

Getting Started with Microsoft Flow

Lab Time: 60 minutes

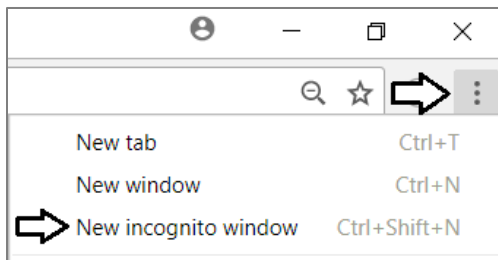
Lab Folder: C:\Student\Modules\01_GettingStarted\Lab

Lab Overview: This lab covers how to get up and running with the Power Platform by creating a new Microsoft 365 tenant with trial subscriptions to Office 365, PowerApps, Flow, Power BI and SharePoint Online. The act of creating and configuring this new Microsoft 365 tenant will yield an isolated testing and development environment for building and testing flows. After that, you will begin to work with Microsoft Flow.

Exercise 1: Create a new Microsoft 365 Trial Tenant

In this exercise, you will create a new Microsoft 365 tenant which allows you to create up to 25 user accounts with Office 365 Enterprise E5 trial licenses. Note that the Enterprise E5 trial license provides the benefits of the PowerApps, Flow, Power BI Pro and SharePoint licenses.

1. Navigate to the Office 365 trial sign up page using an Incognito browser window.
 - a) Launch the Chrome browser.
 - b) Using the dropdown menu in the upper right, select the command to open a **New incognito window**.



- c) Copy and paste the following URL into the address bar of the incognito window to navigate to the sign up page.

<https://go.microsoft.com/fwlink/p/?LinkID=698279&culture=en-US&country=US>

It's not always necessary to sign up for an Office 365 trial account using an incognito window. However, most errors that occur when attempting to sign up are caused by cached browser settings from another Office 365 account such as your work account. The solution to overcoming most errors when signing up for a trial account is using an incognito window.

2. Fill out the form with your personal information and click **Next**.

A screenshot of the Office 365 Enterprise E5 Trial sign-up form. The form is titled 'Office 365 Enterprise E5 Trial' and has a 'Sign in' button. The main heading is 'Welcome, let's get to know you'. The form fields include: a dropdown for 'United States' (with a note 'This can't be changed after sign-up. Why not?'), first name 'Anna', last name 'Conda', email 'annaconda@subliminalsystems.com', phone '(888)111-2222', company 'Subliminal Systems', and a dropdown for '10-24 people'. A 'Next' button with a right arrow is at the bottom left. A background image of a person wearing a headset is on the right.

The information you provide on the next page of the signup process will be used to name your new Microsoft 365 tenant.

3. On the **Create your user ID** page...

- Enter a user name
- Enter a unique company name (*you might have to try a few before you get one that's unique*)
- Enter a password that you will remember.

Note that the company name you enter on this page will be used to create the domain name for your new Office 365 trial tenant. For example, if you were to enter a company name of **bbspalabs**, it would result in the creation of a new Microsoft 365 tenant within a domain of **bbspalabs.onMicrosoft.com**. The user name you enter will be used to create the first user account which will be given administrative permissions within the Microsoft 365 tenant. If you enter a user name of **Student**, then the email address as well as user principal name for this account will be **Student@bbspalabs.onMicrosoft.com**.

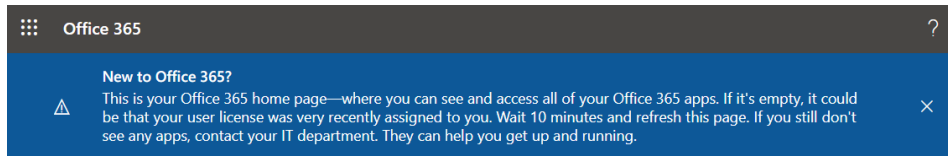
- Click **Create my account** to continue and move to the next step.

4. Complete the validation form to prove you are not a robot.

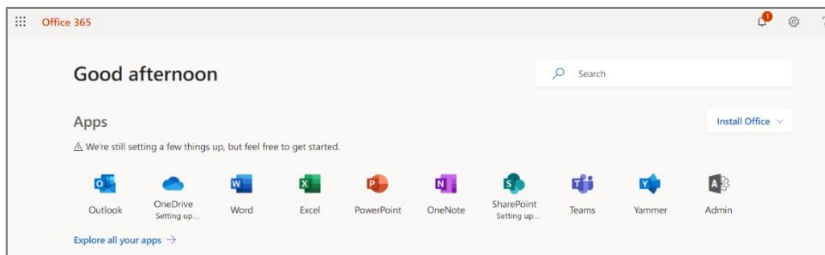
- Select the **Text me** option and provide the number of your mobile phone.
- When you go through this process, a Microsoft service will send you a text message that contains an access code.
- You retrieve the access code from your mobile device and use it to complete the validation process.

5. Once you have completed the validation process, click the **You're ready to go...** link to navigate to the portal welcome page for your new Office 365 trial tenant. Note that you should already be logged on using the user account that was created during the signup process.

6. If you are prompted an Office 365 promotion dialog, click the **x** button in the top right corner to close it.



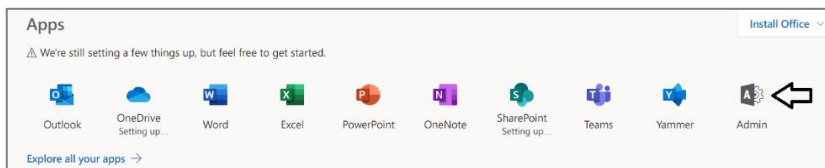
7. At this point, you should be located on an Office 365 welcome page. Notice the fancy new icons for all the Office applications!



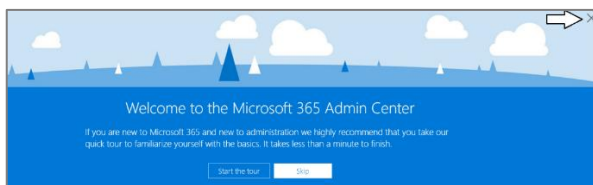
At this point, you have already created your new Microsoft 365 tenant which can support creating up to 25 user accounts with Office 365 Enterprise E5 trial licenses. Note that some Microsoft 365 services within your new Microsoft 365 tenant such as the Microsoft 365 admin center, PowerApps, Flow and Power BI can be accessed immediately. Other services in your Microsoft 365 tenant such as Outlook, OneDrive for Business and SharePoint Online will not be ready immediately and can take some time to provision.

There is no more need to run the browser in incognito mode anymore because it's only required to get through the signup process. You can now return to using a standard browser window. However, it's always a good thing to check to see who you are logged in as because sometimes the browser may log you on using a different Office 365 account you have instead of your new trial account.

8. Click the **Admin** tile to go to the **Microsoft 365 admin center**

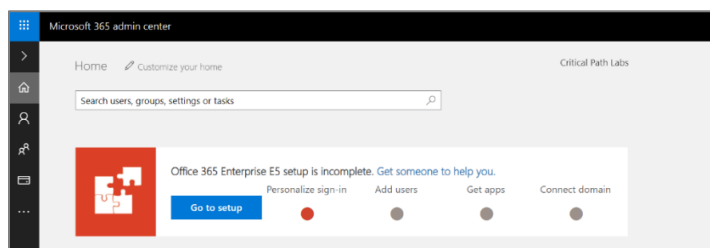


9. If you are presented with the **Welcome to the Microsoft 365 Admin Center** dialog, close it by clicking the **X** in the top right corner.

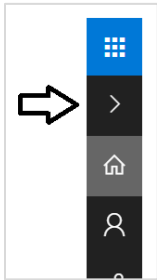


10. Verify that you are able to access the home page of the **Microsoft 365 admin center** at <https://admin.microsoft.com/AdminPortal>.

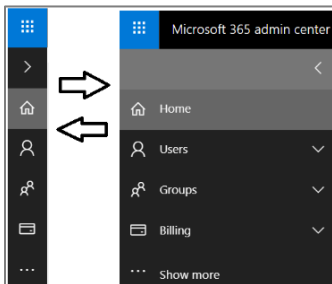
a) The following screenshot shows the home page of the Microsoft 365 admin center.



- b) Locate the top **Menu** button for the left navigation menu. It's the second button from the top with the arrow icon which sits just beneath the Microsoft 365 app launcher menu button.

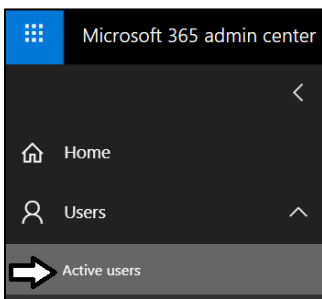


- c) Click the top **Menu** button several times and see how it toggles the left navigation between a collapsed and expanded mode.

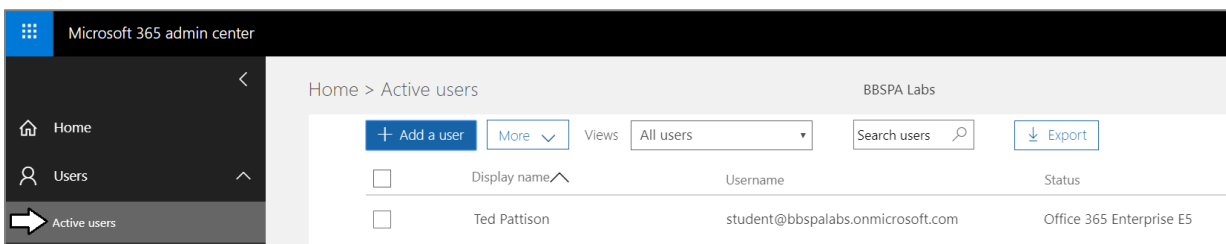


Over the next few steps, you will configure your new Microsoft 365 tenant by creating a secondary user account that you will need later when you begin experimenting with sharing apps and flows with other users.

1. Make sure you are in the browser on the home page of the Microsoft 365 admin center.
2. Inspect the set of Active Users in the current tenancy.
 - a) In the left navigation menu, expand the **Users** node and click **Active users** to navigate to the **Active users** page.

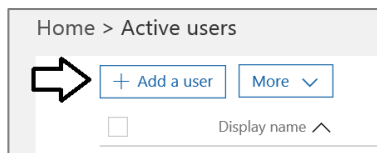


- b) Once the **Active users** page is displayed, you should be able to verify that the user account you are currently logged on as is the only user account that exists in the current tenancy. Remember that this account has been set up as a global administrator within the Microsoft 365 tenant because it is the primary user account that was created when the tenant was initially created.



3. Create a new user account.

- a) On the **Active Users** page, click the **Add a user** button to create a new user account



- b) Fill in the **Create new user account** form with information for a new user account. When creating this account, you can use any name you would like. These lab instructions will demonstrate this by creating a user account for a person named **James Bond** with a user name and email of **JamesB@bbspalabs.onmicrosoft.com**.

- c) Expand **Password** section under **Contact Information** section.

i) Select the option for **Let me create the password**.

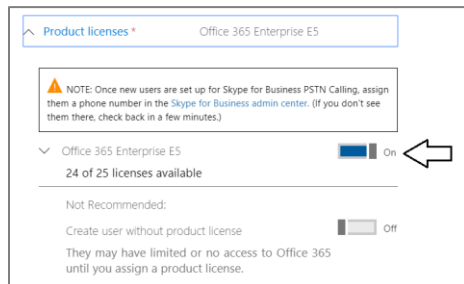
ii) Enter a password of **pass@word1** into the textboxes labeled **Password** and **Retype Password**.

iii) Uncheck the checkbox for the option labeled **Make this user change their password when they first sign in**.

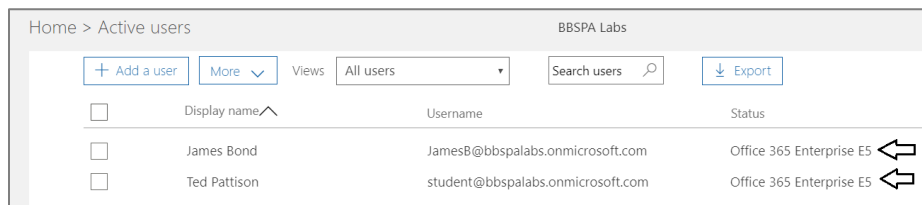
- d) Expand the **Roles** section. You do not need to change anything in this section, although you should note that this new user account will be created as a standard user account without any administrator access or privileges.

Note that the new account is usually assigned a trial license for **Office 365 Enterprise E5** plan. However, it's a good practice to check and make sure the new user has been assigned a license for **Office 365 Enterprise E5**.

- e) In the **Product licenses** section, make sure the **Office 365 Enterprise E5** license is set to **On**..



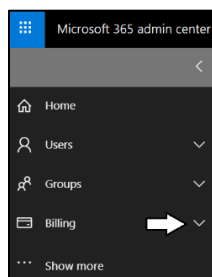
- f) Click the **Add** button at the bottom of the new user form to create the new user account.
g) When you see the **User was added** message, click **Send email and close** to dismiss the **Add new user** task pane.
h) Verify that the new user account has been created and is displayed along with your primary user account.



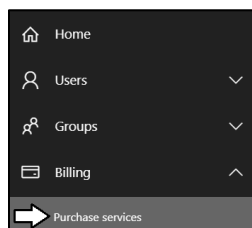
Exercise 2: Create a Trial Subscription for PowerApps Plan 2

In this exercise, you will configure your new Microsoft 365 tenant by creating a new subscription based on PowerApps Plan 2.

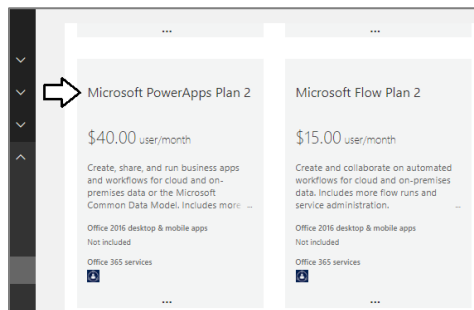
1. Navigate to the home page of the Microsoft 365 Admin center.
2. Create a new subscription for PowerApps Plan 2.
 - a) Click on **Billing** in the left navigation to expand the menu items underneath.



- b) Click on the **Purchase services** navigation link.

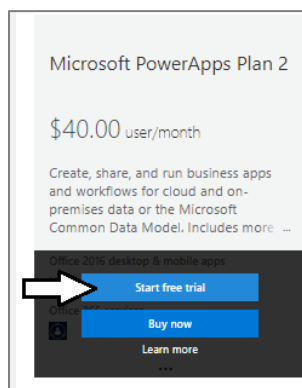


- c) Scroll down the page and find the subscription with the name **Microsoft PowerApps Plan 2**.

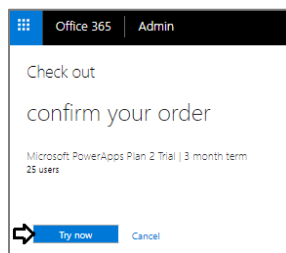


- d) Hover over the ellipse (...) menu at the center on the bottom to see the flyout menu.

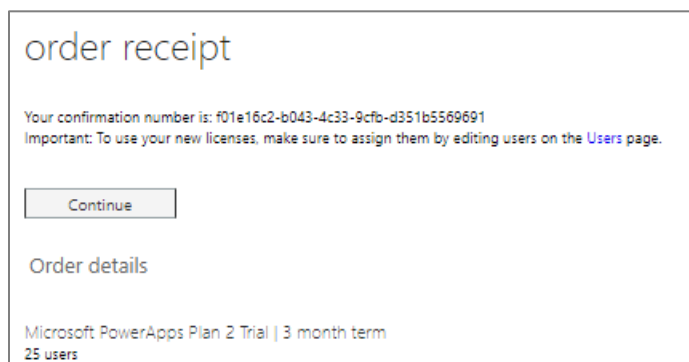
- e) Click the **Start free trial** button



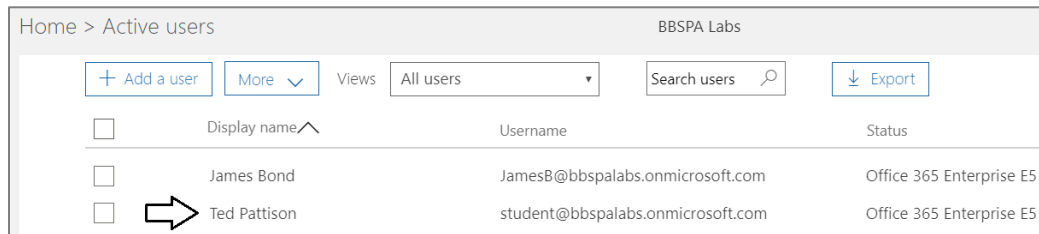
- f) When prompted to confirm your order, click **Try now**.



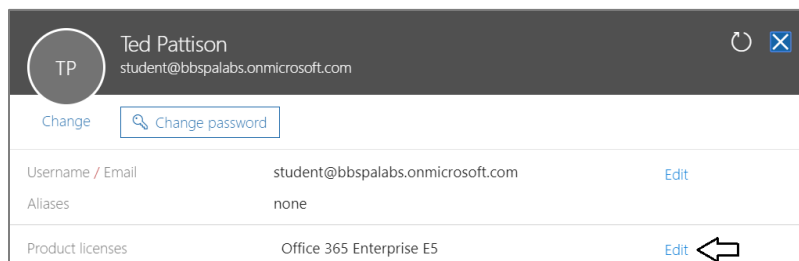
- g) You should see an order receipt to confirm you have created the new trial subscription.



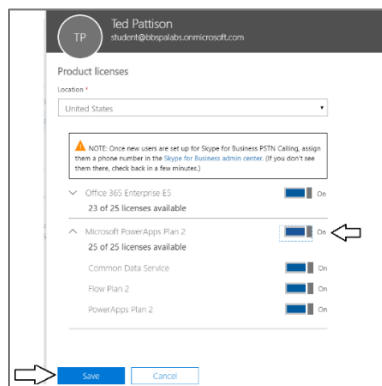
3. Configure your user account by assigning a PowerApps Plan 2 license.
 - a) Navigate back to the Active Users page in the Office 365 Admin center.
 - b) Click on your user account to edit it.



- c) Click the **Edit** link for **Product licenses**.

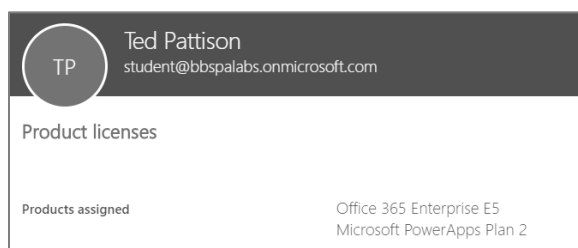


- d) Enable the **Microsoft PowerApps Plan 2** subscription and then click Save below.



After creating a new subscription for PowerApps Plan 2, it might take a minute or two before it shows up in the Product licenses dialog.

- e) You should be able to confirm your user account has been configured with a **Microsoft PowerApps Plan 2** subscription.

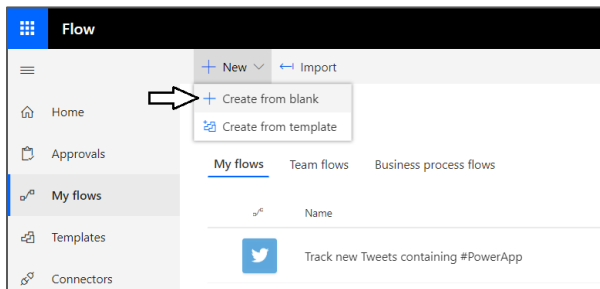


You will not actually need the Microsoft PowerApps Plan 2 subscription until you reach the lab exercises which work with the Common Data Service for Apps. However, the PowerApps Plan 2 does provide the extra licensing beyond the Office 365 license such as the ability to use premium connectors and custom connectors.

Exercise 3: Create a Flow that is Manually Triggered by a Button

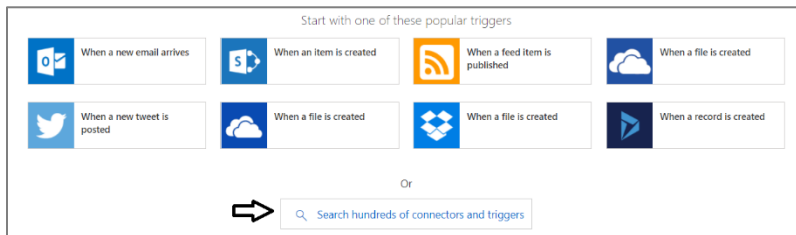
In this exercise, you will create a new flow from blank without using a template. This will give you a chance to see how to build a flow from the ground up. In this specific case, you will create a new flow that uses the Flow button for mobile trigger which allows a user to easily kick off a flow from a mobile device.

4. Create a new flow from blank.
 - a) Navigate to Microsoft Flow and click the **My flows** link.
 - b) Create a new flow by clicking the **Create from blank** link.

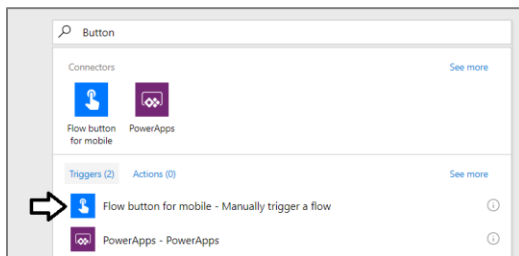


Since you have created a new flow without using a template, the flow is empty and you are prompted to select a trigger.

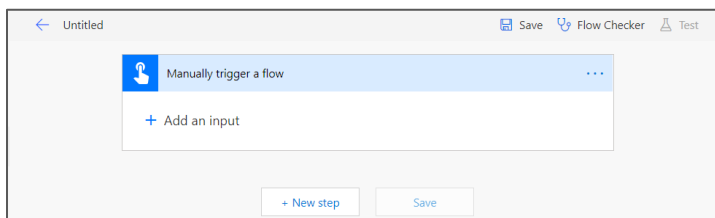
- c) Click the **Search hundreds of connections and triggers** link to search for a trigger.



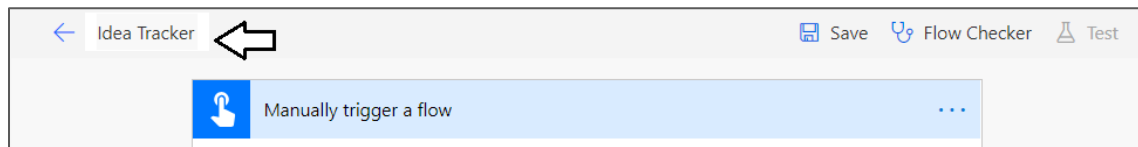
- d) When you see the search box, type in the word **"Button"** to find the trigger you need.
 - e) Select the trigger named **Flow button for mobile – Manually trigger a flow**.



- f) You should now see a new untitled flow in the Flow Designer.

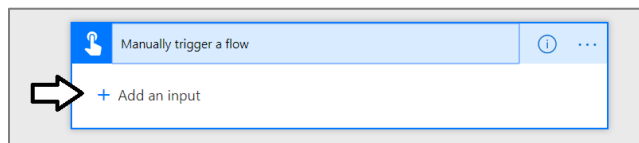


- g) Give the new flow a name of **Idea Tracker** as shown in the following screenshot.

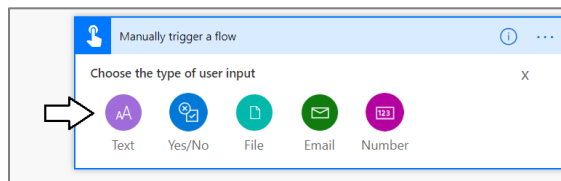


The Flow button trigger allows you to add input values. This makes it possible to prompt the user who is manually running the flow for input data that will be passed to the flow. In this flow, you will prompt the user for an idea and a value that indicates the idea quality.

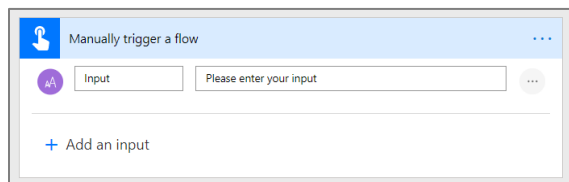
- h) Click the **Add an input** link.



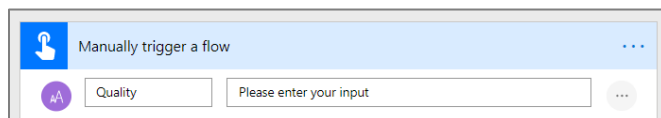
- i) When prompted to **Choose the type of user input**, click **Text**.



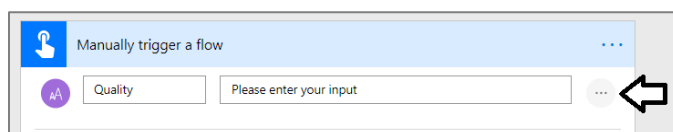
- j) You should now see an input that by default is named **Input**.



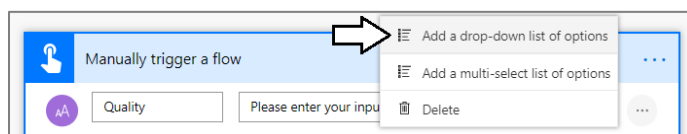
- k) Change the name of the input to **Quality** as shown in the following screenshot.



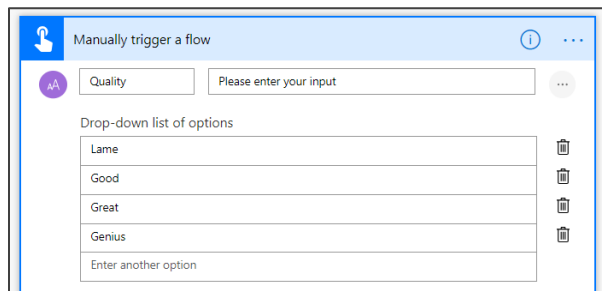
- l) Click the ellipse (...) drop menu on the right-hand side of the **Quality** input.



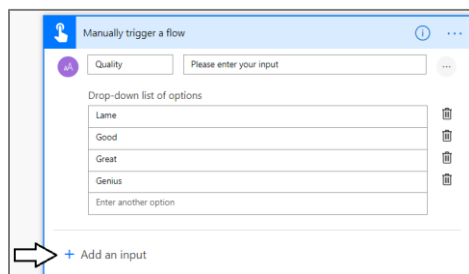
- m) Select the option for **Add a list of options** from the dropdown menu.



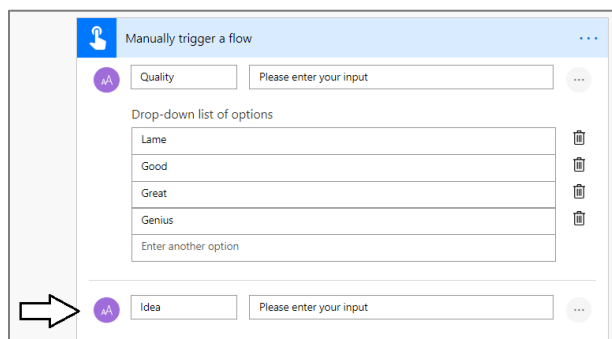
- n) Under **List Options**, add four choices which include **Lame**, **Good**, **Great** and **Genius** as shown in the following screenshot.



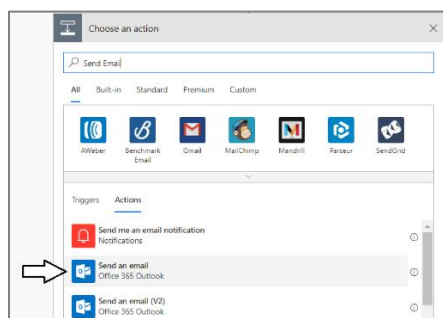
- o) Click **Add an input** to add a second input field.



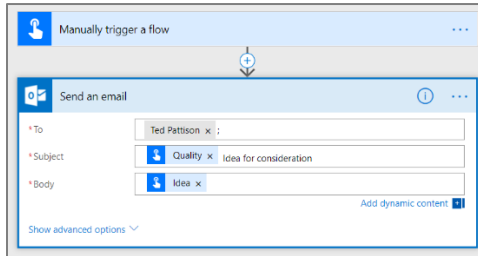
- p) When prompted to **Choose the type of user input**, click **Text**.
q) Change the name of the second input field to **Idea**.



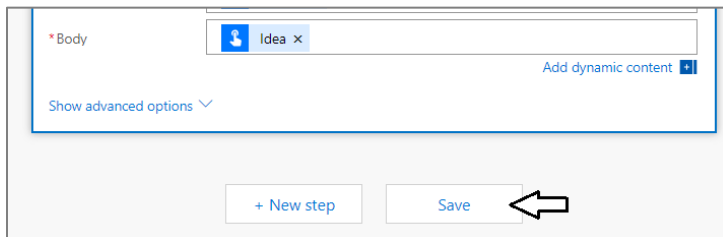
5. Add an action to send an email message every time the flow is triggered.
- Click **New Step** at the bottom of the Flow Designer to add a new action.
 - Type "**Send Email**" into the search box to search for the **Send an email action**.
 - Select the **Send an email - Office 365 Outlook** action.



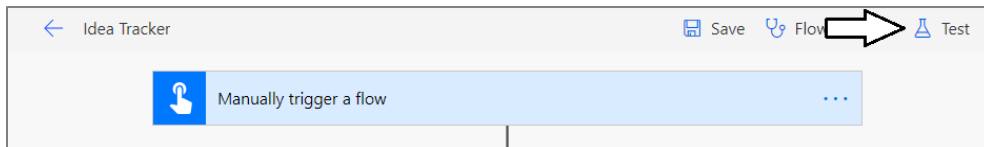
- d) In the **Send an email action**, add your Office 365 trial account email address to the **To** field.
- e) In the **Subject** field, add the **Quality** field from flow data followed by the text “ **Idea for consideration**”.
- f) In the **Body** field, add the **Idea** field from flow data.
- g) When you are done, the **Send an email action** should match the following screenshot.



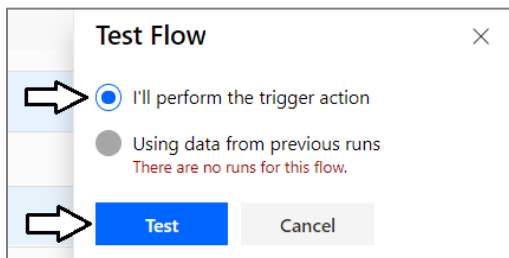
- h) Click the **Save** button at the bottom of the Flow Designer to save your flow.



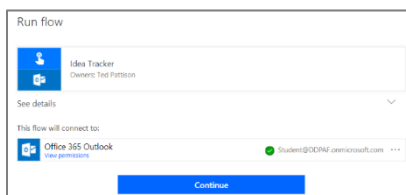
- 6. Test the **Idea Tracker** flow by running it from the browser.
 - a) Click the **Run Now** link to manually trigger the flow.



- b) Choose **I'll perform the trigger action** option and click **Test**.



- c) If prompted, sign in with your Office 365 trial account and grant permissions to the Office 365 Outlook connector.
- d) Click the **Continue** button.



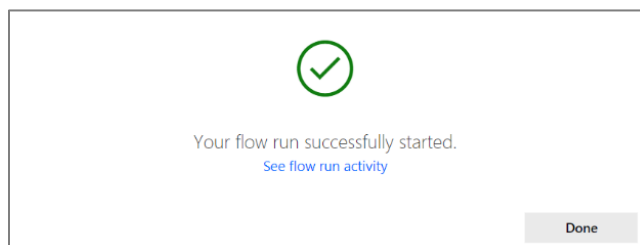
- e) You should now be prompted with a page that allows you to enter values for the two input fields named **Quality** and **Idea**.

The screenshot shows the 'Run flow' dialog for the 'Idea Tracker' flow. It has two input fields: 'Quality' and 'Idea', both with the placeholder text 'Please enter your input'. At the bottom, there are 'Run flow' and 'Cancel' buttons, and a link to 'Edit connections'.

- f) Enter some sample test values for the input fields named **Quality** and **Idea** and then click **Run flow**.

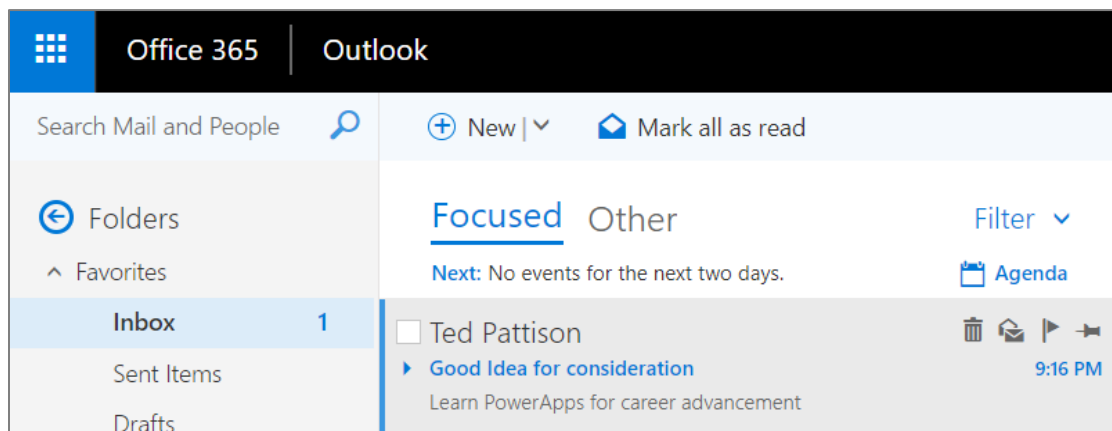
The screenshot shows the 'Run flow' dialog with sample data entered. The 'Quality' field contains 'Good' and the 'Idea' field contains 'Learn PowerApps for career advancement'. An arrow points to the 'Run flow' button.

- g) You should see a message indicating that the flow ran successfully.



7. Check your inbox to see the message created by the **Idea Tracker** flow.

- a) Return to your inbox in Outlook.
b) Verify that you received the message with your idea.



Exercise 4: Create a SharePoint List to Store Customer Data

In this exercise, you will create a new modern SharePoint list named **Customers** to track customer data. After creating the **Customers** list, you will then add the necessary site columns and configure the default view to track customer data. In the final steps you will create a few new SharePoint list items to provide some sample data for when you build a canvas app in the next exercise.

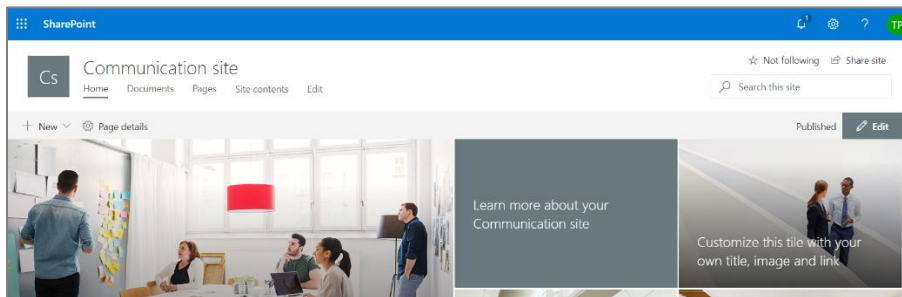
NOTE: You can skip this exercise if you have already created the SharePoint Customers list in a previous exercise.

8. Create a new SharePoint list named **Customers**.

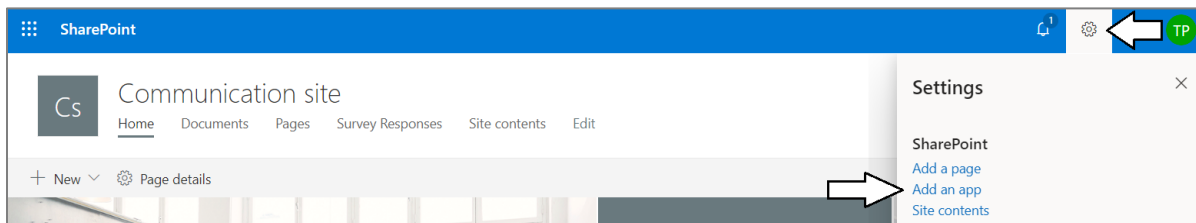
- a) Navigate to the root SharePoint site for your trial Office 365 tenancy.

The URL for your SharePoint root site can be determined by your Office 365 tenancy name. For example, if your Office 365 tenancy is named **bbspalabs**, then the URL for your SharePoint root site will be <https://bbspalabs.sharepoint.com>.

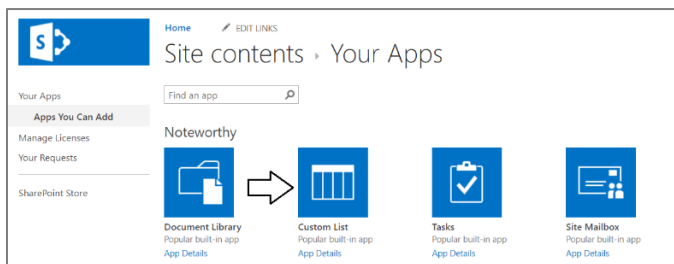
- b) When you navigate to your SharePoint site, it should be a SharePoint Communications site as shown in this screenshot.



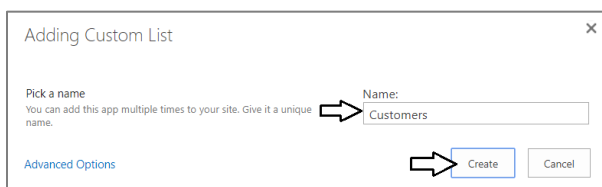
- c) Click on the gear icon and then click on **Site contents**



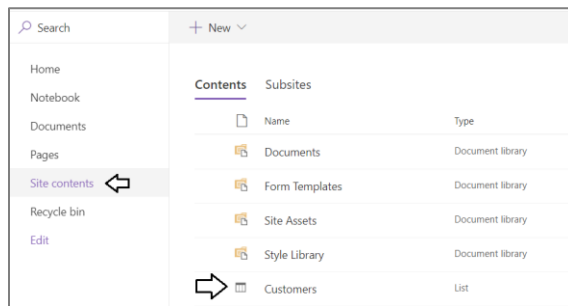
- d) Click the **Custom List** tile to create a new custom list.



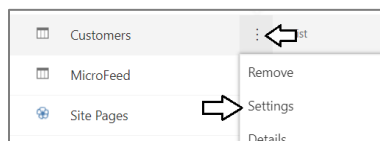
- e) When prompted with the **Adding Custom List** dialog, add a **Name** of **Customers** and click **Create**.



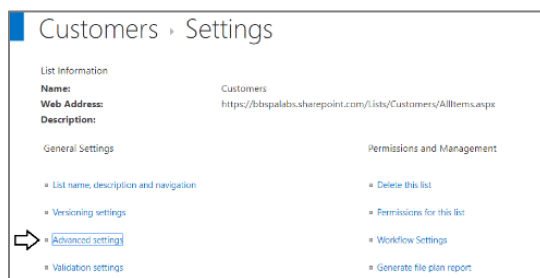
- f) Once the **Customers** list has been created, you should be able to locate this new list on the **Site contents** page.



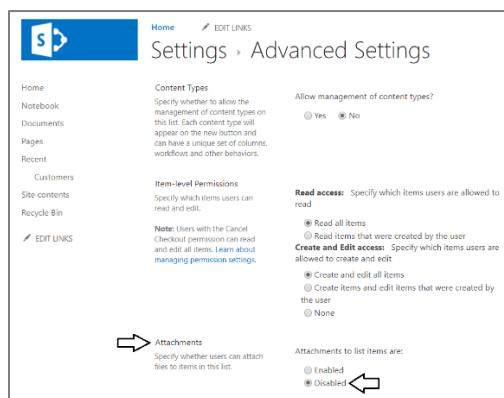
- g) On the **Site contents** page, drop down the context menu to the right of the **Customers** list and then click **Settings**.



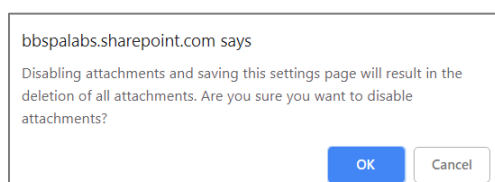
- h) On the **Settings** page, click the **Advanced Settings** link to navigate to the **Advanced Settings** page.




- i) On the **Advanced Settings** page, change the **Attachments** setting to **Disabled**.



- j) When prompted with the warning about disabling attachments, click **OK** to continue.



- k) Scroll to the bottom of the **Advanced Settings** page and click **OK** to save your changes and return to the **Settings** page.
9. Configure the columns for the new **Customers** list.
- a) In the **Setting** page, scroll down to the **Columns** section.
- b) Click on the link for the column named **Title** to navigate to the **Edit Column** page


Columns		
A column stores information about each item in the list. The following columns are currently available in this list:		
Column (click to edit)	Type	Required
 Title	Single line of text	✓
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

- c) The **Column name** should currently have a value of **Title**.

Home EDIT LINKS

Settings ▸ Edit Column ⓘ

Name and Type

Type a name for this column.  Column name:

- d) Update the **Column name** to **Last Name** to change the column's display name.


Home EDIT LINKS

Settings ▸ Edit Column ⓘ

Name and Type


Type a name for this column.  Column name:

- e) Click the **OK** button at the bottom of the **Edit Column** page to save your changes and return to the **Settings** page.
- f) You should be able to see the column name has been updated to **Last Name**.

Columns		
A column stores information about each item in the list. The following columns are currently available in this list:		
Column (click to edit)	Type	Required
 Last Name	Single line of text	✓
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

Note that you have updated the column display name to **Last Name** but the underlying site column name is still **Title**.

- g) Click **Add from existing site columns** link to navigate to the **Add from existing site columns** page.

Columns		
A column stores information about each item in the list. The following columns are currently available in this list:		
Column (click to edit)	Type	Required
Last Name	Single line of text	✓
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	
 Create column Add from existing site columns Column ordering		

- h) On the **Add from existing site columns** page, drop down the **Select site columns from** menu.
- i) Set the **Select site columns from** dropdown menu to **Core Contact and Calendar columns**.

Settings > Add Columns from Site Columns ⓘ

Select Columns
Select which site columns to add to this list.

Select site columns from:
Core Contact and Calendar Columns

Available site columns:
Address
Anniversary

Columns to add:

- j) In the **Available site columns** list, select **First Name** column and then click the **Add** button.

Select Columns
Select which site columns to add to this list.

Select site columns from:
Core Contact and Calendar Columns

Available site columns:
Fax Number
First Name
FTP Site
Full Name
Gender
Government ID Number
Hobbies

Columns to add:

Add >
< Remove

- k) You should now see the **First Name** column in the **Column to add** list.

Select Columns
Select which site columns to add to this list.

Select site columns from:
Core Contact and Calendar Columns

Available site columns:
Fax Number
FTP Site
Full Name
Gender

Columns to add:
First Name

Add >
< Remove

You will now follow the same steps to add several more site columns to the **Columns to add** list.

- l) Add the column named **Company**.
- m) Add the column named **E-Mail**.
- n) Add the column named **Business Phone**.
- o) Add the column named **Home Phone**.
- p) Add the column named **Address**.
- q) Add the column named **City**.
- r) Add the column named **State/Province**.
- s) Add the column named **ZIP/Postal Code**.
- t) Now that you have added all the site columns you need to the **Columns to add** list, click the **OK** button to save your changes.

Select Columns
Select which site columns to add to this list.

Select site columns from:
Core Contact and Calendar Columns

Available site columns:
Telex
TTY-TDD Phone
User Field 1
User Field 2
User Field 3
User Field 4
Web Page

Columns to add:
Company
E-Mail
Business Phone
Home Phone
Address
City
State/Province
ZIP/Postal Code

Add >
< Remove

- u) You should now be able to see the columns you've added in the **Columns** section of the **Settings** page.

Columns		
A column stores information about each item in the list. The following columns are currently available in this list:		
Column (click to edit)	Type	Required
Last Name	Single line of text	✓
First Name	Single line of text	
Company	Single line of text	
E-Mail	Single line of text	
Business Phone	Single line of text	
Home Phone	Single line of text	
Address	Multiple lines of text	
City	Single line of text	
State/Province	Single line of text	
ZIP/Postal Code	Single line of text	
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

10. Configure the columns displayed in the default view of the **Customers** list.

- a) In the **Settings** page, scroll down to the **Views** section.
b) Click on the **All Items** link to open this view in the **Edit View** page.

Views		
A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:		
View (click to edit)	Default View	Mobile View
⇒ All Items	✓	✓
■ Create view		

- c) You should be able to see that all site columns you added to the list were also added to the default view.

Columns			
Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the Position from left box.			
Display	Column Name	Position from Left	
<input checked="" type="checkbox"/>	Last Name (linked to item with edit menu)	1	▼
<input checked="" type="checkbox"/>	First Name	2	▼
<input checked="" type="checkbox"/>	Company	3	▼
<input checked="" type="checkbox"/>	E-Mail	4	▼
<input checked="" type="checkbox"/>	Business Phone	5	▼
<input checked="" type="checkbox"/>	Home Phone	6	▼
<input checked="" type="checkbox"/>	Address	7	▼
<input checked="" type="checkbox"/>	City	8	▼
<input checked="" type="checkbox"/>	State/Province	9	▼
<input checked="" type="checkbox"/>	ZIP/Postal Code	10	▼

- d) Uncheck the **Display** checkbox for **Address**, **City**, **State/Province**, **ZIP/Postal Code**.

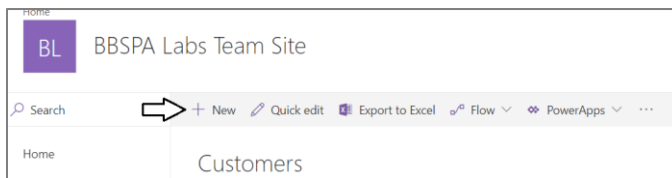
Columns			
Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the Position from left box.			
Display	Column Name	Position from Left	
<input checked="" type="checkbox"/>	Last Name (linked to item with edit menu)	1	▼
<input checked="" type="checkbox"/>	First Name	2	▼
<input checked="" type="checkbox"/>	Company	3	▼
<input checked="" type="checkbox"/>	E-Mail	4	▼
<input checked="" type="checkbox"/>	Business Phone	5	▼
<input checked="" type="checkbox"/>	Home Phone	6	▼
<input type="checkbox"/>	Address	7	▼
<input type="checkbox"/>	City	8	▼
<input type="checkbox"/>	State/Province	9	▼
<input type="checkbox"/>	ZIP/Postal Code	10	▼

- e) Click **OK** at the bottom of the **Edit View** page to save your changes to the **All Items** view and navigate to the default view.
f) The columns in view should now include **Last Name**, **First Name**, **Company**, **E-Mail**, **Business Phone** and **Home Phone**.

+ New	Quick edit	Export to Excel	Flow	PowerApps	...
Customers					
Last Name ▼	First Name ▼	Company ▼	E-Mail ▼	Business Phone ▼	Home Phone ▼

11. Add a new sample customer item to the **Customers** list.

a) Click the **New** button to display the SharePoint add item form.



b) Enter a **Last Name**, **First Name**, **Company** and **E-Mail** using the sample data below such as the data shown below.

A screenshot of the 'New item' form for the 'Customers' list. The form has a title bar with 'Save', 'Cancel', 'Copy link', and 'Customize' buttons. Below the title bar, there are four input fields: 'Last Name' with the value 'Smith', 'First Name' with the value 'John', 'Company' with the value 'Some Company', and 'E-Mail' with the value 'SomeEmail@SomeDomain.com'.

c) Make sure you add data into the fields for **Address**, **City**, **State/Province** and **ZIP/Postal Code**.

A screenshot of the 'New item' form for the 'Customers' list, showing the 'Address' field with the value '26 Brook Lane'. Below the 'Address' field, there are three more input fields: 'City' with the value 'Trumbull', 'State/Province' with the value 'CT', and 'ZIP/Postal Code' with the value '06611'.

The reason you need to add customer data with address, city, state and zip code data has to do with the next lab exercise in which you will automate generating a Word document from a SharePoint item. You will use the customer address information in a flow to generate the customer mailing address which will be written into the Word document.

d) Click the Save button to save the new customer list item back to SharePoint Online.

e) You should be able to see the new customer item you've just created in the **Customers** list.

f) Click the **Quick edit** button to enter quick edit mode to add a second customer item

Last Name	First Name	Company	E-Mail
Smith	John	Some Company	SomeEmail@SomeDomain.com

- g) After adding a second customer item, click **Exit quick edit** to exit quick edit mode and save your changes.

Exit quick edit			
Last Name	First Name	Company	E-Mail
Smith	John	Some Company	SomeEmail@SomeDomain.com
Doe	Jane	Doe Consulting	janedoe@geemail.com

- h) The **Customers** list should now have at least two customer items.

Customers			
Last Name	First Name	Company	E-Mail
Smith	John	Some Company	SomeEmail@SomeDomain.com
Doe	Jane	Doe Consulting	janedoe@geemail.com

You are now done creating the SharePoint list to store customer data. In the next exercise, you will create a new flow that can be triggered by selecting one of these customer list items.

Exercise 5: Create a Flow to Generate a Word Document from a SharePoint List Item

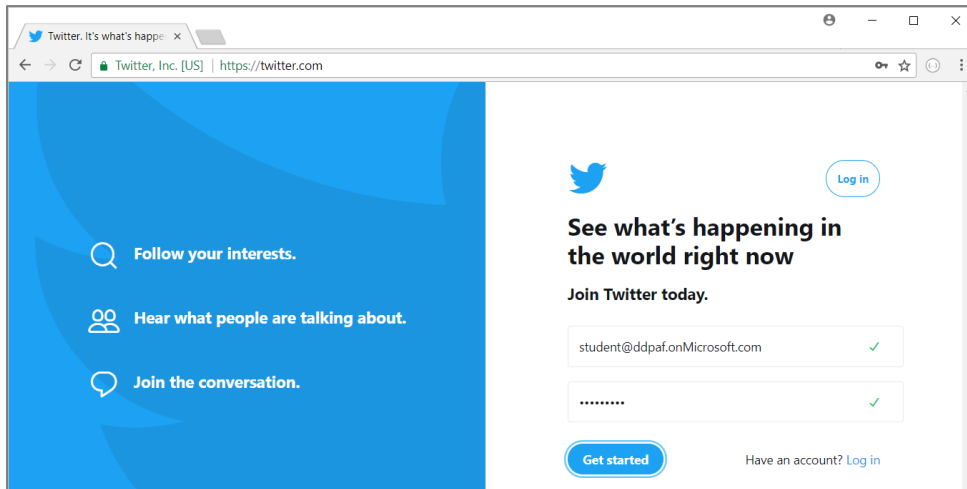
In this exercise, you will create a new flow that is triggered by selecting a customer item from the SharePoint **Customers** list. You will build the flow to generate a new Word document and populate its content from data in the SharePoint list item that triggered the flow.

1. aaa
 - a) sss

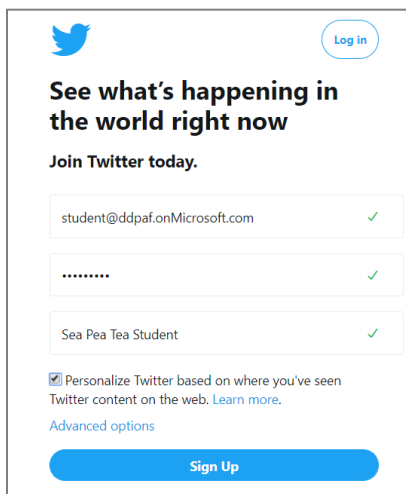
Exercise 6: Create a New Twitter Account for Testing Purposes

In this lab and in later labs, you will require a Twitter account to create Flows that are triggered by tweets of a specific keyword. While you might already have your own personal Twitter account, you likely want to create a new Twitter account so you can sound out test tweets without having them come from your personal account. In this exercise, you will create a new Twitter account using the email address of your trial Office 365 account.

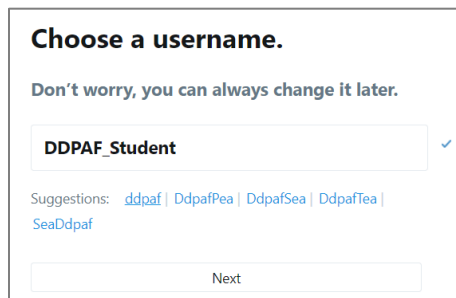
1. Navigate to <https://twitter.com>.
2. Sign up for a new twitter account using the email address of your Office 365 trial account.
 - a) Under the **Join Twitter today** message, enter your Office 365 trial account email address
 - b) Enter a password you will remember.
 - c) Click the **Get started** button to begin the process of creating a new Twitter account.



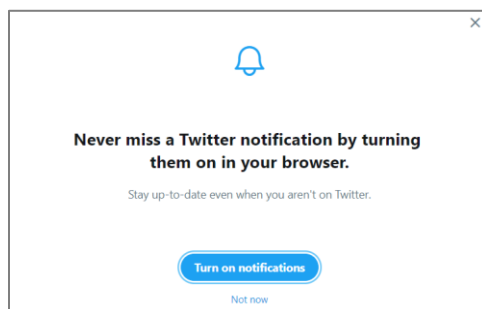
- c)
 - d) Enter a name (*you can make up something fun*) and click the **Sign up** button.



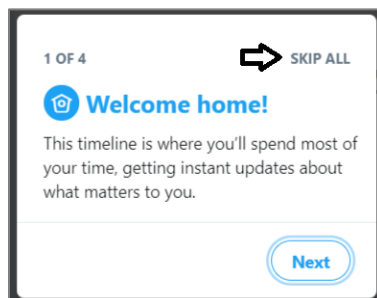
- e) On the page that prompts you for a phone number, click **Skip** to continue.
 - f) On the **Choose a username** page, enter a user name that is unique.



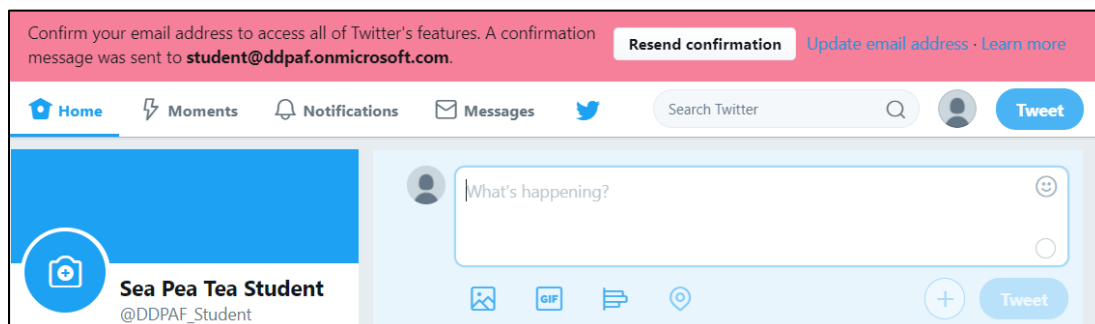
- g) On the page with the caption **What are you interested in?**, click **Continue**.
- h) On the page with the caption **Want to find friends and see who they follow?**, click **No Thanks**.
- i) On the page which prompts you about Twitter notifications, click the **Not now** link at the bottom.



- j) On the **Welcome home!** page, click **SKIP ALL**.

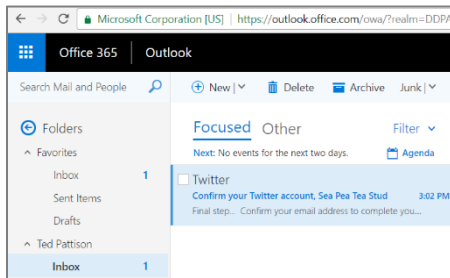


- k) You have now created the new Twitter account. However, you will notice that your new Twitter account is not yet ready for use because you must first respond to the confirmation email that has been sent to your Office 365 trial account.

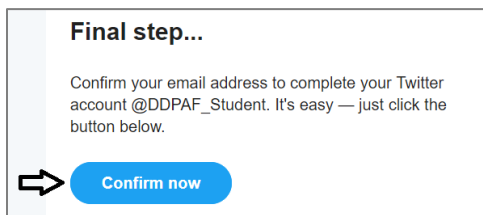


- 3. Respond to the confirmation email sent by Twitter to activate your new Twitter account.
 - a) Navigate to the Outlook inbox for your Office 365 trial account at <https://outlook.office.com>.

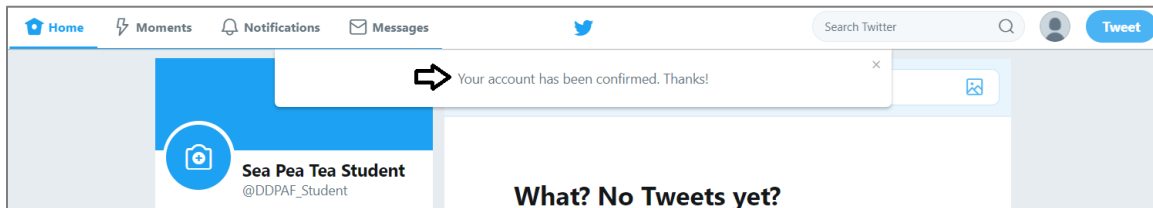
- b) Sign in using your Office 365 trial account.
- c) Locate and open the confirmation email message sent to you by Twitter.



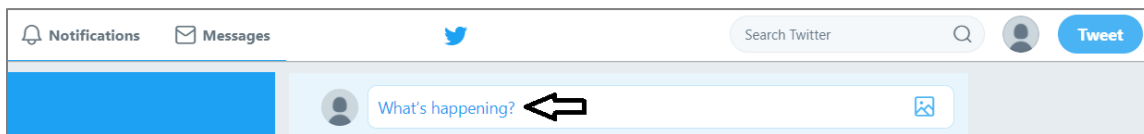
- d) Inside the body of the confirmation email, locate and click on the Confirm now button.



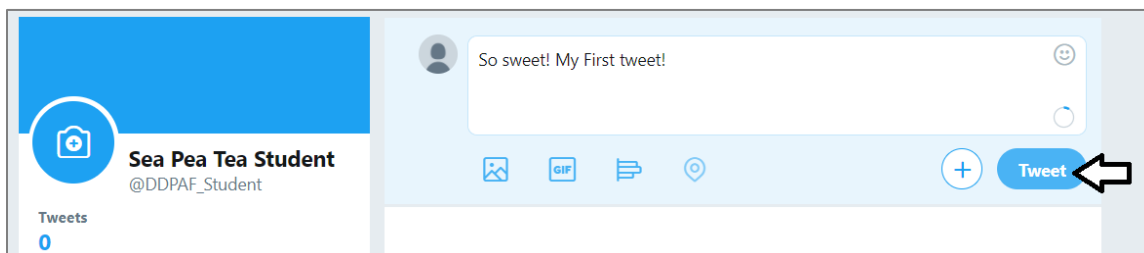
- e) You should be redirected to Twitter and you should also see a message indicating your account has been confirmed.



- 4. Send out your first tweet.
- a) Locate the **What's happening** text input control.



- b) Place your cursor inside the **What's happening** text input control and type a simple message.
- c) Click the **Tweet** button to send out a new tweet with your message.



- d) You should be able to verify that your tweet has been sent.



- e) This step is optional but it might be more fun if you upload your photo (or some other photo) for your new Twitter account.



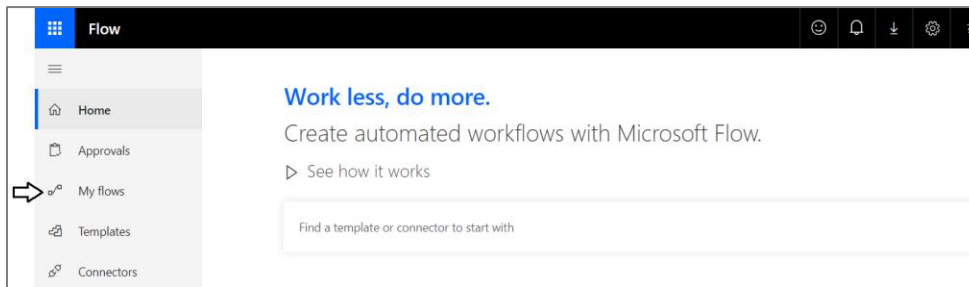
Exercise 7: Create a Flow to Track Twitter Data in an Excel Workbook

In this exercise, you will use one of the out-of-the-box templates to create a new flow that will send you an email whenever someone sends a tweet containing the hashtag **#PowerApps**.

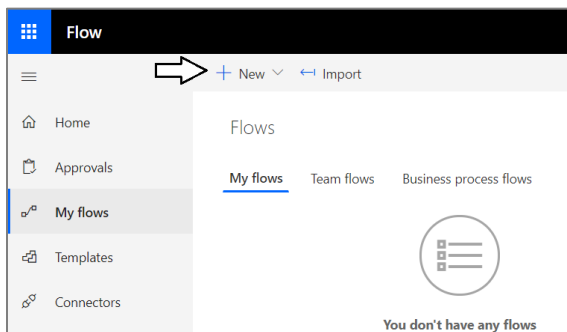
1. Sign in to Microsoft Flow.
 - a) Navigate to <http://flow.microsoft.com>.
 - b) Sign in using your Office 365 trial account.

Once you sign in, the actual URL will be localized as in the case of <https://us.flow.microsoft.com/en-us/>.

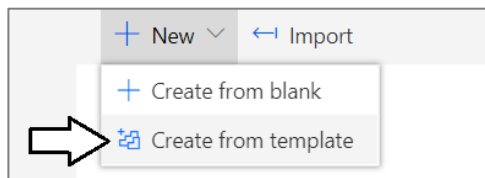
2. Create a new flow using a template.
 - a) Click on the **My flows** link.



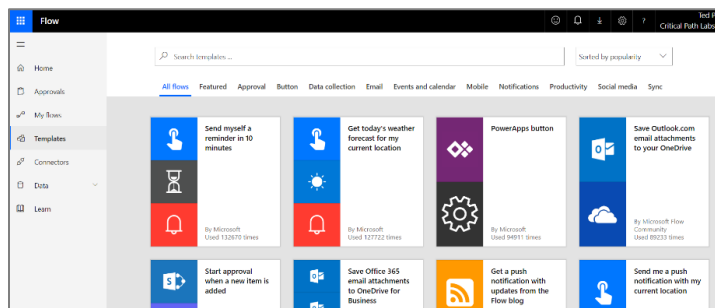
- b) If you haven't created any flows yet, you should see a message prompting you to **Create your first flow**.



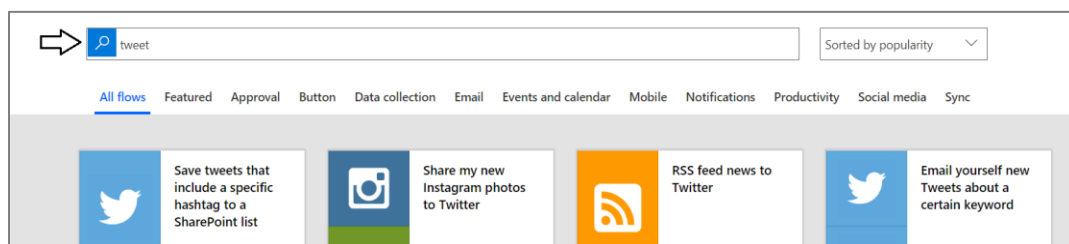
- c) Click the **Create from template** link to begin the process of creating a new flow.



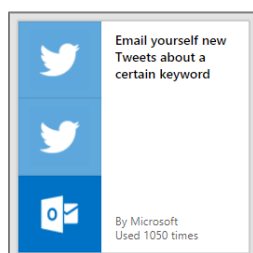
d) You should now see a page containing templates.



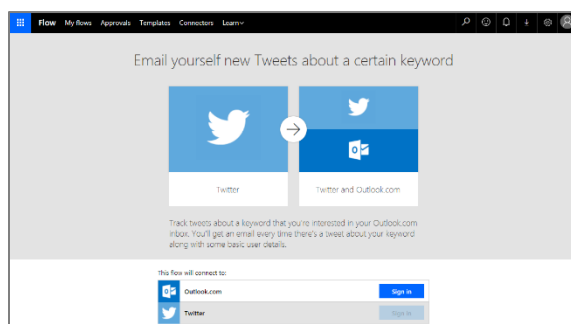
e) Enter the word "tweet" into the search box and then click the button with the search icon.



f) Locate and click the **Email yourself new Tweets about a certain keyword** template.



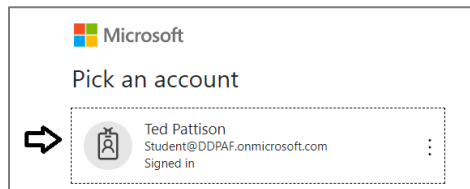
g) You should now see a page that allows you to log into each of the connectors your flow will be using.



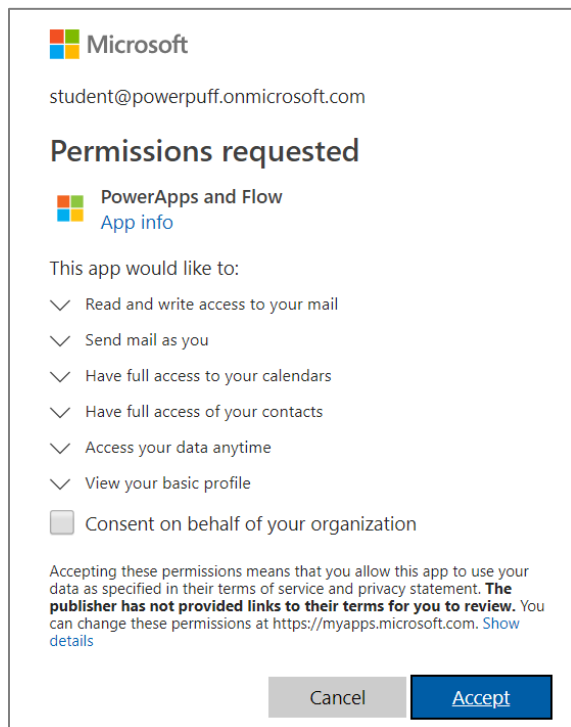
h) Click the **Sign in** button for **Outlook.com**.



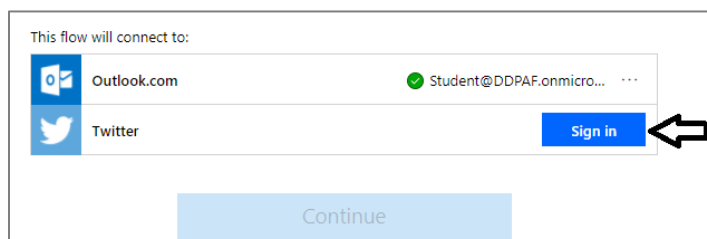
- i) Sign in with your Office 365 trial account.



- j) You should be prompted to grant permissions to the new flow. Click the **Accept** button to grant these permissions.



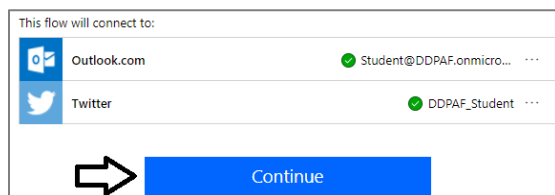
- k) Click the **Sign in** button for Twitter.



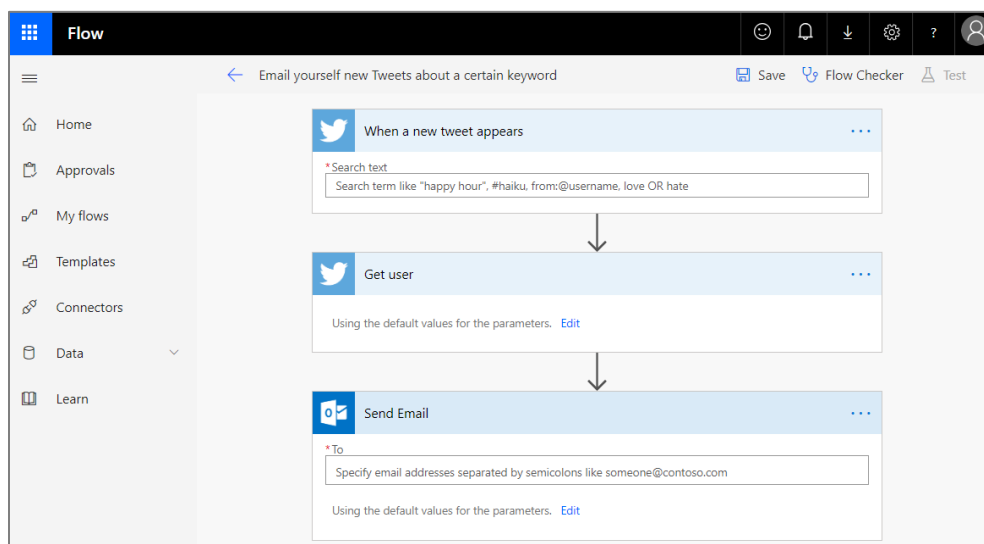
- l) On the **Authorize** page, enter your Twitter user account screen name and password. Then click the **Authorize app** button.



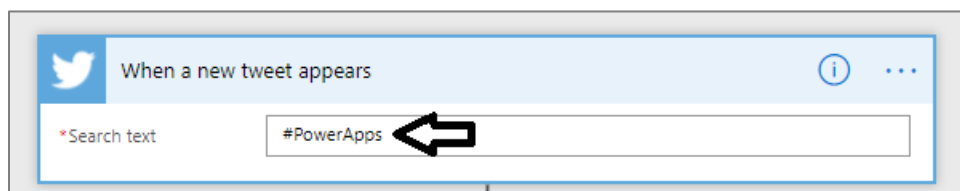
m) Once you have configured permissions, click the **Continue** button.



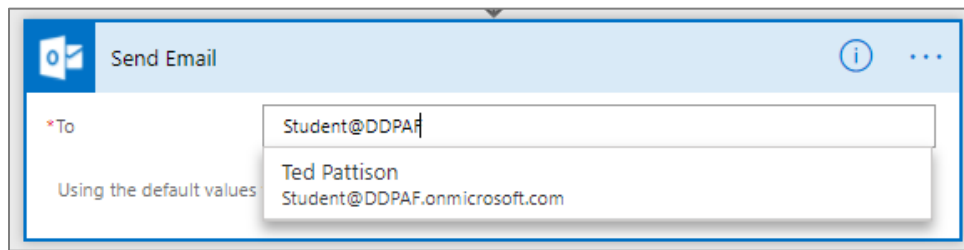
n) You should now see your new flow in the Flow Designer.



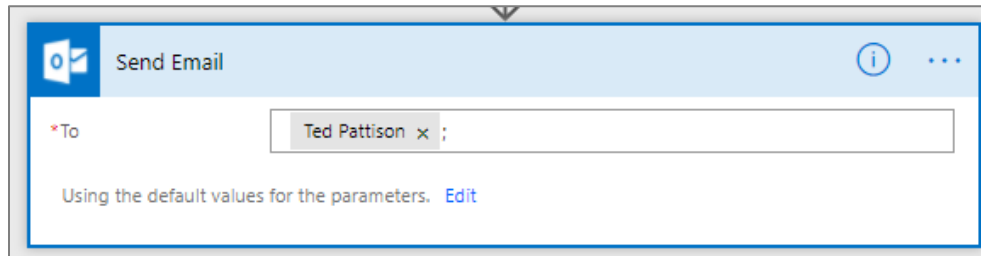
o) In the **When a new tweet appears** trigger, enter a text value of **#PowerApps** in the **Search text** input control.



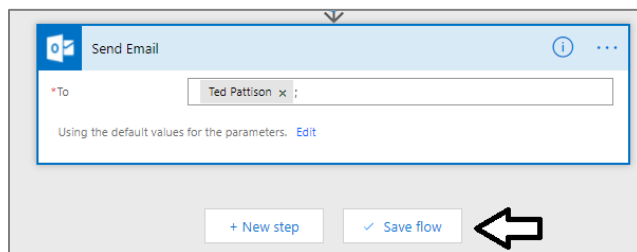
p) In the **Send email** action, enter the email address for your Office 365 trial account.



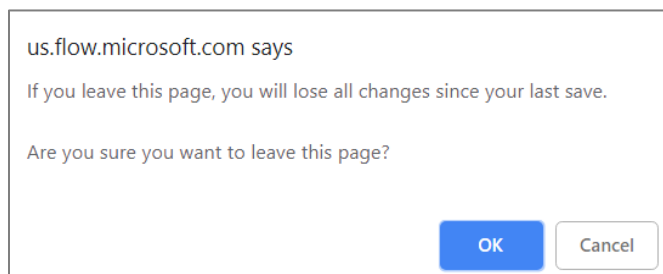
- q) Once you add your email address, the Flow Designer should resolve it to the display name of your Office 365 user account.



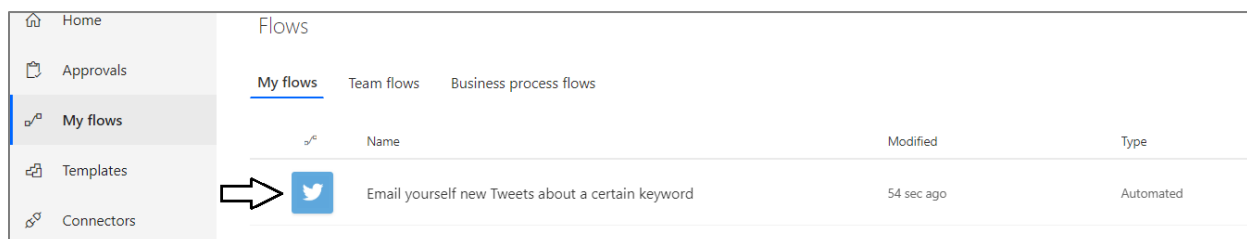
- r) Click the **Save Flow** button to save your work.



- s) Click on the **My flows** link.

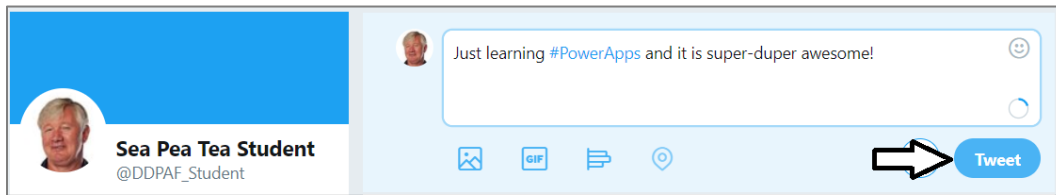


- t) You should see your new flow in the list of your flows.



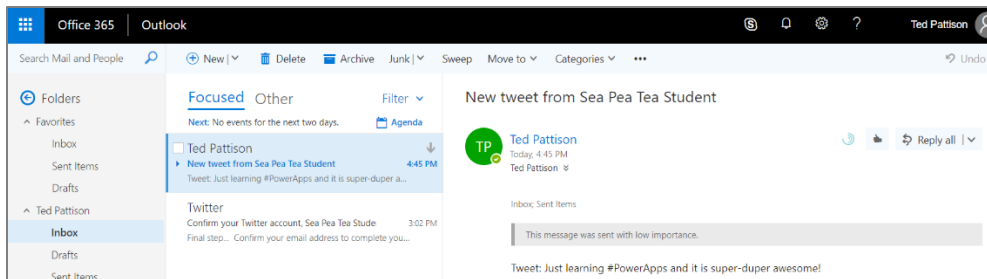
3. Send a tweet with the #PowerApps hashtag.

- a) Return to Twitter.com inside the browser.
- b) Enter a new message containing the hashtag **#PowerApps** and click the **Tweet** button to send it.



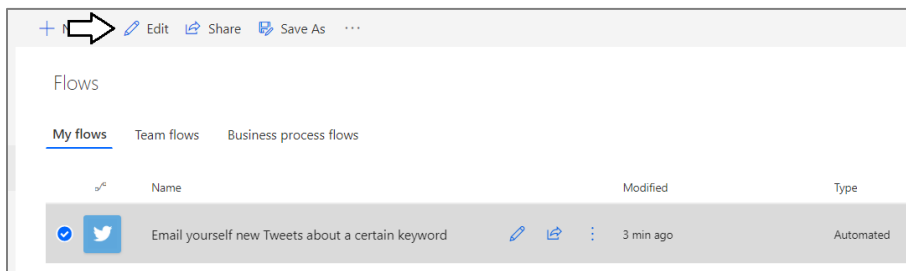
It often takes 5 minutes or so before this flow will start and email you messages with your hashtag. In some cases it could take as many as 15-20 minutes before it starts working correctly.

4. Check your email.
 - a) Return to the Outlook inbox for your Office 365 user account.
 - b) Confirm that you received an email about the new tweet containing the **#PowerApps** hashtag.

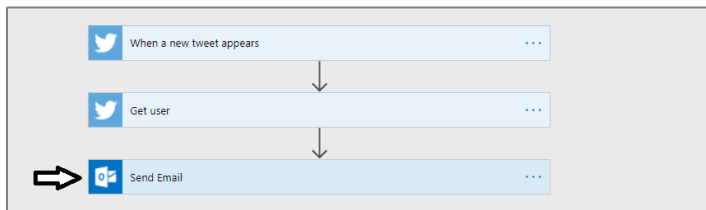


Note that your Office 365 trial user account is the sender of the message.

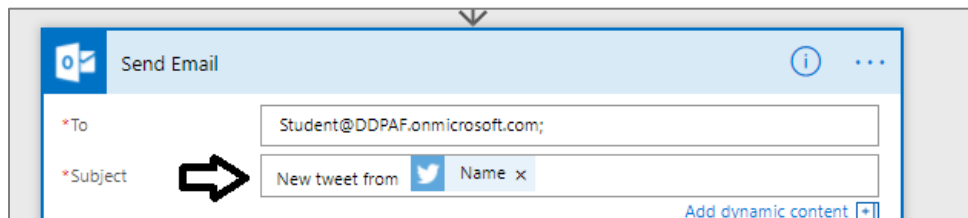
5. Make an edit to the flow that you just created.
 - a) Return to the **My flows** list and select the flow named **Email yourself new Tweets about a certain keyword**.
 - b) Click the **Edit** button in the ribbon to open the flow in edit mode.



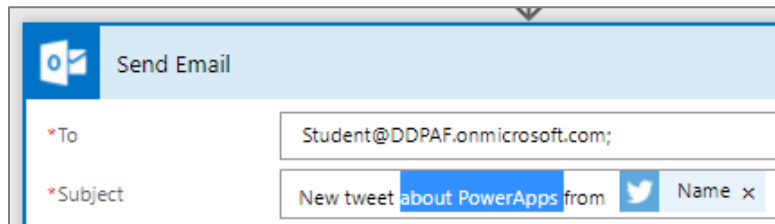
- c) Click on the header for the **Send Email** action to open it up for editing.



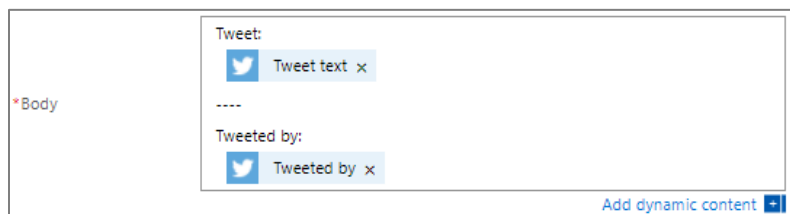
- d) Locate the text input control with the email **Subject**.



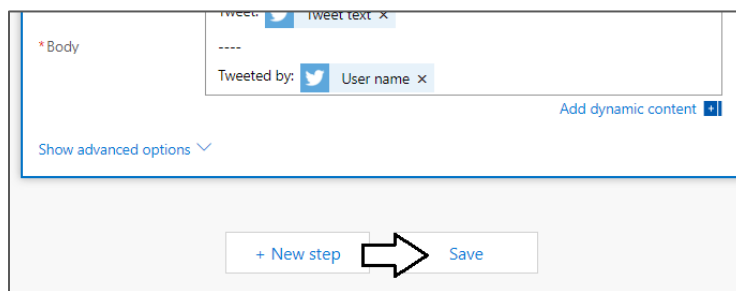
- e) Update the **Subject** value by adding the text **about PowerApps** as shown in the following screenshot.



- f) Update the email Body by simplifying it as shown in the following screenshot.

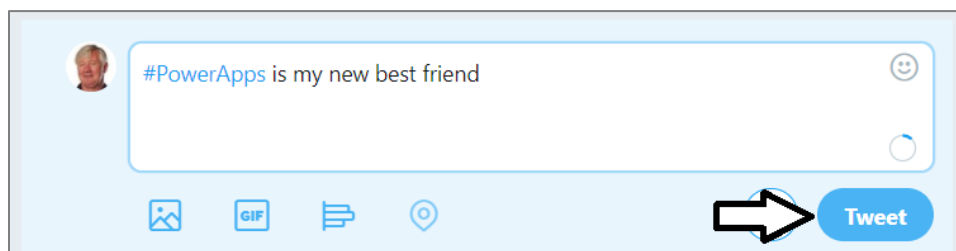


- g) Click the **Save** button to save your changes to the flow.



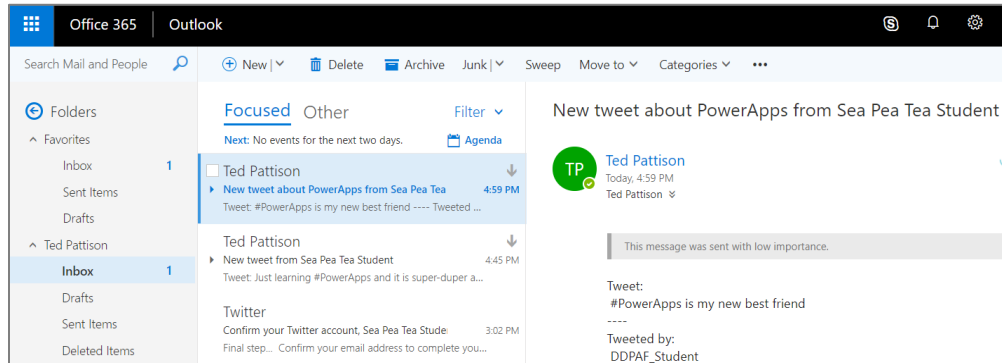
6. Send out a new tweet with the **#PowerApps** hashtag.

- a) Return to Twitter.com inside the browser.
b) Enter a new message containing the hashtag **#PowerApps** and click the **Tweet** button to send it.



7. Check your email.

- Return to the Outlook inbox for your Office 365 user account.
- Confirm that you received an email about the new tweet containing the **#PowerApps** hashtag.
- Make sure the new email contains “about PowerApps” in the subject and contains your changes to the email body.

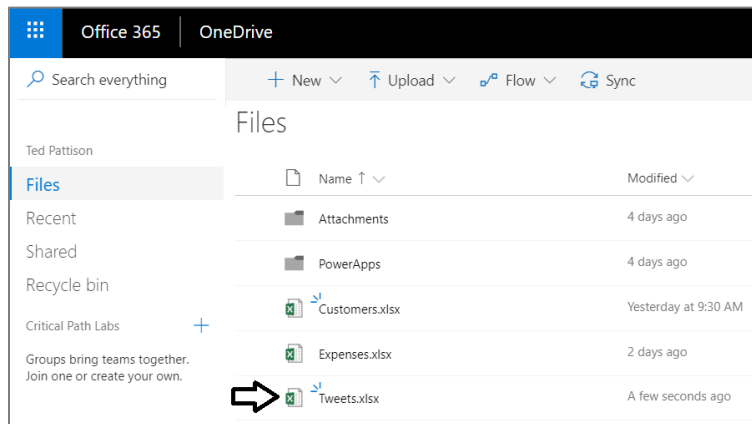


Over the next few steps, you will extend the flow you created in the previous exercise by adding tweets into an Excel workbook.

- Upload the Excel workbook named **Tweets.xlsx** to OneDrive for Business.
 - Using Windows Explorer, verify that there is an Excel book named **Tweets.xlsx** located at the following path.

C:\Student\Modules\03_DesigningFlows\Lab\Tweets.xlsx

- Drop down the Office 365 app launcher menu and select **OneDrive** to navigate to your **Files** collection.
- Click the **Upload** button and then select **Tweets.xlsx** to upload this file to OneDrive for Business.

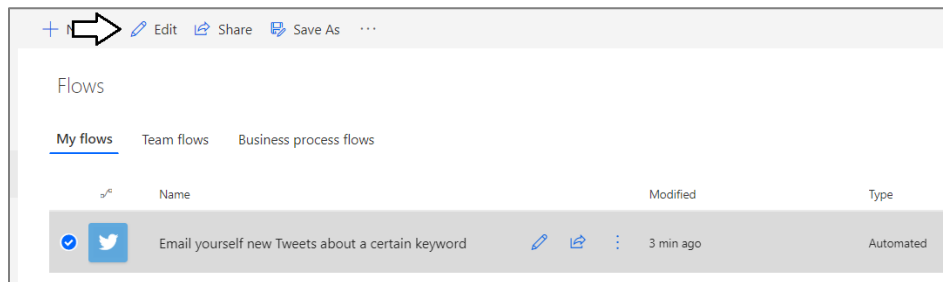


- Click on **Tweets.xlsx** to inspect the contents of this workbook.
- You should see that this workbook contains a single worksheet with a table for tracking tweets.

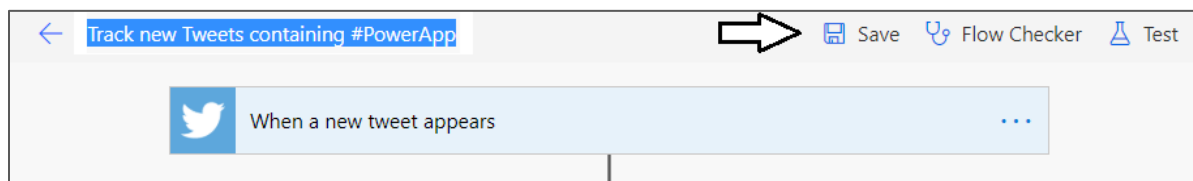
Excel Online					
Ted Pattison > Documents					
1	A	B	C	D	
	Time	Tweeter	ScreenName	RetweetCount	TweetText
2					
3					
4					
5					

- Update the title of your flow.
 - Return to the **My flows** list in Microsoft Flow and find the **Email yourself new Tweets about a certain keyword** flow.

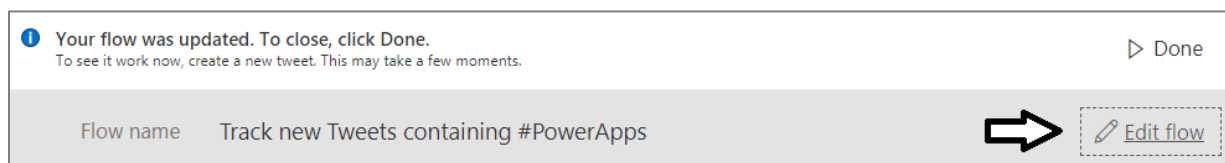
- b) Click the button with the pen icon to open the flow in edit mode.



- c) Update the flow name to **Track new Tweets containing #PowerApp** and click the **Save** button.

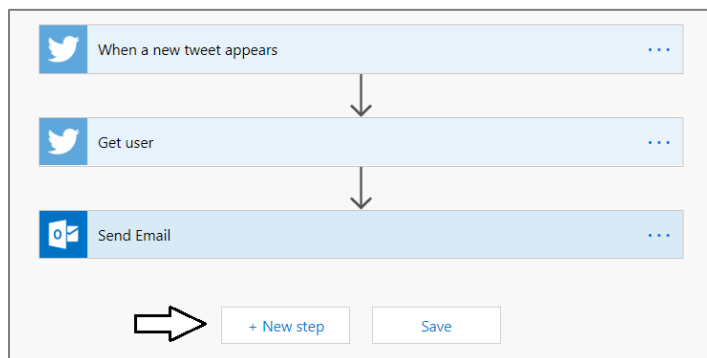


- d) Once the flow has been updated with the new name, click the **Edit flow** button.

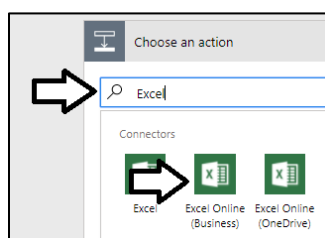


10. Modify your flow to write tweets into this workbook.

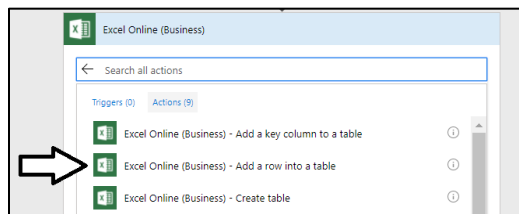
- a) Click the **New step** button to add a new step at the end of the flow.



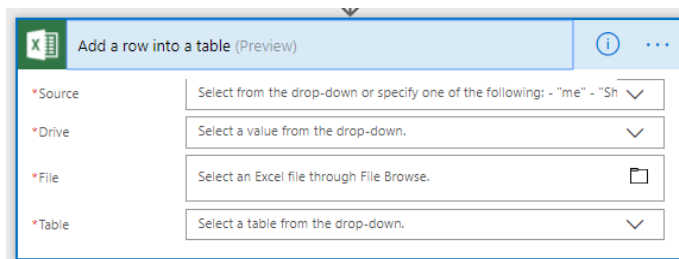
- b) Type **“Excel”** into the action search box and then click **Excel Online (Business)** to further filter the available actions..



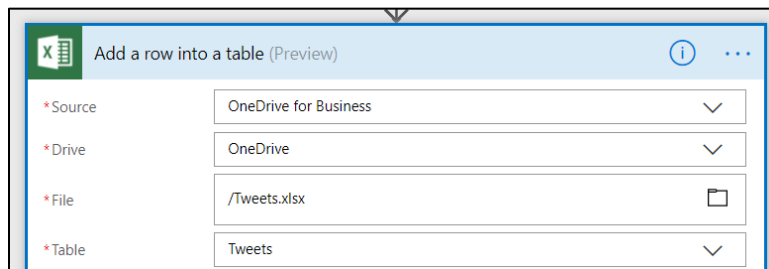
- c) Select the **Excel Online (Business) – Add a row into a table** action.



d) You should now see a new action that requires you to configure its **Source**, **Drive**, **File** and **Table** properties.

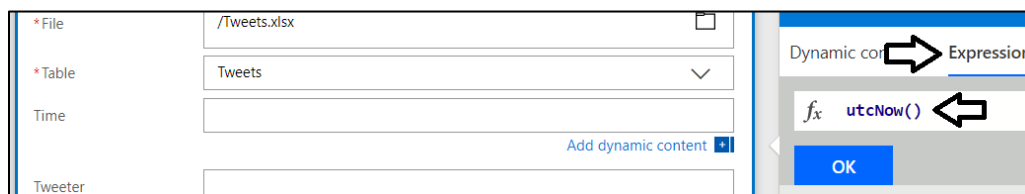


- e) Set the **Source** property to **OneDrive for Business**.
- f) Set the **Drive** property to **OneDrive**.
- g) Set the **File** property to **/Tweets.xlsx**.
- h) Set the **Table** property to **Tweets**.

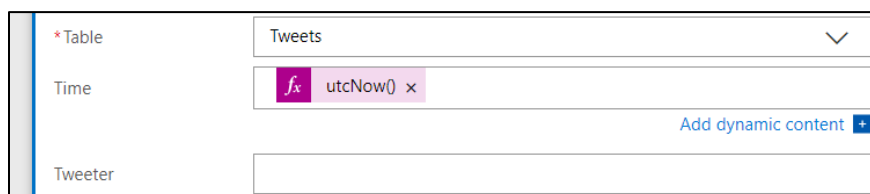


Once you set the **Table** property, you should see that action now has properties for each column in the **Tweets** table.

i) Place your cursor in the Time input box and then add an expressions of **utcNow()** as shown in the following screenshot.



j) Once you have added the expression for Time property, it should match the following screenshot.



You can set the remaining properties by placing the cursor inside the input control you want to update and then by selecting the value you want from the flow data properties view on the right-hand side.

- k) Set the **Twitter** property to **Name**.
- l) Set the **ScreenName** property to **User name**.
- m) Set the **RetweetCount** property to **Retweet Count**.
- n) Set the **TweetText** property to **Tweet text**.

- o) Click the **Save** button at the bottom of the Flow Designer to save your work.

11. Send out a new tweet with the **#PowerApps** hashtag.

- a) Return to Twitter.com inside the browser.
- b) Enter a new message containing the hashtag **#PowerApps** and click the **Tweet** button to send it.

12. Check your email.

- a) Return to the Outlook inbox for your Office 365 user account.
- b) Confirm that you received an email about the new tweet containing the **#PowerApps** hashtag.

13. Inspect the Excel workbook named **Tweets.xlsx**.

- a) Return to OneDrive for Business and click on **Tweets.xlsx** to open it.


Files			
Name	Modified	Modified By	File Size
Attachments	4 days ago	Ted Pattison	
PowerApps	4 days ago	Ted Pattison	
Customers.xlsx	Yesterday at 9:30 AM	Ted Pattison	158 KB
Expenses.xlsx	2 days ago	Ted Pattison	12.8 KB
Tweets.xlsx	3 minutes ago	Ted Pattison	9.46 KB

- b) Verify that the table in the workbook contains a new row for the tweet you just sent.


Excel Online				
Ted Pattison Documents Tweets				
	A	B	C	D
1	Time	Tweeter	ScreenName	RetweetCount
2	2018-03-25T23:38:	Sea Pea Tea Student	DDPAF_Student	0
3				
4				
5				

14. Inspect the run history for your flow.

- a) Return to Microsoft Flow and click the **My flows** link.
b) Click on your flow named **Track new Tweets containing #PowerApps**.

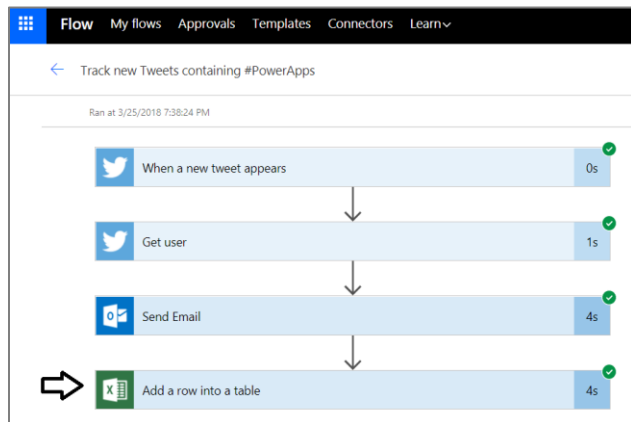
Flow My flows Approvals Templates Connectors Learn				
My flows Team flows + Create from blank Create from template Import				
Name	Last modified			
 Track new Tweets containing #PowerApps	21 minutes ago			

- c) You should now see a list of the flow's **RUN HISTORY**.
d) Click the top row in the **RUN HISTORY** list.

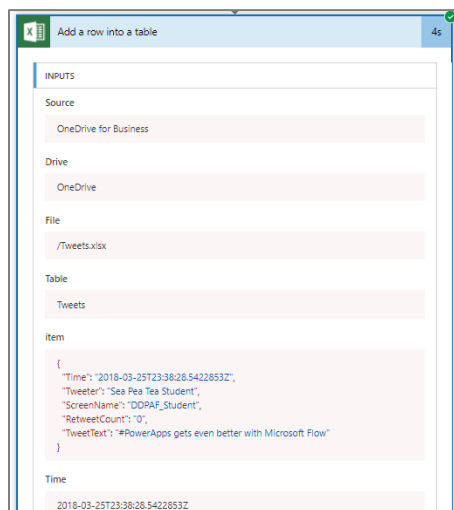
RUN HISTORY			
	✓ Succeeded	9 minutes ago	8 seconds
	✓ Succeeded	2 hours ago	0 seconds
	✓ Succeeded	3 hours ago	0 seconds

You should now see a view that looks like the Flow Designer. However, the run history view is different because it is read-only.

- e) Click on the **Add a row into a table** action.

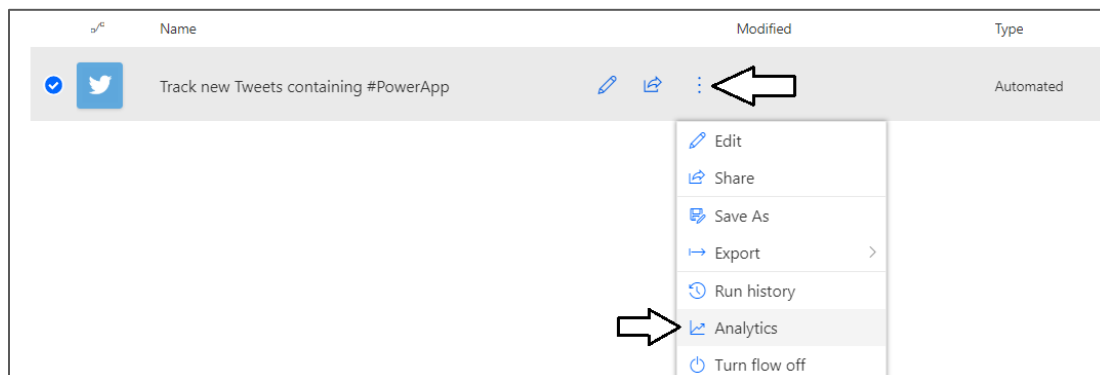


- f) Inspect the view for the run history for this action.



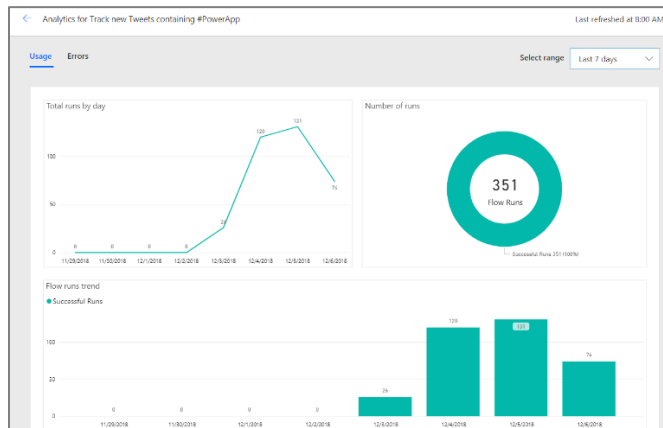
15. Inspect the analytics for your flow.

- a) Return to the **My flows** list.
b) Use the ellipse (...) dropdown menu on the right of your flow to select the **Analytics** menu command.



c) Take a moment to see what data is available in the analytics view.

Note that the Analytics view for your flow doesn't have any data behind it yet because you have just created it. If you let this flow run for a few days, it will begin to look like the analytics view shown in the following screenshot.



As you can see, analytics view is more valuable when a flow has analytics data from continually running in production environment.