

Introduction to Power Automate

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<http://about.me/ciaops>

Microsoft Power Platform



Power BI
Business analytics



Power Apps
Application development



Power Automate
Workflow automation



Copilot Studio
Conversational AI



Power Pages
Website development



**Data
connectors**



AI Builder



Microsoft Dataverse



Power Fx



**Managed
Environments**

Microsoft Power Automate helps you **work smarter** by automating workflows across your apps and services



Get notifications



Synchronize files

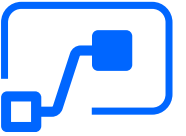


Collect data



Automate approvals

Automate and integrate business processes with Power Automate

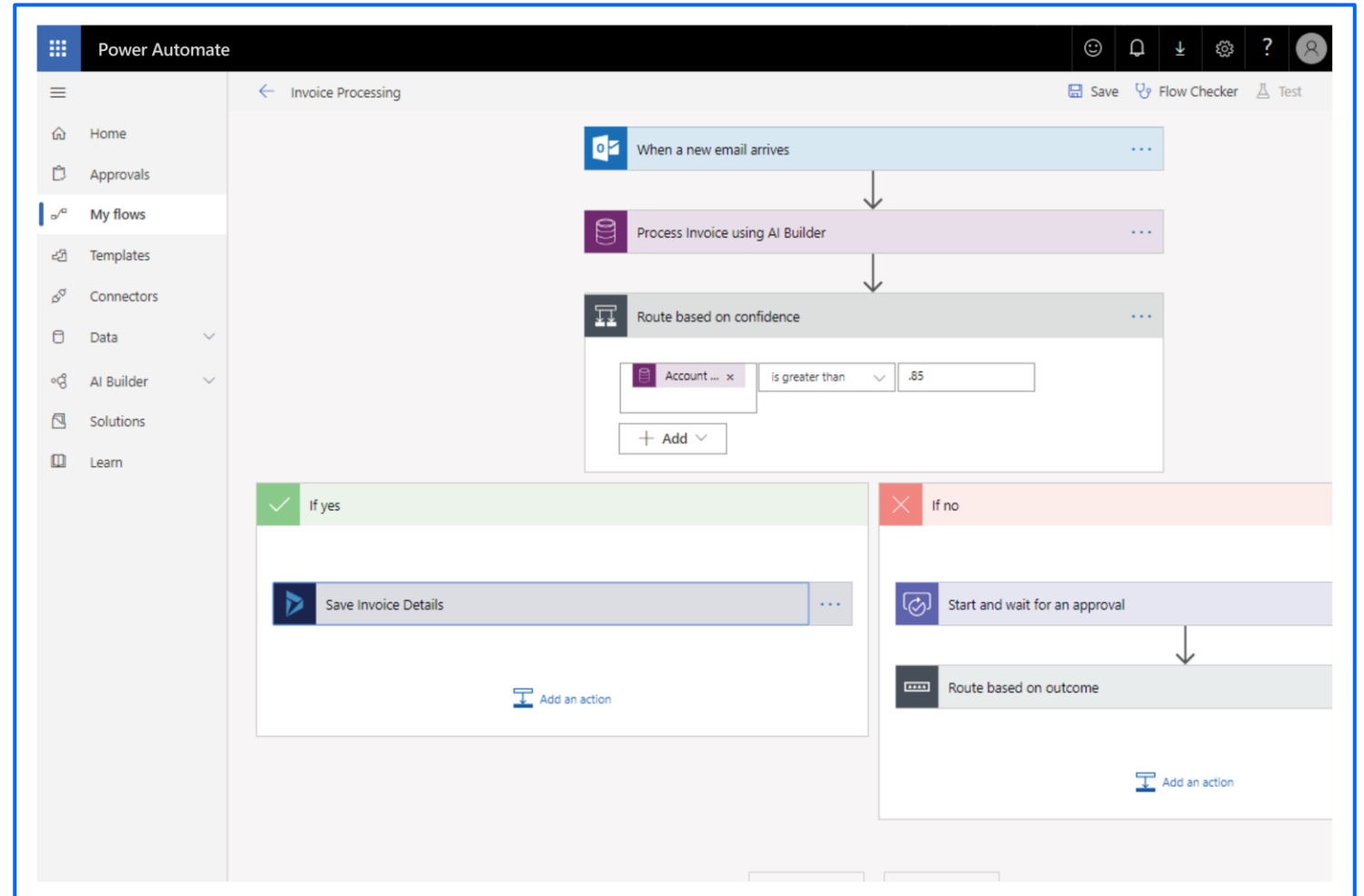


Automate and model business processes across your apps and services

From simple automations to advanced scenarios with branches, loops, and more

Trigger actions, grant approvals, and get notifications right where you work

Automate legacy, on-prem and cloud-based applications and services



The value Power Automate brings



Common scenarios and capabilities:

Automating repetitive tasks

Guiding a user through a process

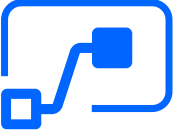
Connecting to external data sources

Automating desktop-based processes

The screenshot displays the Power Automate interface with a flow containing two steps:

- Step 1: Get manager (V2)**
 - Connector: PowerApps
 - Action: Get manager (V2)
 - Parameter: * User (UPN) is set to Getmanager(V...
 - Option: Show advanced options (expanded)
- Step 2: Start and wait for an approval**
 - Connector: Microsoft 365
 - Action: Start and wait for an approval
 - Parameters:
 - * Approval type: Approve/Reject - First to respond
 - * Title: Please approve the Purchase Order
 - * Assigned to: Mail
 - Details: Markdown supported (see <https://aka.ms/approvaldetails>)
 - Item link: Add a link to the item to approve
 - Item link description: Describe the link to the item
 - Option: Show advanced options (expanded)

Scale automation efficiently



Pre-built templates:

Build automated workflows using prebuilt templates and tailored automations

Automate across your favorite apps and services

(300+ connectors):

Scale to automate across your favorite apps and services

Integrates with the Microsoft ecosystem:

Integrate with Azure, Microsoft 365, and Dynamics 365

On-premises and in the cloud:

Access and integrate data across on-premises software and cloud services

Add artificial intelligence to your flow without writing code



To take advantage of these AI capabilities you must first build a model. From [make.PowerApps.com](https://make.powerapps.com) a wizard guides you through building and training the model. Currently, there are four available AI models available to build:

Form processor:

This model extracts text from an uploaded image or taken photo

Object detector:

This model identifies objects from an uploaded image or taken photo and then provides a count of the number objects present

Prediction:

This model predicts whether something will happen or not based on previous data history. More details in the following section





































Text classification:

This model categorizes text by its meaning, making it is easier to analyze

Get started quickly
with over a
hundred useful
templates

Flow Preview My flows Browse Learn Search templates...

Showing All flows sorted by Popularity

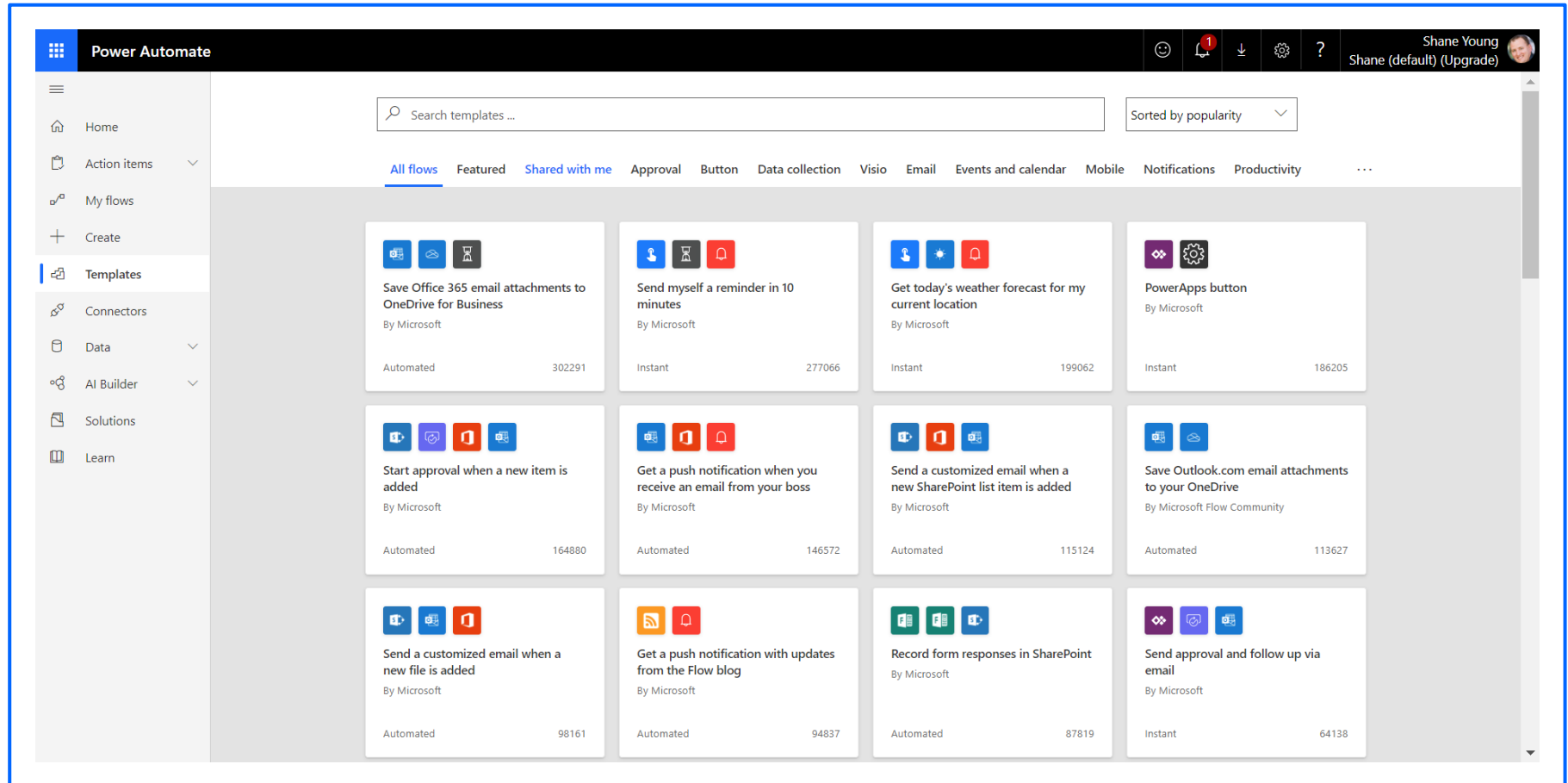
| | | | |
|---|--|--|---|
|  Create a to-do item in Wunderlist for important emails  By Microsoft Used 254 times |  Save my email attachments to a SharePoint document library  By Microsoft Used 195 times |  Get daily reminders in Email   By Microsoft Used 103 times |  Save tweets to a CSV file in OneDrive  By Microsoft Used 99 times |
|  Translate non-English emails    By Microsoft Used 56 times |  Save email attachments to Dropbox  By Microsoft Used 55 times |  Send me an email when a new file is added in SharePoint Online   By Microsoft Used 54 times |  Get a text notification when you receive an email from your manager   By Microsoft Used 53 times |
|  Copy new files in Dropbox to a specific folder on OneDrive  By Microsoft Used 51 times |  Email yourself new Tweets about a certain keyword    By Microsoft Used 40 times |  Save tweets to a CSV file in Dropbox  By Microsoft Used 33 times |  Copy files between OneDrive and Dropbox  By Microsoft Used 32 times |
|  Send me an email when a new item is added to a SharePoint Online list  |  Post to Yammer if new tweets match with hashtag |  Get Office 365 email notifications forwarded to Slack channel |  Share my Tweets on Facebook |

Create a flow from a template



Search using keywords for relevant templates

Example template:
Create a flow to save email attachments to OneDrive for Business



Important concepts in Microsoft Power Automate



Keep these concepts in mind when building flows:

Every flow has two main parts:

- a trigger
- one or more actions

Think of the trigger as the starting action for the flow

Actions are what you want to happen when a trigger is invoked.

Some examples of types of actions you can have in a flow include:

Loops

Switch

Do Until

Apply to each

Expressions

Trigger or run the flow



With Power Automate, you don't think of running a flow the same way as you do with Power Apps. Instead, you perform the activity that triggers the flow to run.

When defining triggers, there are a few different types:

When something changes:

These are triggers that run when data is changed. It could be a new item created in SharePoint, a lead is updated in Dynamics, or when an event has been deleted from Outlook for example

On a schedule:

You can set up a flow to be triggered at a certain time of a day and with a recurrence. This allows for workflows such as checking every day at 8 AM if there are account renewals pending and if so, sending an email to the necessary people

On a button press:

This trigger takes shape in many different ways. This can be when a flow virtual button is run through the mobile app, or a physical button is clicked with 3rd party options, or even when a button is pressed inside of Power Apps. This gives you that control to "run" a flow on-demand

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

Take care of what's important. Automate the rest.

Create automated workflows with Microsoft Power Automate.

[Watch a quick video](#)

Search for a template by app, task, or industry

Start from a template

Search all templates

- Top picks
- Remote work
- Email
- Notifications
- Save to cloud
- Approval

Follow up on a message

By Microsoft

Instant10062

Save a message to OneNote

By Microsoft

Instant9173

Schedule a meeting with a message sender

By Microsoft

Instant8207

Start an approval in Teams when a file is added to a SharePoint folder

By Microsoft

Automated5133



Build your own flows in an easy to use visual designer

Sending an Exchange email when a new file is added in Dropbox

Authenticate to your Dropbox account.

Select folder to monitor

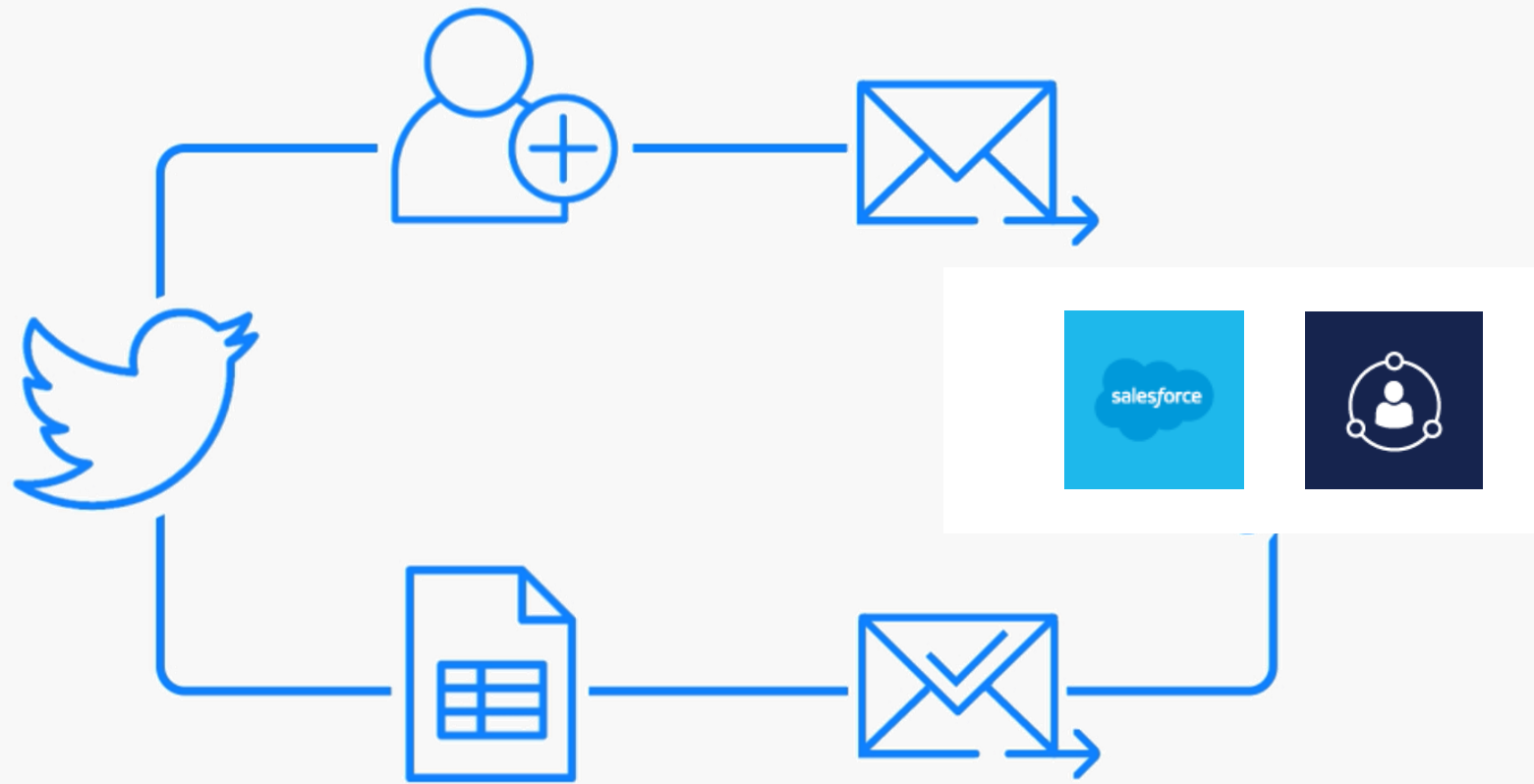
Authenticate to your O365 account.

Build email *Subject* and *Body*

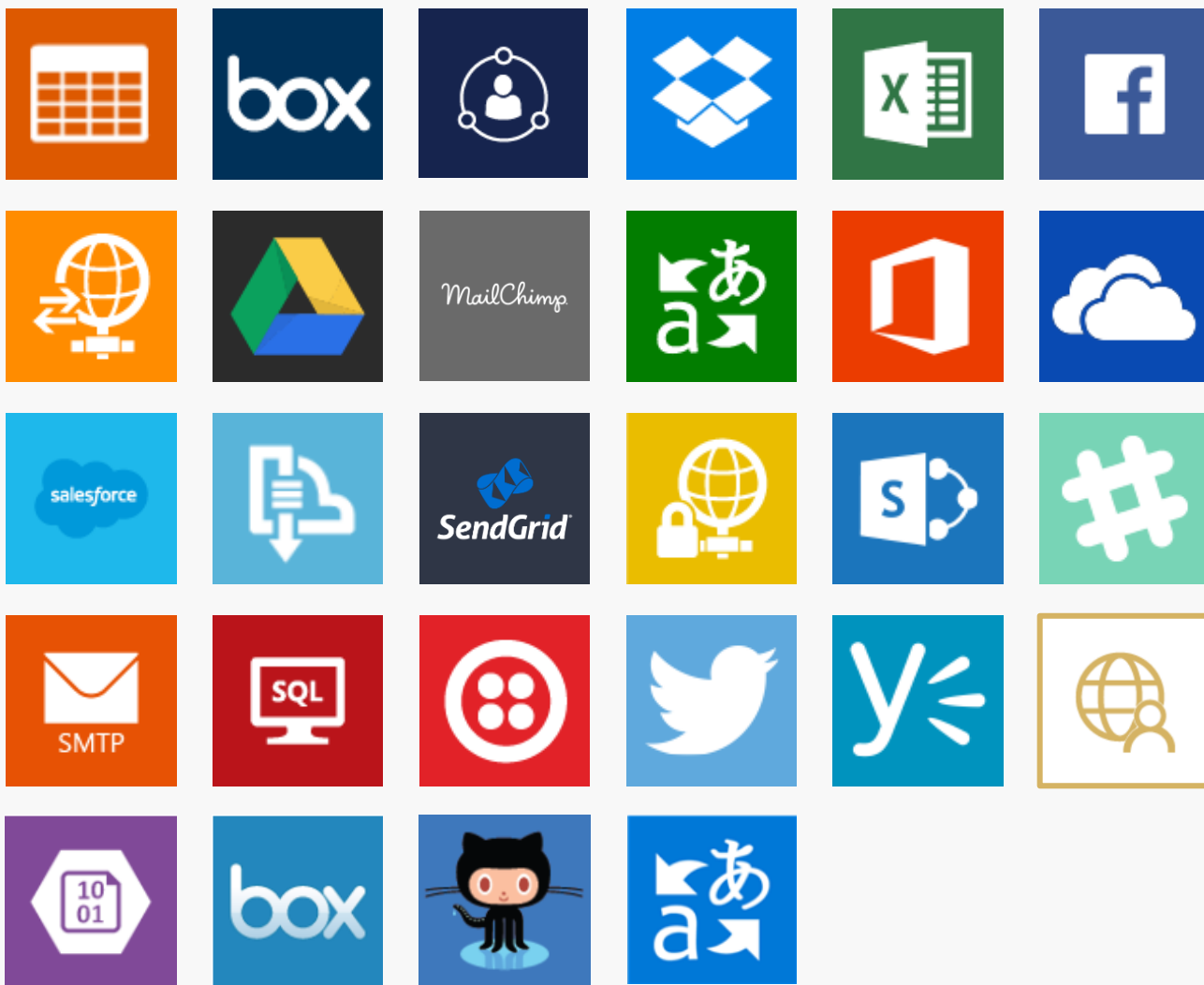
The screenshot displays the Microsoft Flow visual designer interface. The top step is 'When a file is created', which includes a 'Folder*' dropdown menu currently set to 'PowerApps'. A red arrow points from the 'Folder*' label to the 'PowerApps' folder in a 'Dropbox / Dropbox' selection dialog box. The second step is 'Send Email', which has a 'Subject*' field containing 'New file: [File name] has been added to your Dropbox' and a 'Body*' field containing 'New information available'. Below these fields, a section titled 'You can insert data from previous steps...' shows 'Outputs from When a file is created' with buttons for 'File content', 'File identifier', 'File name', 'File path', 'File entity tag', and 'File content type'. The 'To*' field is empty. At the bottom, it shows 'Connected to johnsharp@contoso.com' with a 'Change connection.' link.

Choose to include properties from previous step (Dropbox file) to improve relevance

Specify *Send To* email address and additional properties (optional): *From*, *CC*, *BCC* and *Importance*



Automate advanced scenarios with multiple steps,
branching conditions, and more

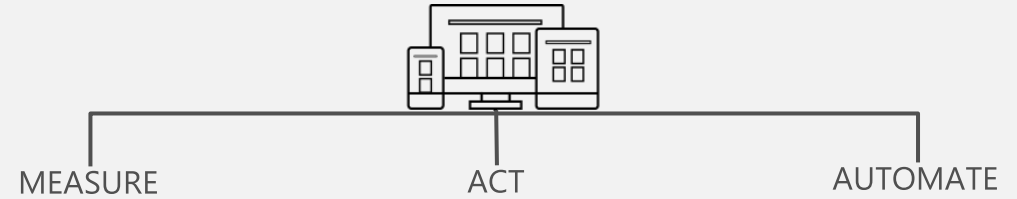


Integrate the systems
you're already using...
even custom APIs.

Business application platform innovation

Build modern business apps fast

Compose analytics, user experiences, and automation using an integrated set of services from Microsoft



Empowered power users

People who understand their business needs best can now build apps quickly without writing code



Power BI



PowerApps



Microsoft Flow

More efficient developers

Seamlessly extend capabilities for power users and leverage powerful Azure platform services

SQL Server BI

Data analytics

Internet of Things (IoT)

...

App Services

Service Fabric

Azure Functions

...

Logic Apps

API Management

BizTalk

...

Connected data across apps

Whether built on the Common Data Model or integrated with existing systems, get more value from your data



Common Data Model



Connectors & Gateways

On premises data gateway

- Install from PowerApps Portal
- Manage on the gateway
- Upgrades and replaces PowerBI gateway (if present)
- Sign in to register
- Build connections
- Consume from your business apps

Power Apps and Flow

On premises data gateway

SharePoint
2013/2016

SQL Server

Microsoft Flow Sharing and Collaboration

Co-authoring

Many authors can edit a flow, not just a single owner

If the original author leaves the company the flow continues to function

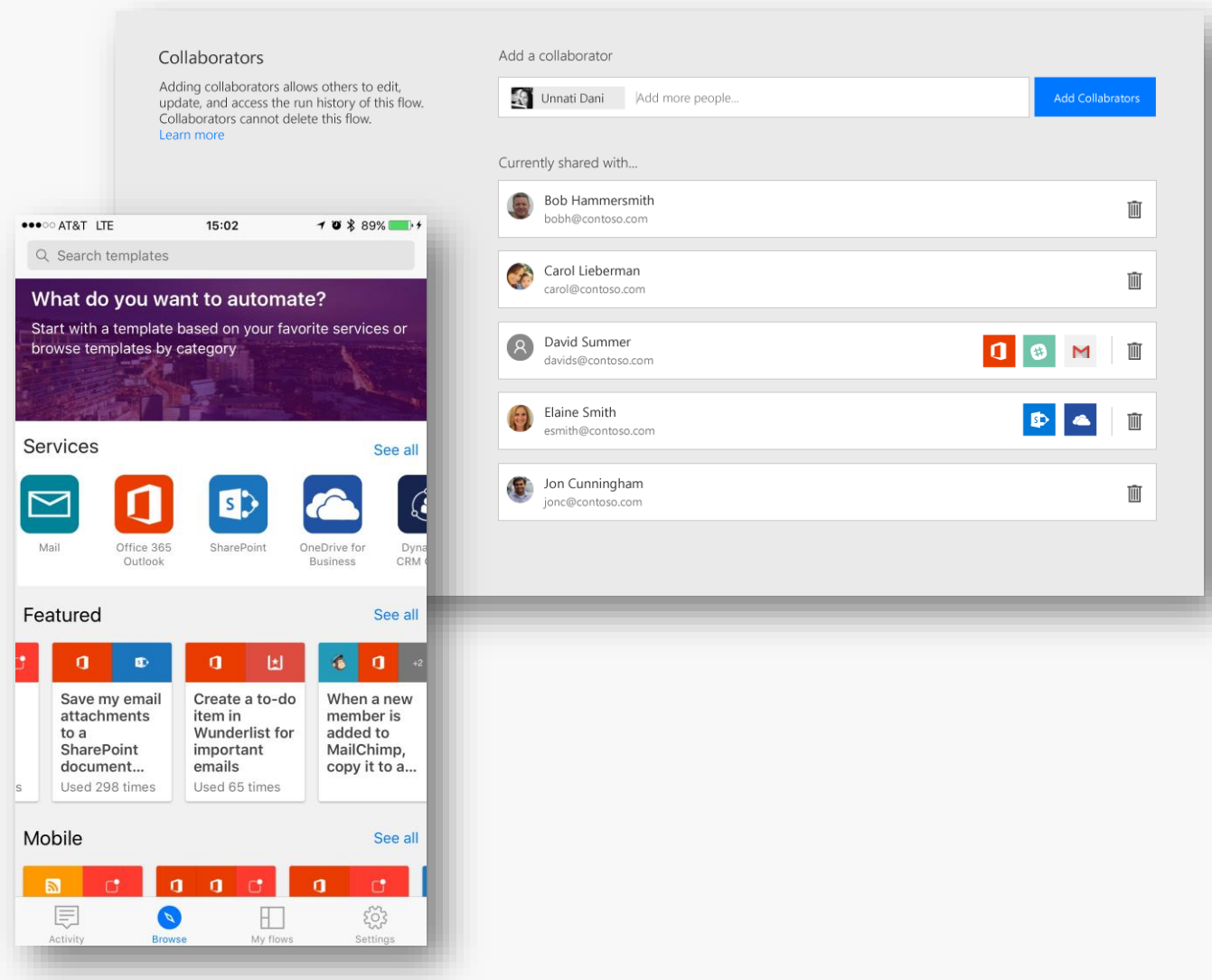
Publish to AppSource

Make flows available to others inside of an organization for consumption

Creation from Mobile

Develop and co-author on flows right from the Microsoft Flow app for iOS or Android

Enhanced Flow mobile integration



Take aways

- Power Automate allows you to easy connect many data sources
- Power Automate allows you to easy automate business processes
- Combine power Automate with Power Apps to deliver quick solutions
- Power Automate can be utilised with on premises resources
- Power Automate is continually improving
- Power Automate enables 'citizen developers'

Resources

- Microsoft Power Apps and Power Automate Licensing Guide - <https://go.microsoft.com/fwlink/?linkid=2085130>
- Azure logic apps - <https://azure.microsoft.com/en-us/services/logic-apps/>
- Power Apps and Power Automate licensing FAQ - <https://docs.microsoft.com/en-us/power-platform/admin/powerapps-flow-licensing-faq>
- Automate a business process using Power Automate - <https://docs.microsoft.com/en-us/learn/paths/automate-process-power-automate/>
- Templates - <https://flow.microsoft.com/en-us/templates/>
- Get started with Power Automate - <https://docs.microsoft.com/en-us/learn/modules/get-started-flows/>
- On premises gateway - <https://go.microsoft.com/fwlink/?LinkID=820931>