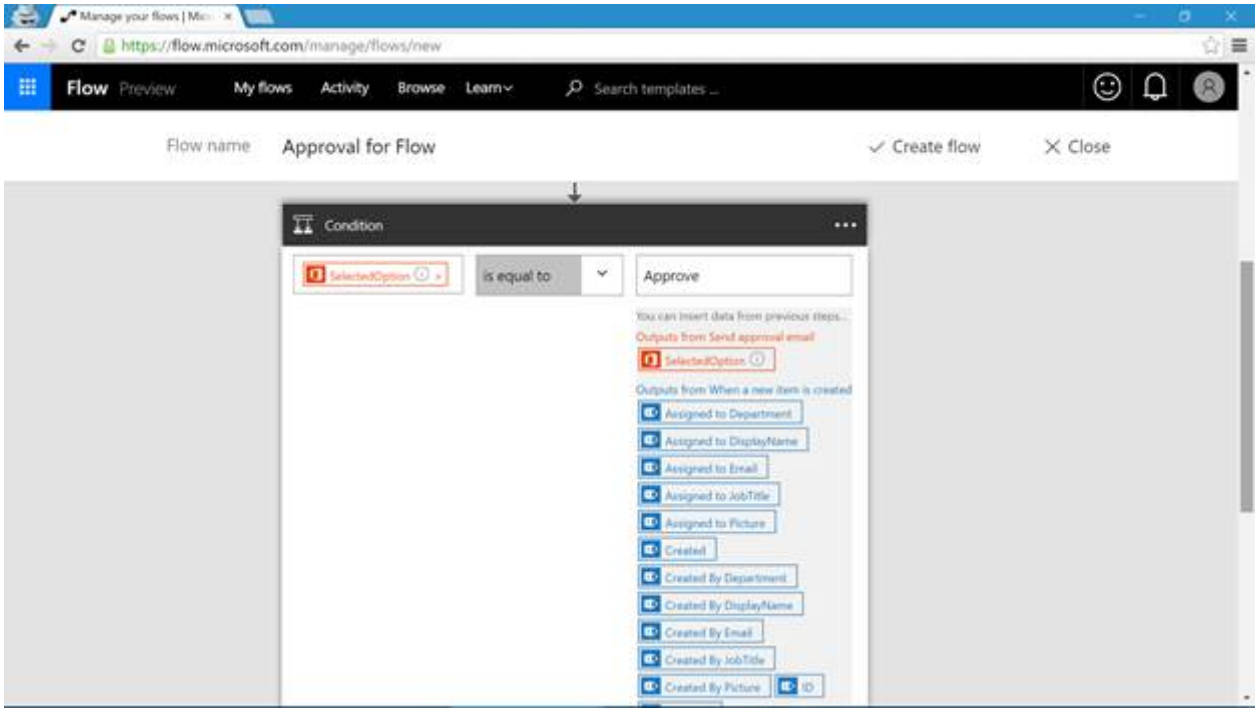


Step 10 - Let's add a condition now. Click on **Add a condition**.



In the below options, select the condition as “SelectedOption” is equal to “Approve”.


https://flow.microsoft.com/manage/flows/new
Flow Preview
My flows
Activity
Browse
Learn
Search templates ...
Flow name
Approval for Flow
Create flow
Close
Assigned to Email
Show advanced options
Connected to connect@farrukhan.info. Change connection.
Condition
Se
is equal to
Choose a value
You can insert data from previous steps...
Outputs from Send approval email
SelectedOption
Outputs from When a new item is created
Assigned to Department
Assigned to DisplayName
Assigned to Email
Assigned to JobTitle
Assigned to Picture
Created
Created By Department


https://flow.microsoft.com/manage/flows/new
Flow Preview
My flows
Activity
Browse
Learn
Search templates ...
Flow name
Approval for Flow
Create flow
Close
Condition
SelectedOption
is equal to
Approve
You can insert data from previous steps...
Outputs from Send approval email
SelectedOption
Outputs from When a new item is created
Assigned to Department
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Created By Department
Created By DisplayName
Created By Email
Created By JobTitle
Created By Picture
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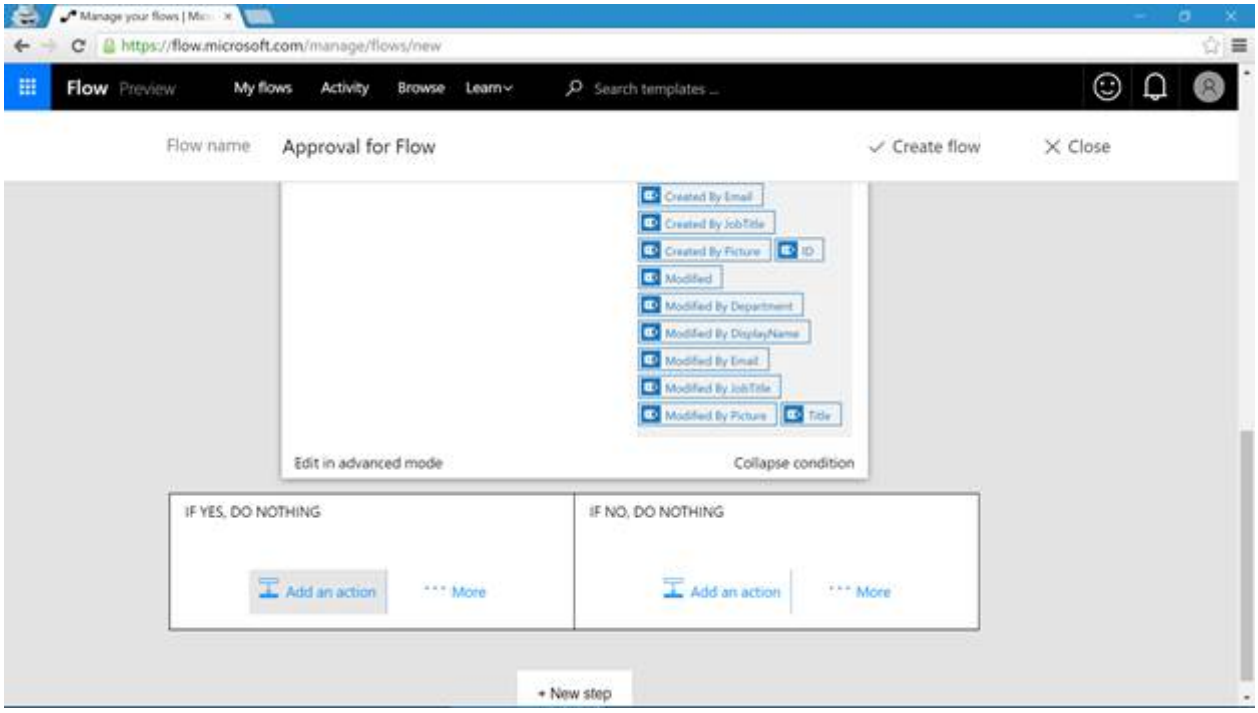
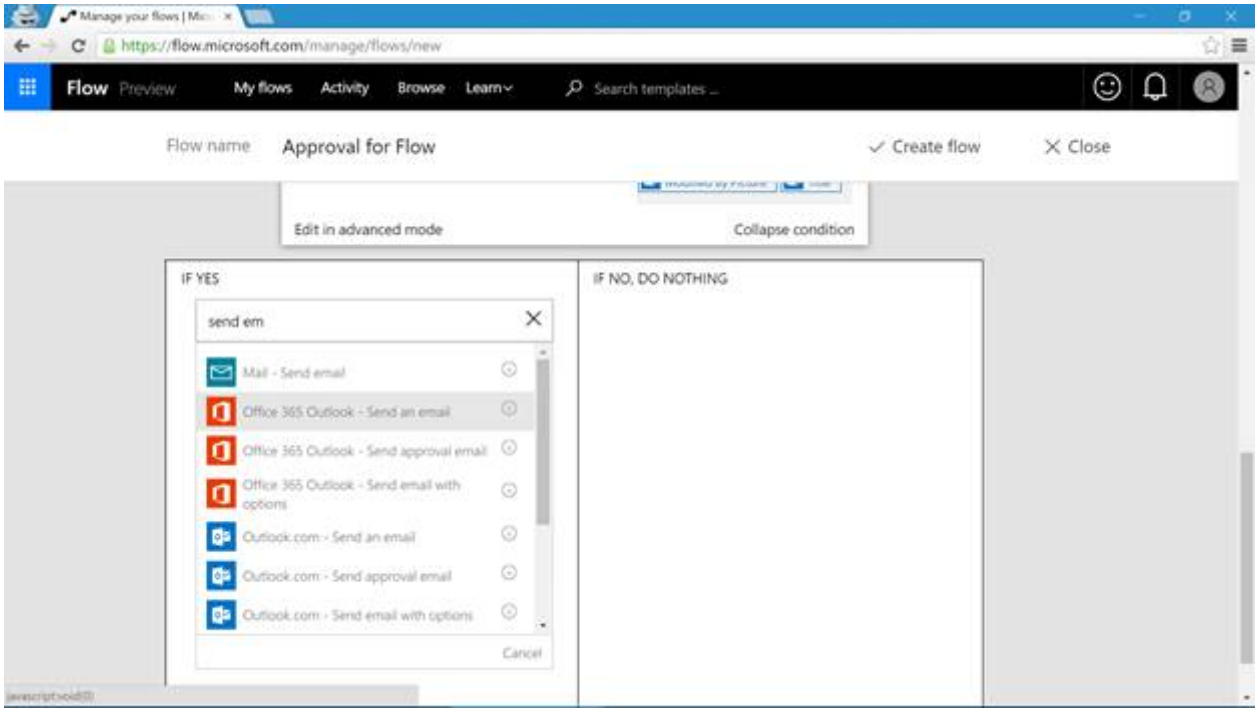
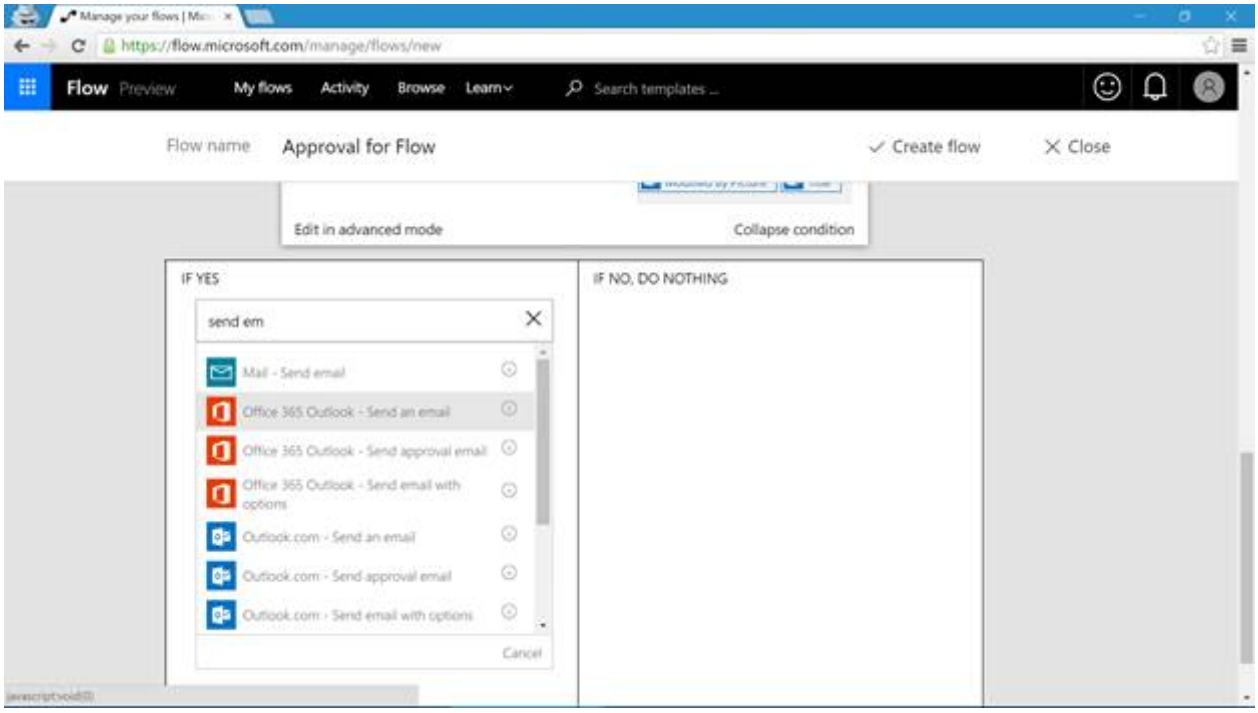


In Yes Module, click on **Add an action**.

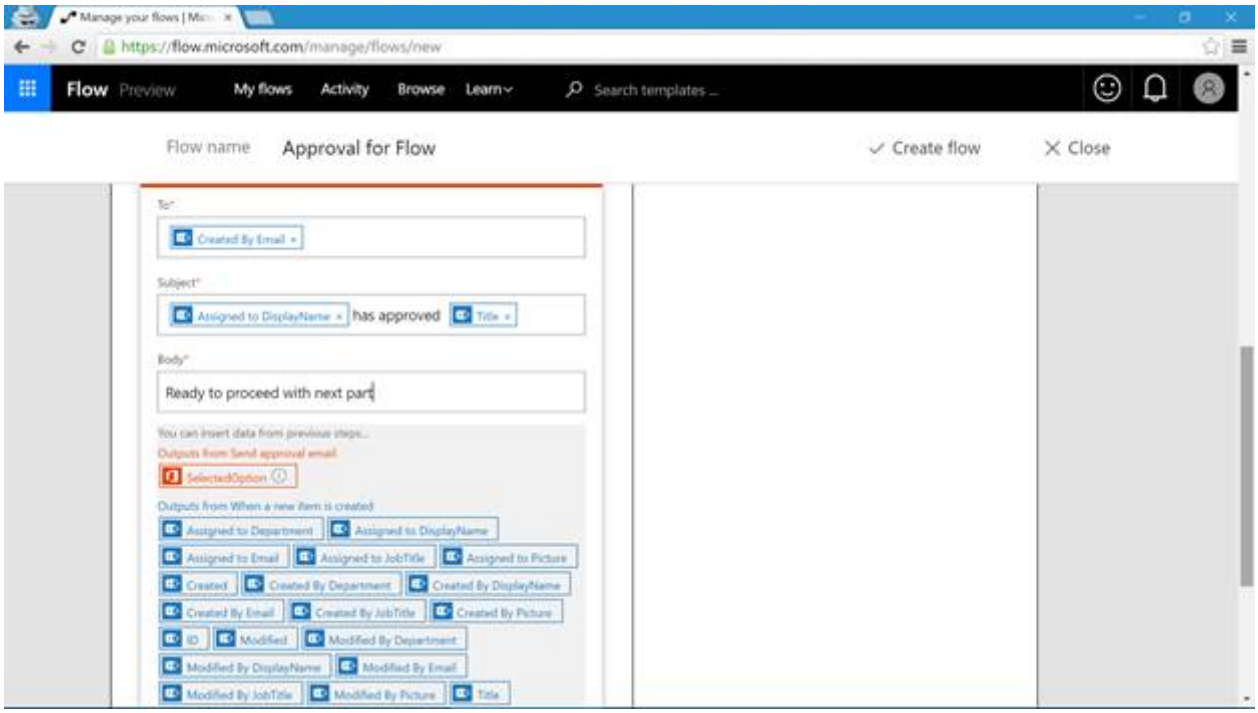
If Yes – Select **Office 365 Outlook – Send an email**.



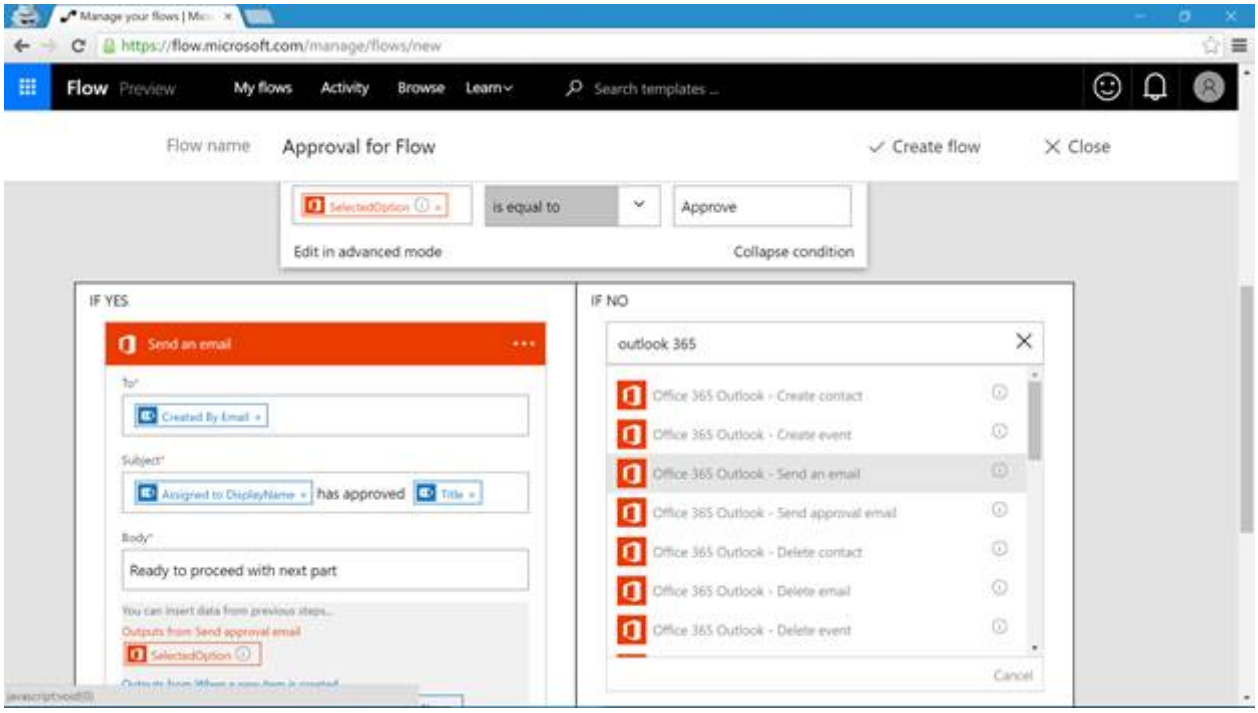


Step 11 - Select the below options.

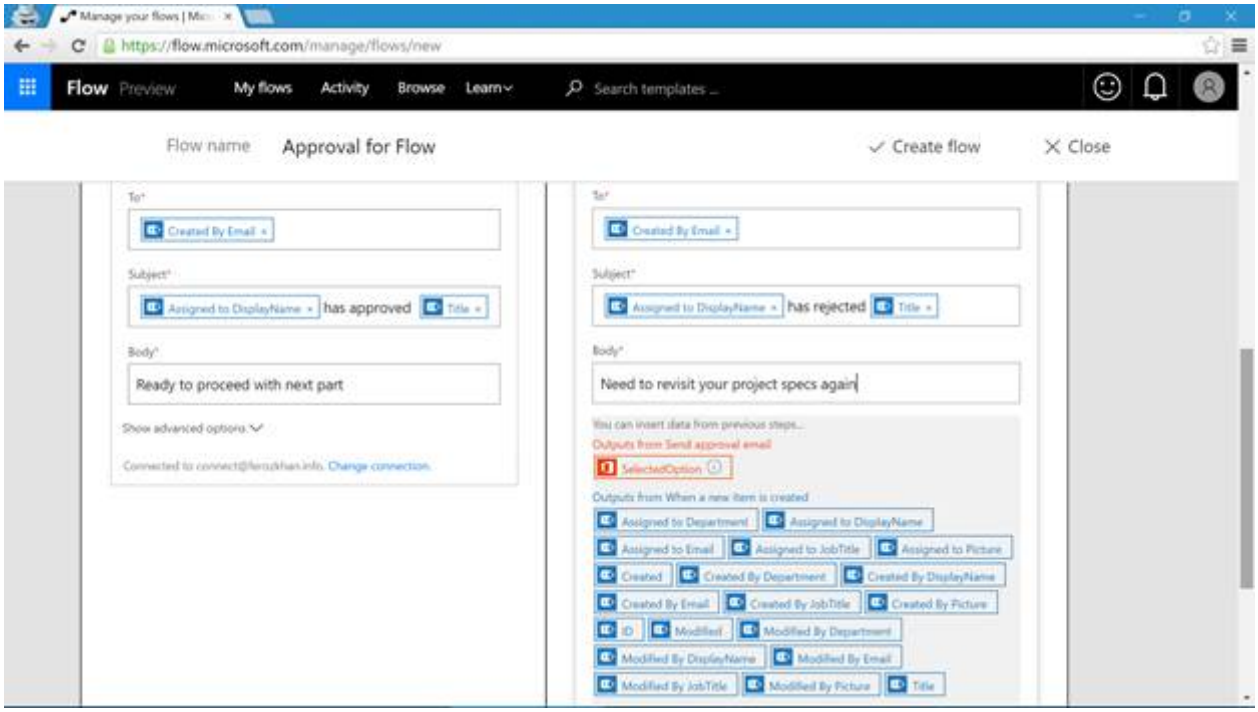
To – Created by Email
Subject – “Assigned to DisplayName” has approved “Title”
Body – Ready to proceed with next part



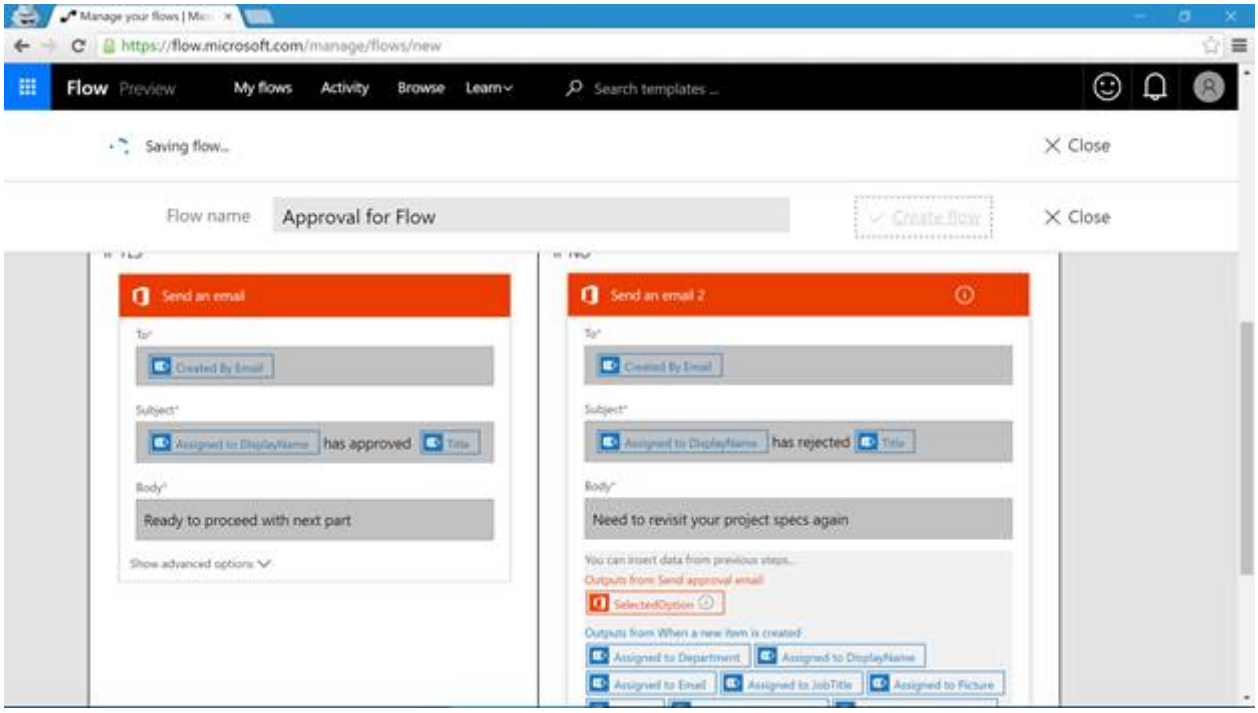
Step 12 - In the **No** module, follow the same steps as in Step 11 except Subject and Body.



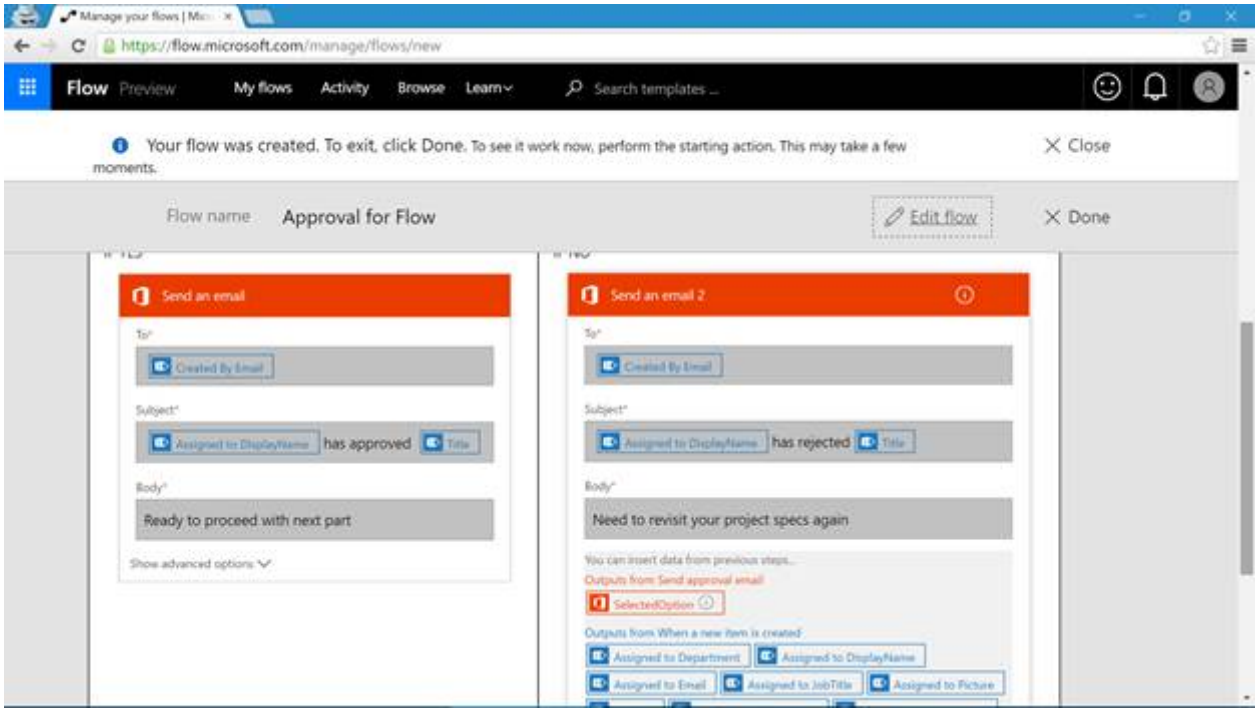
Subject – “Assigned to DisplayName” has rejected “Title”
Body – Need to revisit your project specs again.



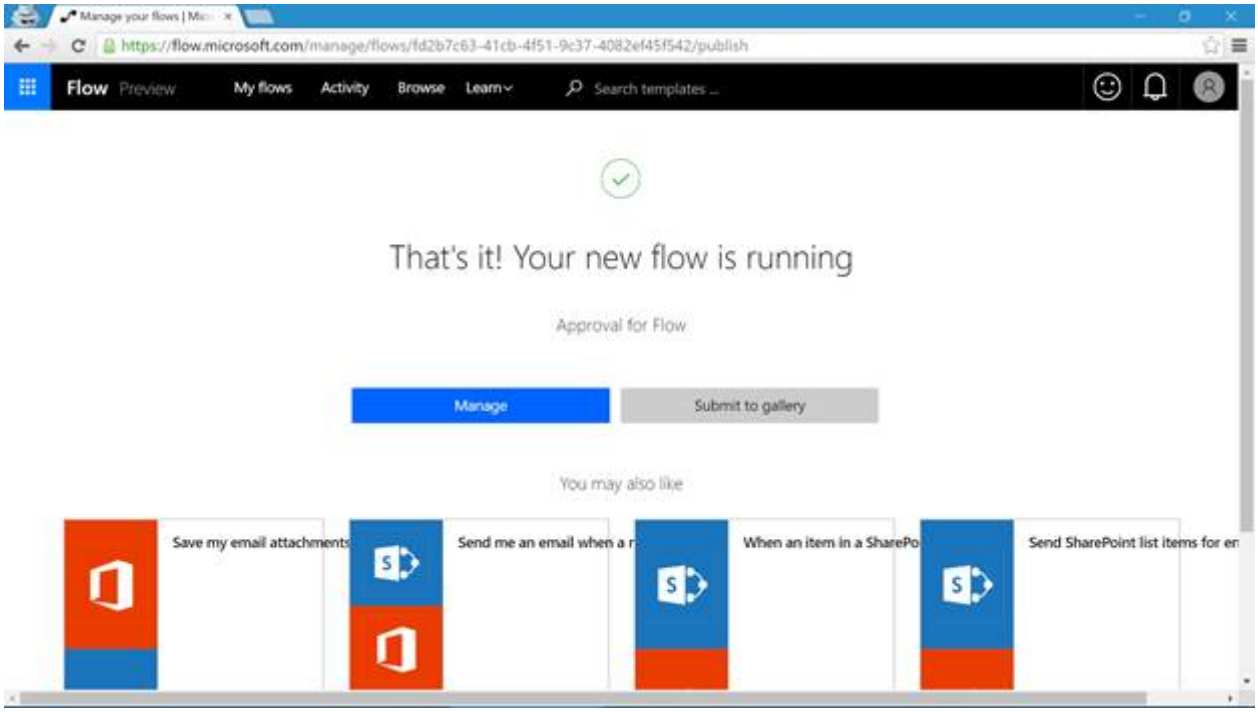
Step 13 - Click on **Create Flow**.



Click on **Close** button.



Now, your Flow has been created. This will help you approve the Flow that is running, and send an email to the specified Office 365 account, depending on the conditions.



Thank you for using C# Corner