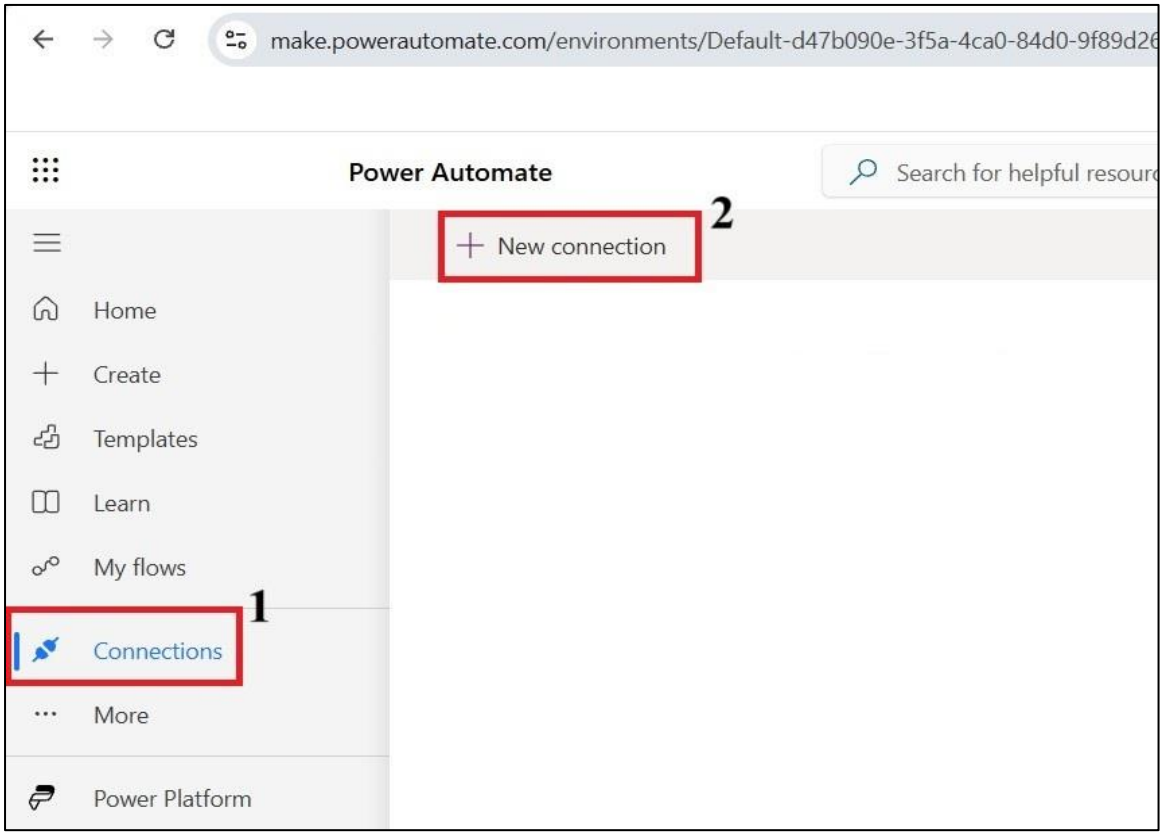
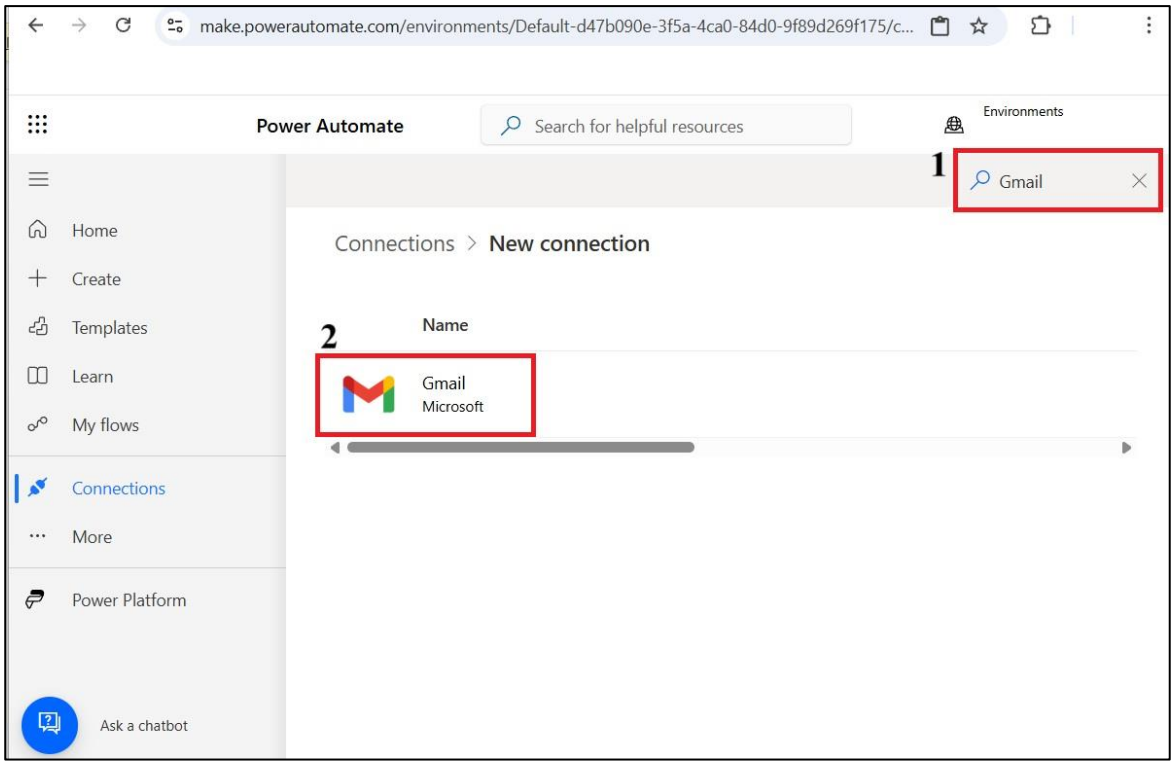
Guide for Google Drive and Gmail

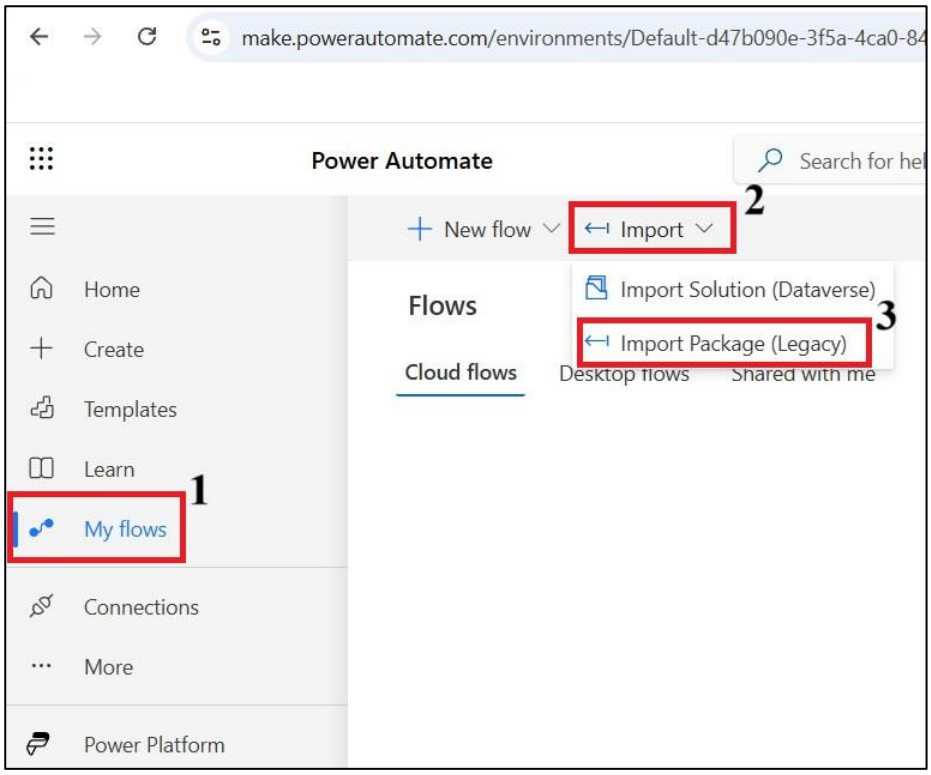
1. Go to Power Automate.
2. From the left-hand menu, click on **Connections** and click **+ New Connection** from the top menu.



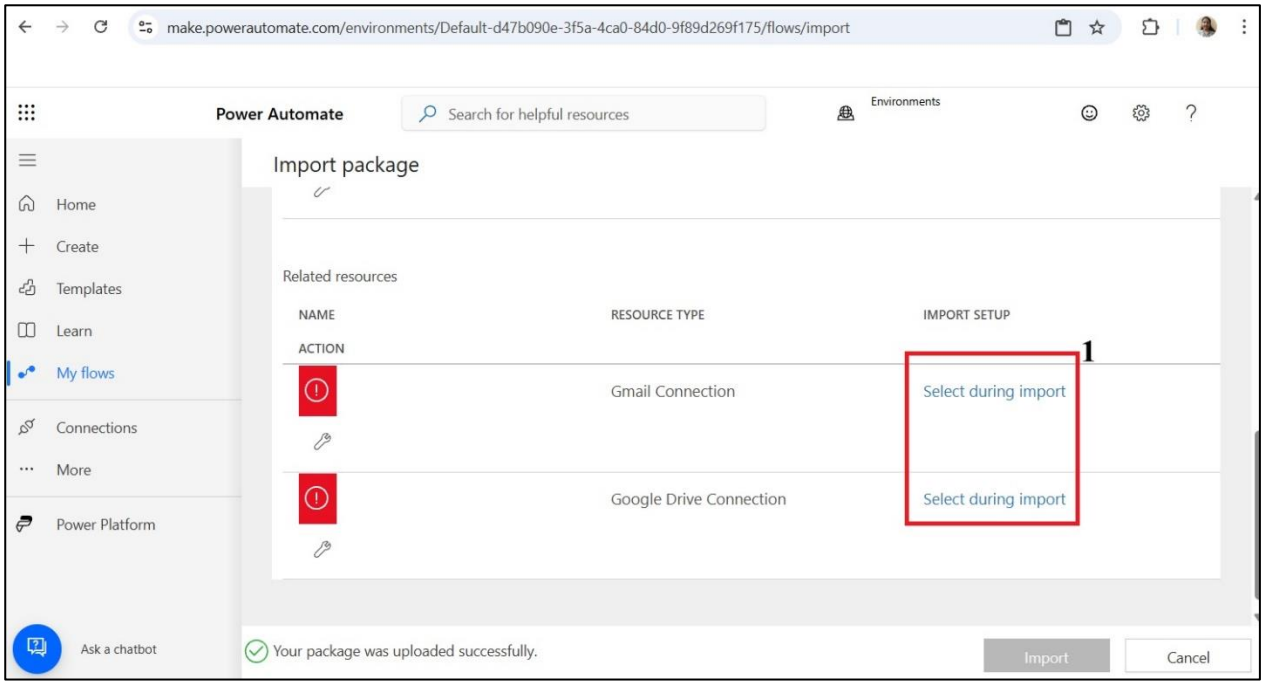
3. In the search bar at the top, search for Gmail**,** select **Gmail** from the list of connectors, click **Accept and Create** in the pop-up window and sign in using google credentials.

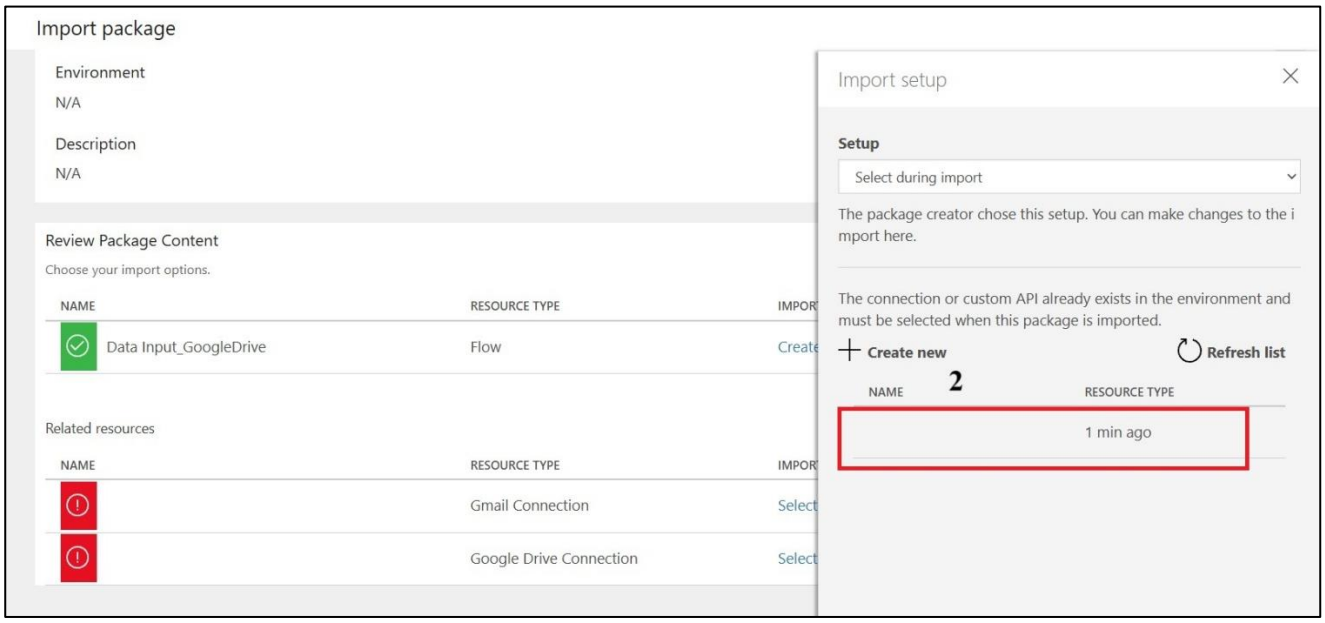


4. Again, click + New Connection, search for **Google Drive** in the search bar, and select the connector from the results. Click Create in the pop-up and sign in with google credentials.
5. From the left-hand menu, click **My Flows**. In the top menu, click **Import** and from the dropdown, select **Import Package (Legacy)**.

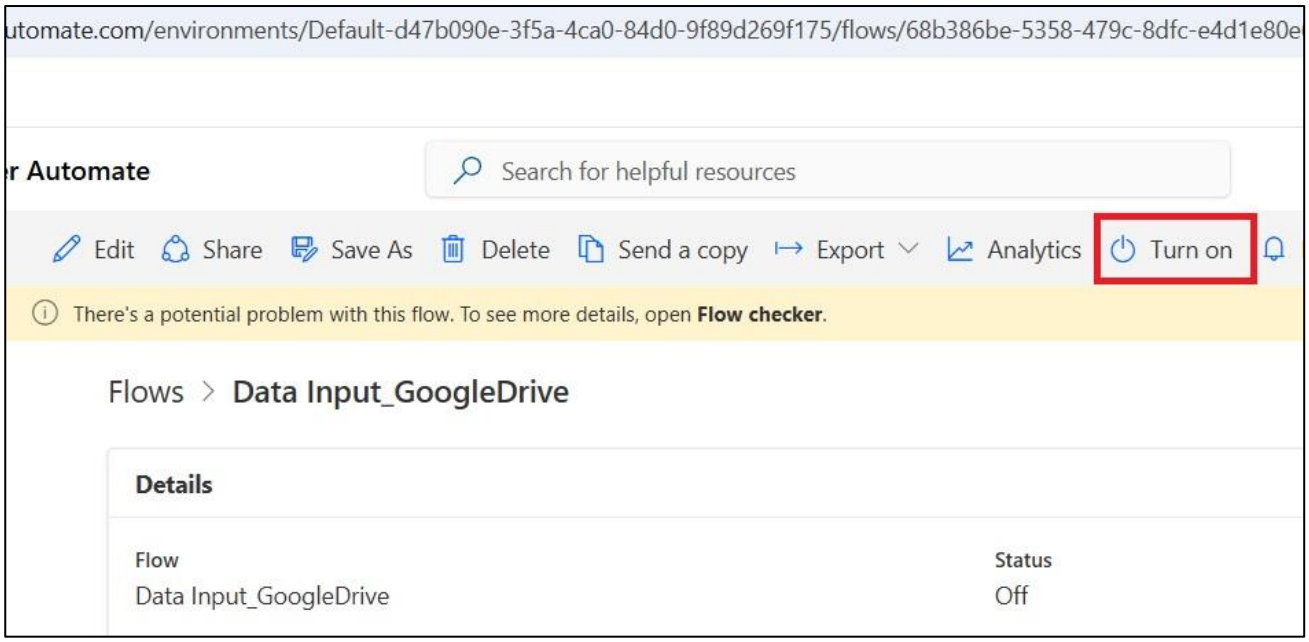


6. Upload the file **DataInput_GoogleDrive.zip**.
7. Scroll down to the **Related resources** section. For both the listed resources:
    - Click **Select during import**.
    - Choose the correct connection from the right-hand pane.
    - Once all connections are mapped, click the **Import** button at the bottom right.

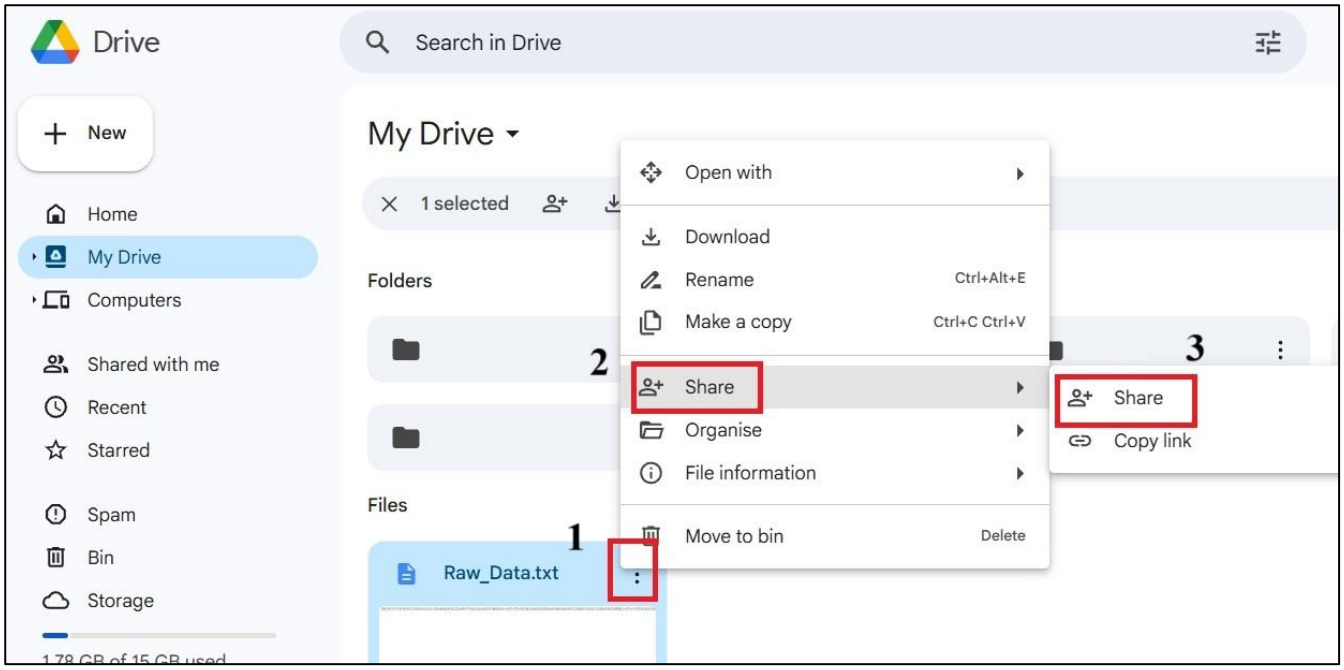


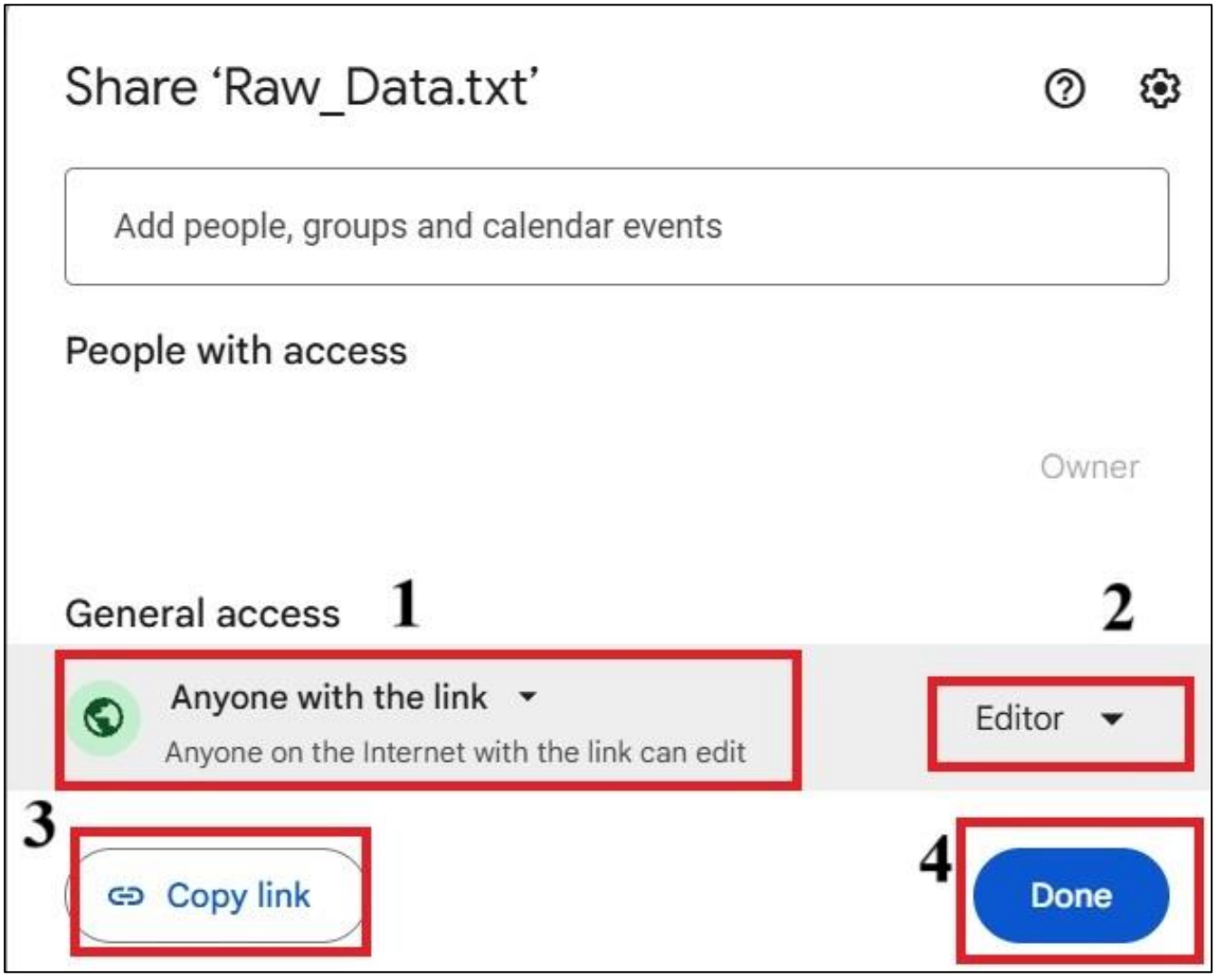


8. After the import is successful, go to My Flows from the left-hand menu. Click on the newly imported flow titled **Data Input_GoogleDrive** and click the **Turn On** button in the top menu to activate the flow.



9. Upload the **Raw_Data.txt** file to the root folder of the Google Drive. Make the file shareable by giving **Editor** access to **Anyone with the link** and copy the file link.



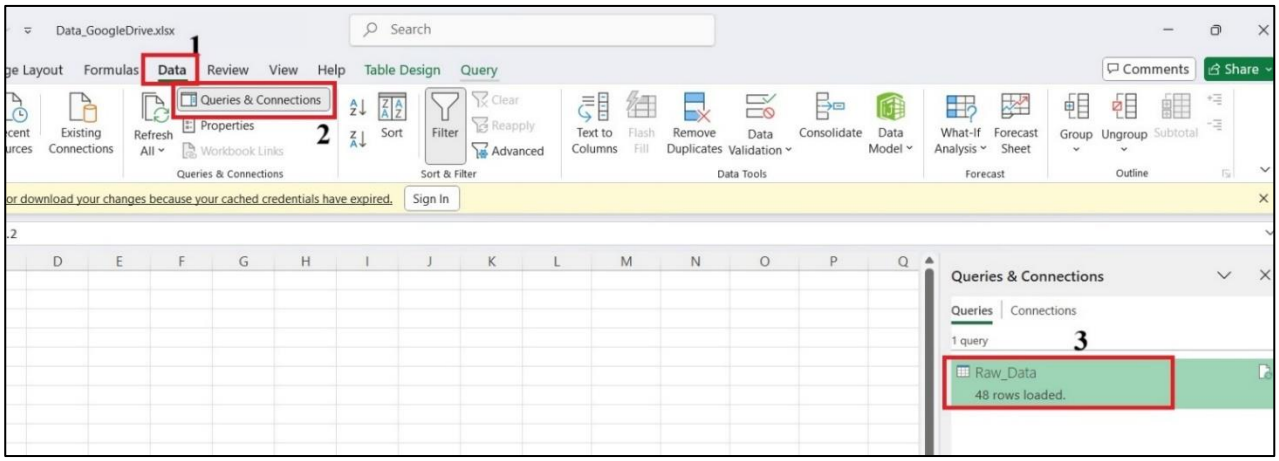


10. Update the link as follows:

Original Link: https://drive.google.com/file/d/<**file_id**>/view?usp=drive_link

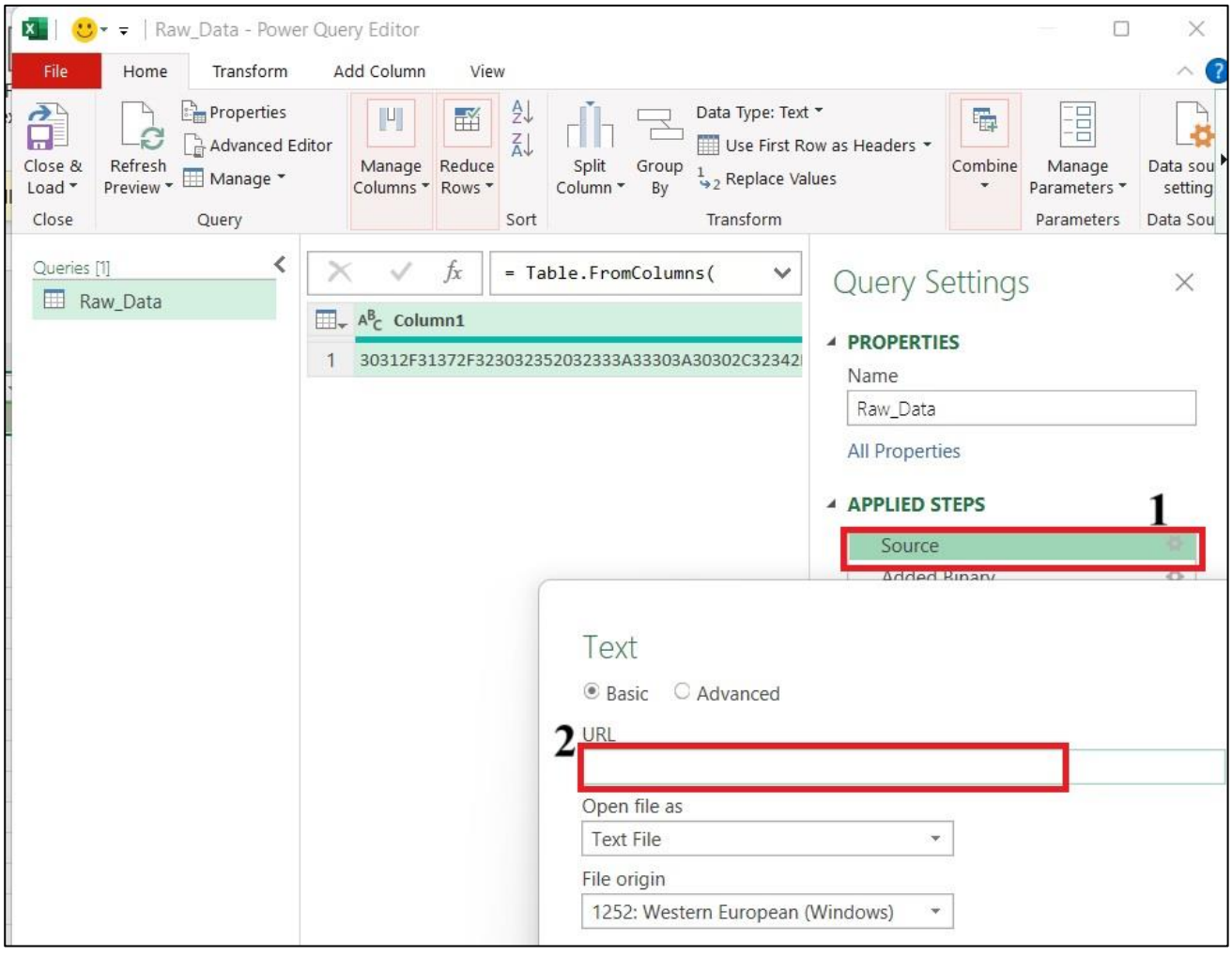
Updated Link: https://drive.google.com/uc?export=download&id=<**file_id**>

11. Open the **Data_GoogleDrive.xlsx** file. Go to the **Data** tab on the ribbon. Click on **Queries and Connections**. In the side pane, double-click the query named **Raw_Data** to open it in Power Query.



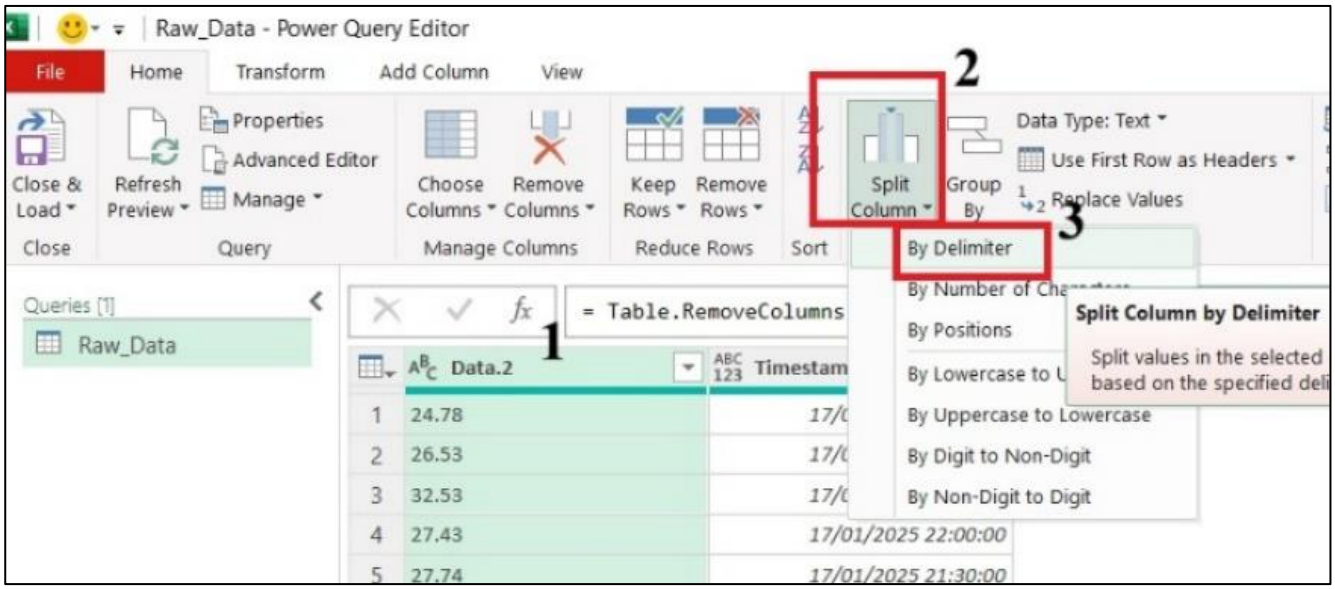
12. In the **Power Query editor**:

- Select the gear icon beside **Source** (1st step in the list) in the **Applied Steps** pane on the right.
- In the **URL** section, paste the updated link from Step 10 and click Ok.

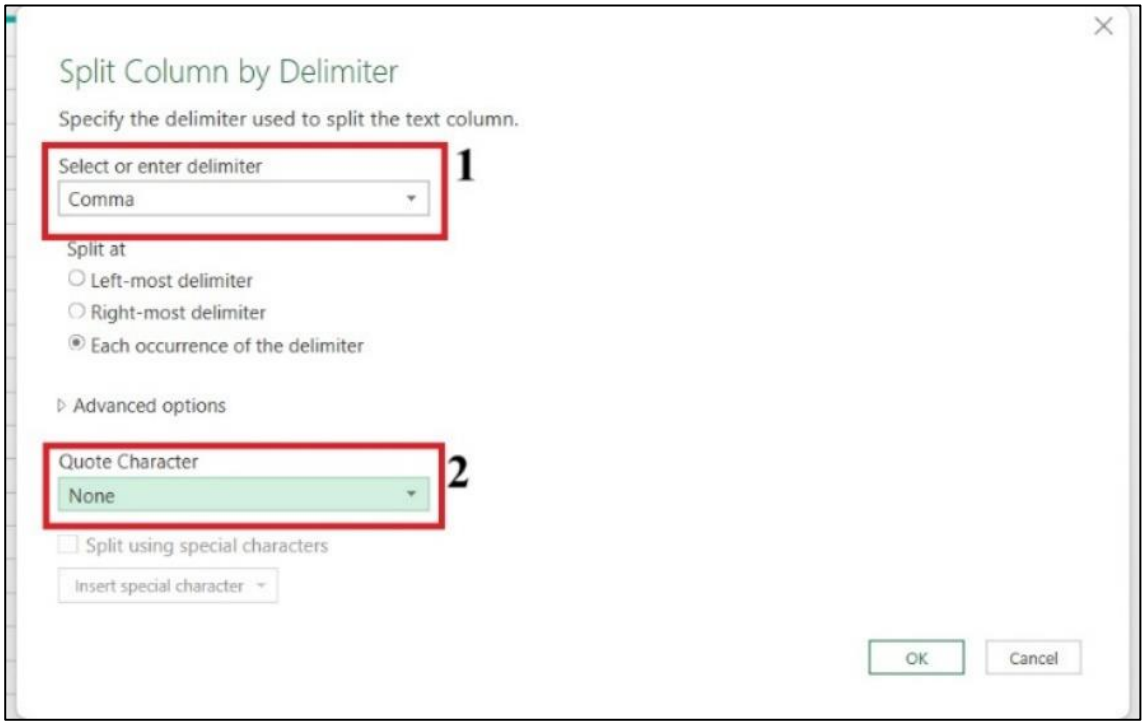


13. In the login dialogue box, choose **Basic,** enter google credentials and click **Connect**.

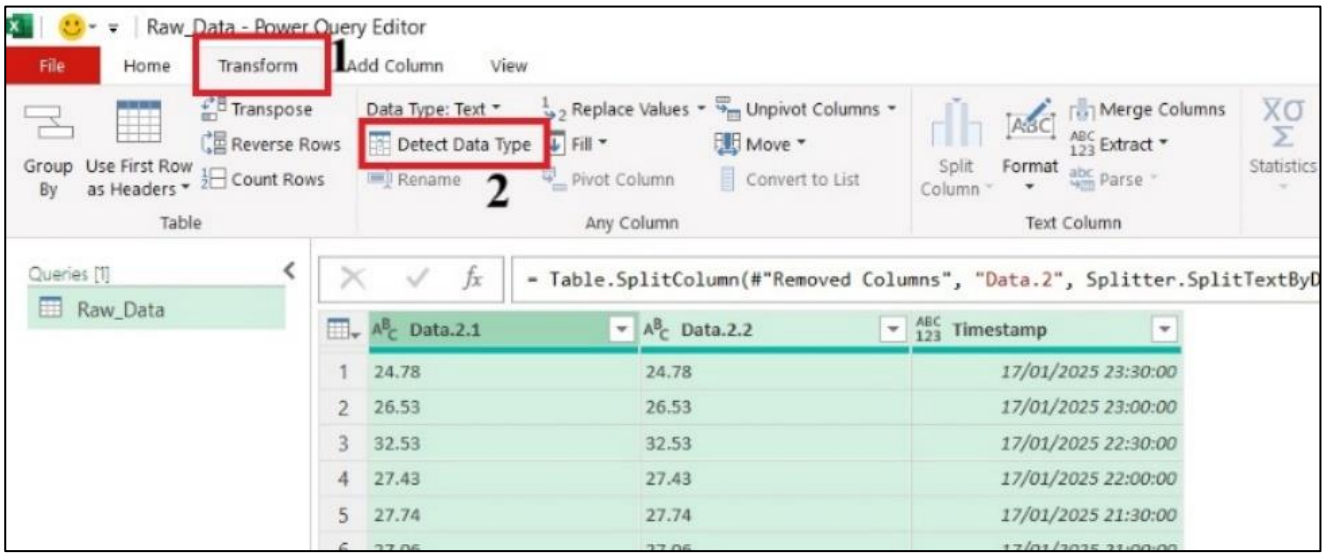
14. In the **Applied Steps** pane, click on the last step (**Removed Columns**) and then:
    - Click on the column titled **Data.2**.
    - Go to the ribbon, click **Split Column** and choose **By Delimiter**.



15. In Split Column by Delimiter dialog box:
    - Choose **Comma** from the **Select or enter delimiter** dropdown.
    - Set the **Quote Character** dropdown to **None**.
    - Click OK.



16. Click on any column, then press **Ctrl + A** to select all columns.
    - Go to the **Transform** tab on the ribbon.
    - Click on **Detect Data Type**.



17. Finally, go to the **Home** tab and click **Close & Load** to load the transformed data into Excel.