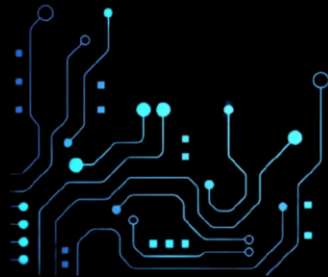


# One-Click Email Drafts on Microsoft Power Automate

**D-LLOYD AGENCIES**



# The Inspiration

- When I made the transition from individual contributor to management, I became overwhelmed by the quantity of tasks, in particular email management.
- I was responsible for sending out emails to business partners on a monthly, weekly, and occasionally daily schedule.
- I soon realized that, though the quantity of emails was high, the content was the same (with minor changes in dates or product #s) which inspired me to automate my tasks so I could focus on business-critical decisions.

# A Use Case

Every month you send out an email with monthly results. It is emailed to the same recipients, with the same subject, and the email body has the same general structure.

It looks something like this:

“Good Morning,

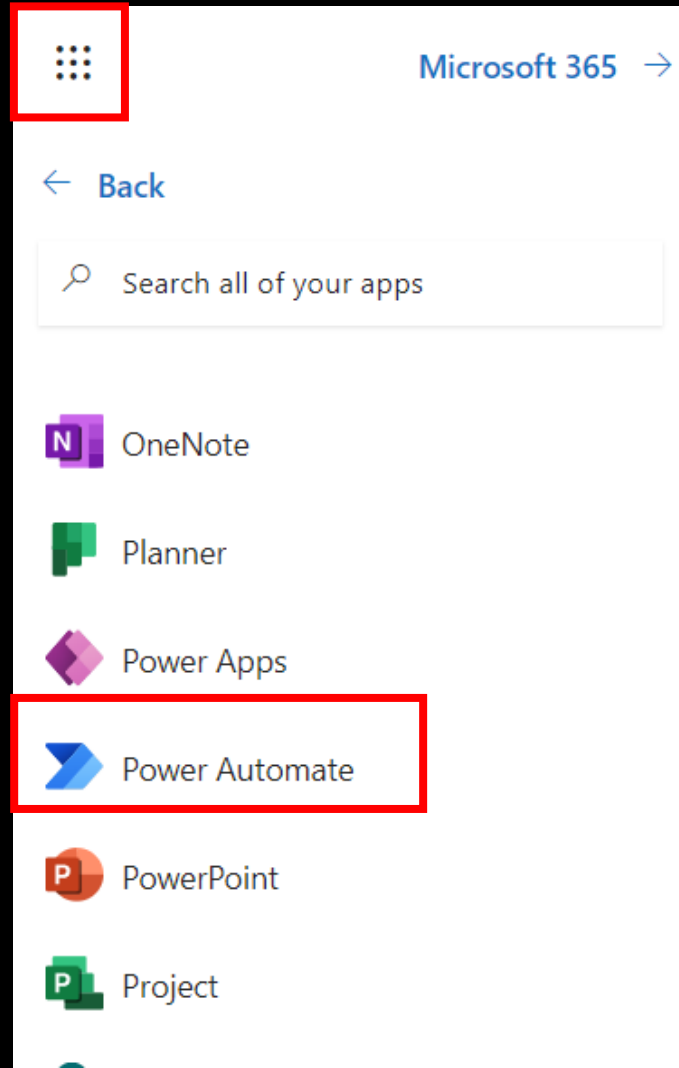
I'm attaching the Itemized results for [Last Month] [Current Year] below as well as the latest version of the tracking document.

Thanks for your collective efforts,

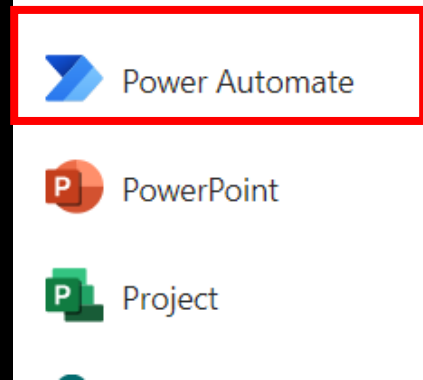
[Your Email Signature]”

# Login to Microsoft Online and Open Power Automate

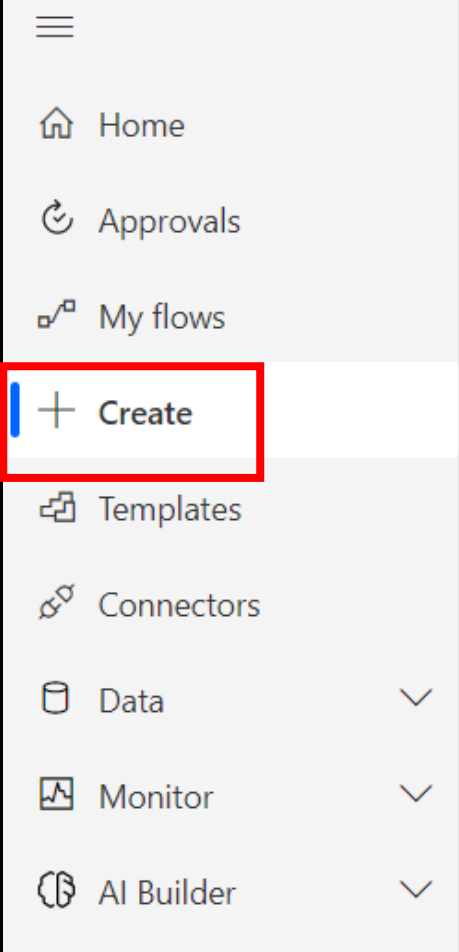
1.



2.

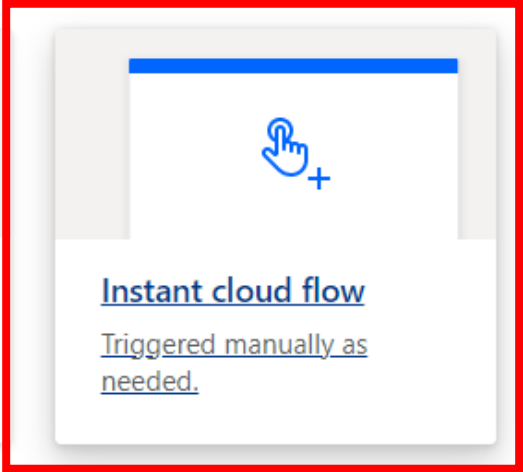


# Create a New Flow and Start with a Manual Trigger

3.  The left sidebar contains a menu with the following items: Home, Approvals, My flows, **Create** (highlighted with a red box), Templates, Connectors, Data, Monitor, and AI Builder.

Three ways to make a flow

Start from blank ⓘ

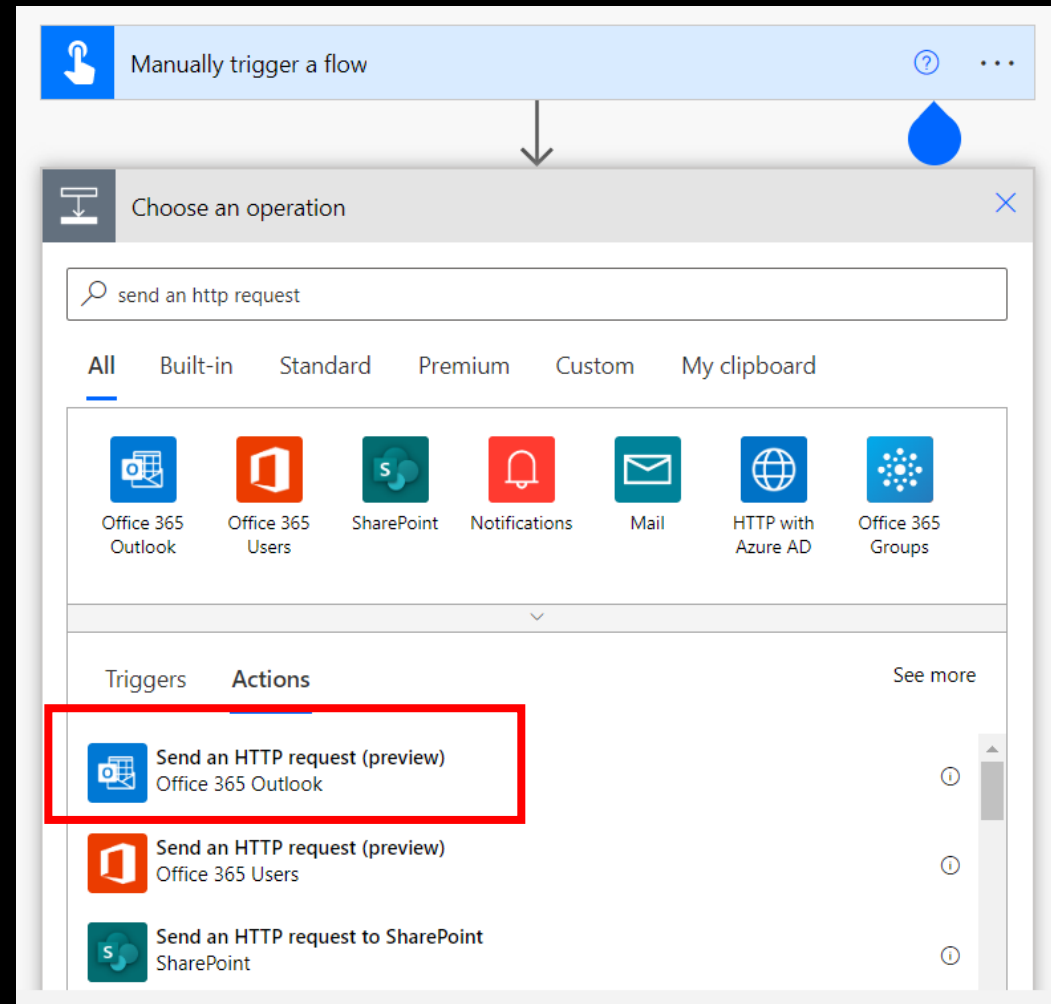
4.  The 'Instant cloud flow' option is highlighted with a red box. It features a hand icon with a plus sign and the text: **Instant cloud flow**, Triggered manually as needed.

Start from a template ⓘ

Top picks Remote work Email Notifications Save to c

# Operation After Flow: Send an HTTP Request

5.



# Apply the Microsoft Graph API Settings

To

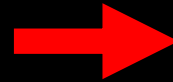
# Power Automate Input

```
HTTP

POST https://graph.microsoft.com/v1.0/me/messages
Content-type: application/json

{
  "subject": "Did you see last night's game?",
  "importance": "Low",
  "body": {
    "contentType": "HTML",
    "content": "They were <b>awesome</b>!"
  },
  "toRecipients": [
    {
      "emailAddress": {
        "address": "Adelev@contoso.onmicrosoft.com"
      }
    }
  ]
}
```

[https://learn.microsoft.com/en-us/graph/api/user-post-messages?view=graph-rest-1.0&viewFallbackFrom=graph-rest-1.0%3FWT.mc\\_id%3DDX-MVP-5004666&tabs=http](https://learn.microsoft.com/en-us/graph/api/user-post-messages?view=graph-rest-1.0&viewFallbackFrom=graph-rest-1.0%3FWT.mc_id%3DDX-MVP-5004666&tabs=http)



Send an HTTP request (Preview)

\* URI:

\* Method:

Body: 

```
{
  "subject": "Files?",
  "importance": "Low",
  "body": {
    "contentType": "HTML",
    "content": "Quite a few files are attached!"
  },
  "toRecipients": [
    {
      "emailAddress": {
        "address": "damien@yourtenant.onmicrosoft.com"
      }
    }
  ],
  "Attachments": [
    {
      "contentType": "image",
      "content": "image content"
    }
  ]
}
```

Content-Type:

Show advanced options

# Here's a Cleaner Example of the Input Code

```
{
  "subject": "Itemized Results",
  "body": {
    "contentType": "HTML",
    "content": "Good Morning,

    <br><br> I'm attaching the Itemized results for <b>[Last Month] [Current Year]</b> below as well as the latest version of the tracking document. <br><br>
    Thanks for your collective efforts,

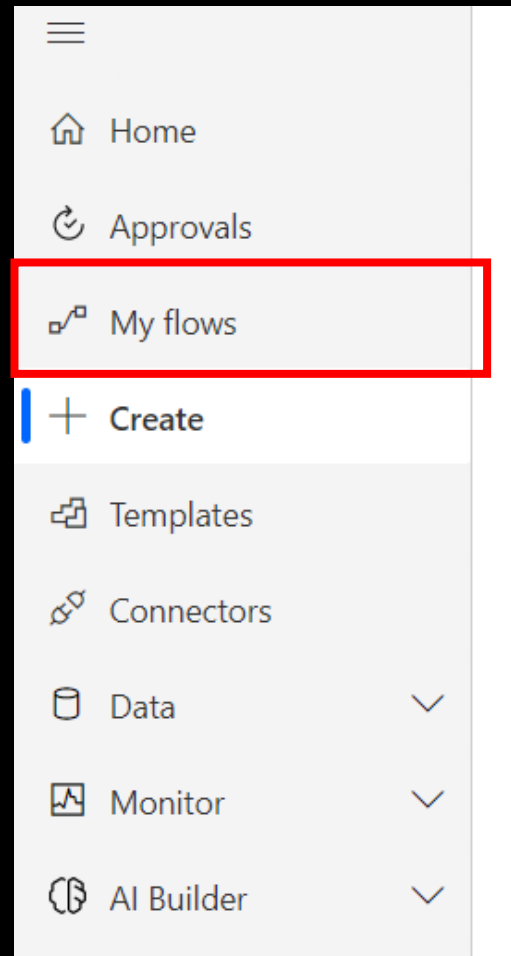
    ",
    "toRecipients": [
      { "emailAddress": { "address": "first_name.last_name@company.com" } },
      { "emailAddress": { "address": "first_name.last_name@company.com" } },
      { "emailAddress": { "address": "first_name.last_name@company.com" } } ]

    "ccRecipients": [
      { "emailAddress": { "address": "first_name.last_name@company.com" } },
      { "emailAddress": { "address": "first_name.last_name@company.com" } },
      { "emailAddress": { "address": "first_name.last_name@company.com" } } ]
  }
}
```



# Return to Power Automate Any Time and Create Your Draft From: My Flows

6.



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- I'll add a YouTube Click-through here
- <https://www.linkedin.com/in/demetriouslloyd/>
- <https://dlloydagencies.com/portfolio-projects/>
- <https://youtu.be/7ZgBOL5X3bc>