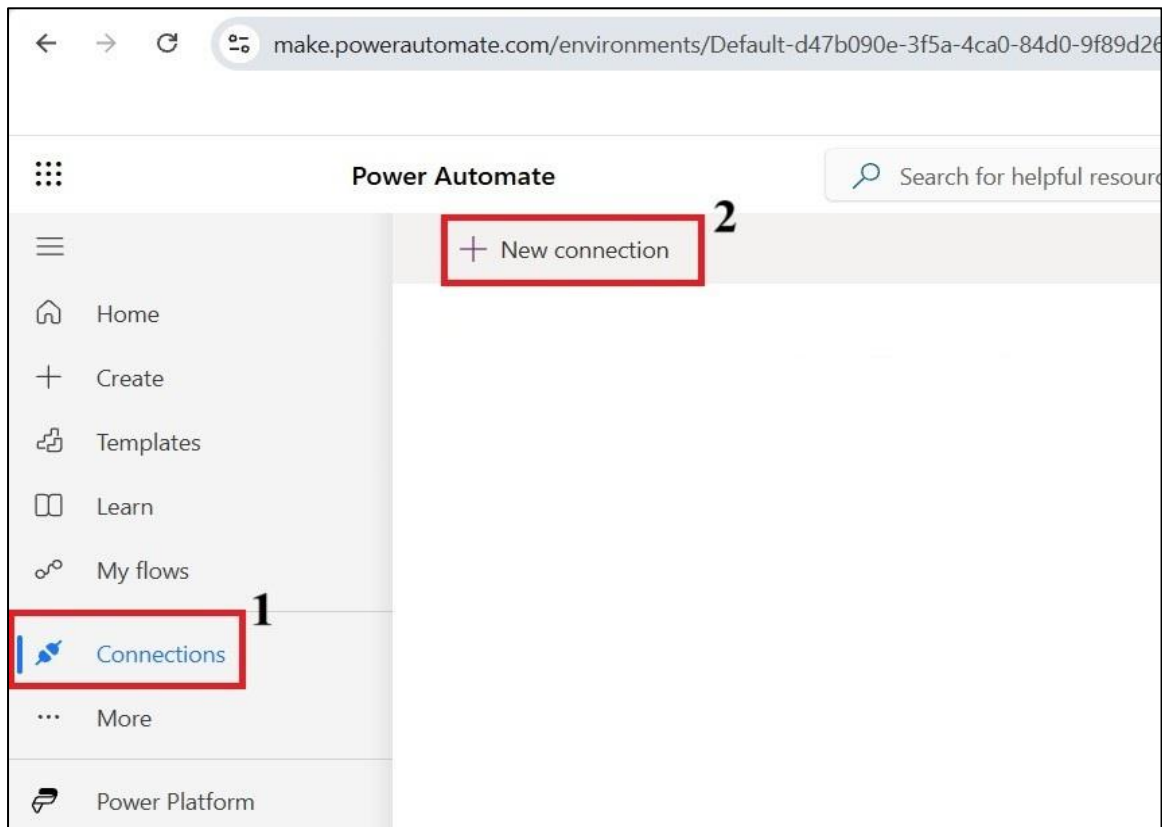
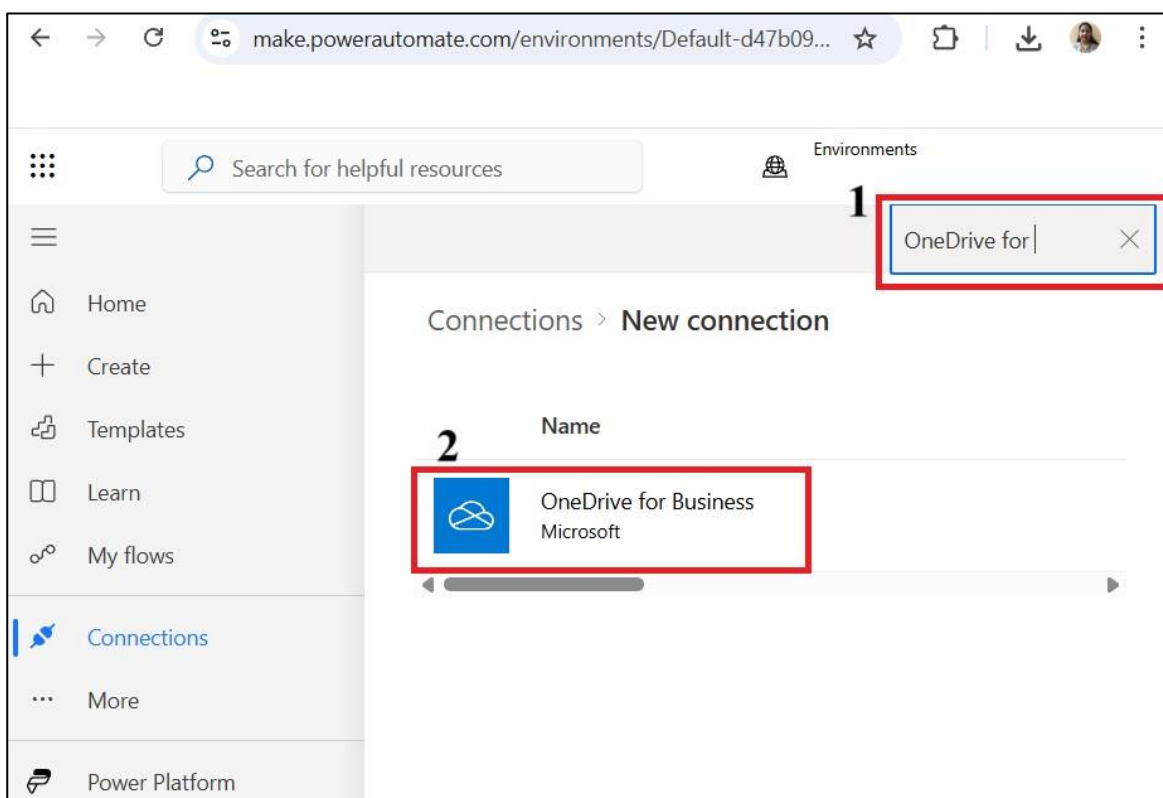


Guide for One Drive and Outlook

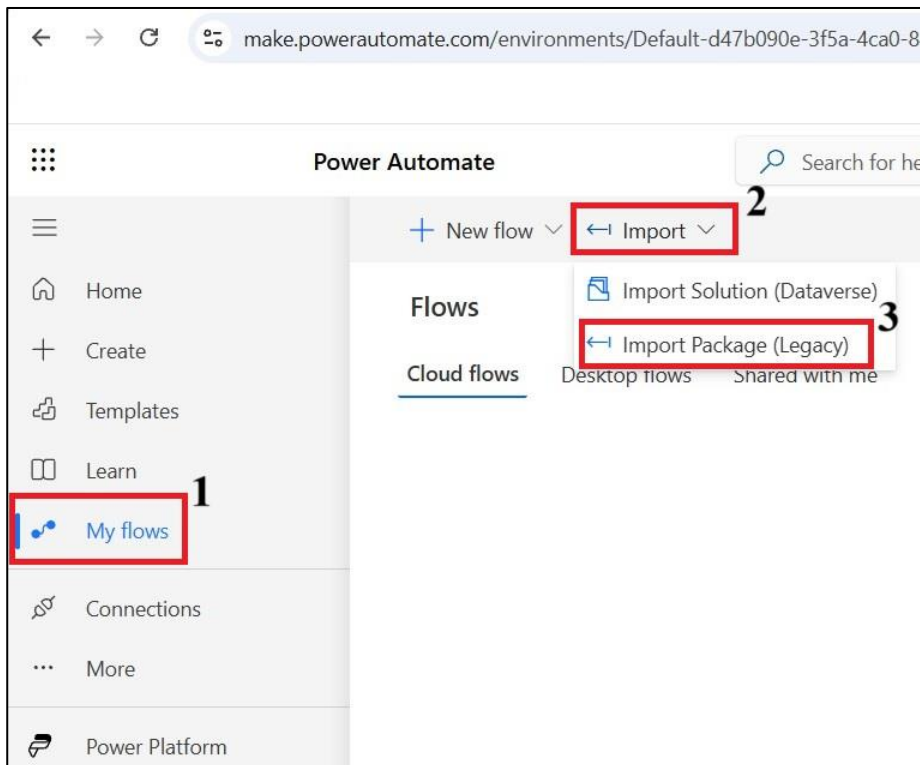
1. Go to [Power Automate](#).
2. From the left-hand menu, click on **Connections** and click + **New Connection** from the top menu.



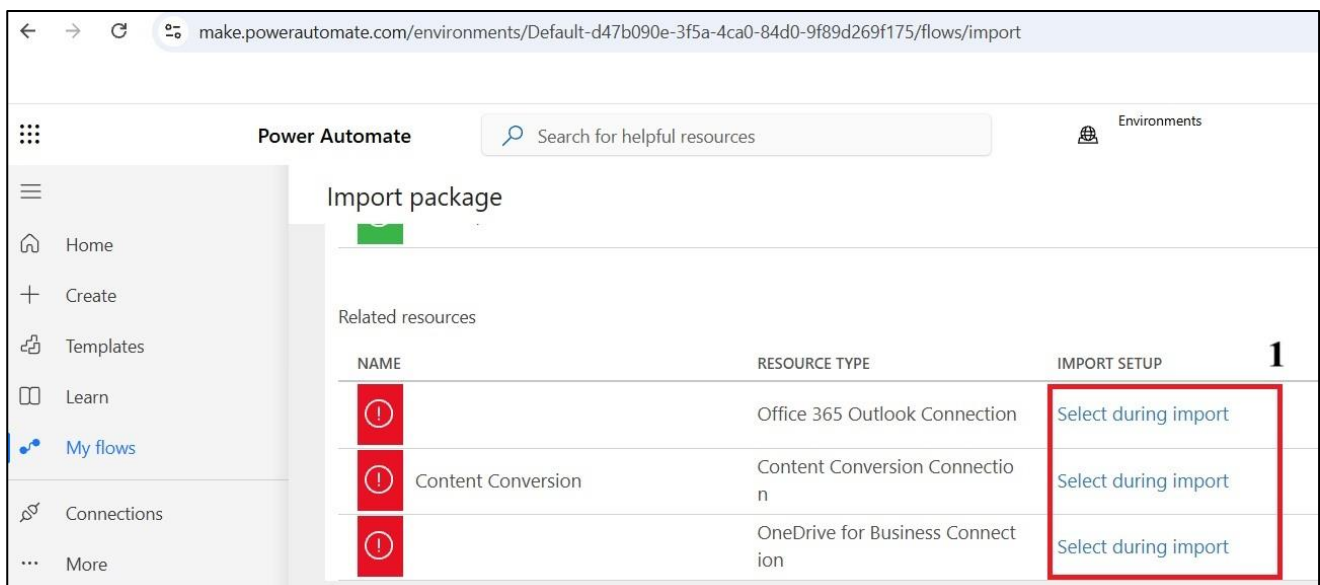
3. In the **search** bar at the top, search for OneDrive for Business, select **OneDrive for Business** from the list of connectors, click **Create** in the pop-up window and sign in using Outlook credentials.



4. Again, click + New Connection, search for **Office 365 Outlook** in the search bar, and select the connector from the results. Click Create in the pop-up and sign in with Outlook credentials.
5. Repeat the process: click + New Connection, search for **Content Conversion**, and select it from list. Click Create in the pop-up window to add the connector.
6. From the left-hand menu, click **My Flows**. In the top menu, click **Import** and from the dropdown, select **Import Package (Legacy)**.



7. Upload the file **DataInput_OneDrive.zip**.
8. Scroll down to the **Related resources** section. For each of the three 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.



Import package


N/A

Description




N/A

Review Package Content

Choose your import options.

NAME	RESOURCE TYPE	IMPORT
 Data Input_OneDrive	Flow	Create

Related resources

NAME	RESOURCE TYPE	IMPORT
	Office 365 Outlook Connection	Select
 Content Conversion	Content Conversion Connection	Select
	OneDrive for Business Connection	Select

Import setup

Setup

Select during import

The package creator chose this setup. You can make changes to the import here.

The connection or custom API already exists in the environment and must be selected when this package is imported.

+ Create new

Refresh list









NAME	RESOURCE TYPE
	2
	13 min ago

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

automate.com/environments/Default-d47b090e-3f5a-4ca0-84d0-9f89d269f175/flows/064b6585-2ac3-4629-af29-ddf3ad7

r Automate

Search for helpful resources

 Edit  Share  Save As  Delete  Send a copy  Export  Analytics  Turn on

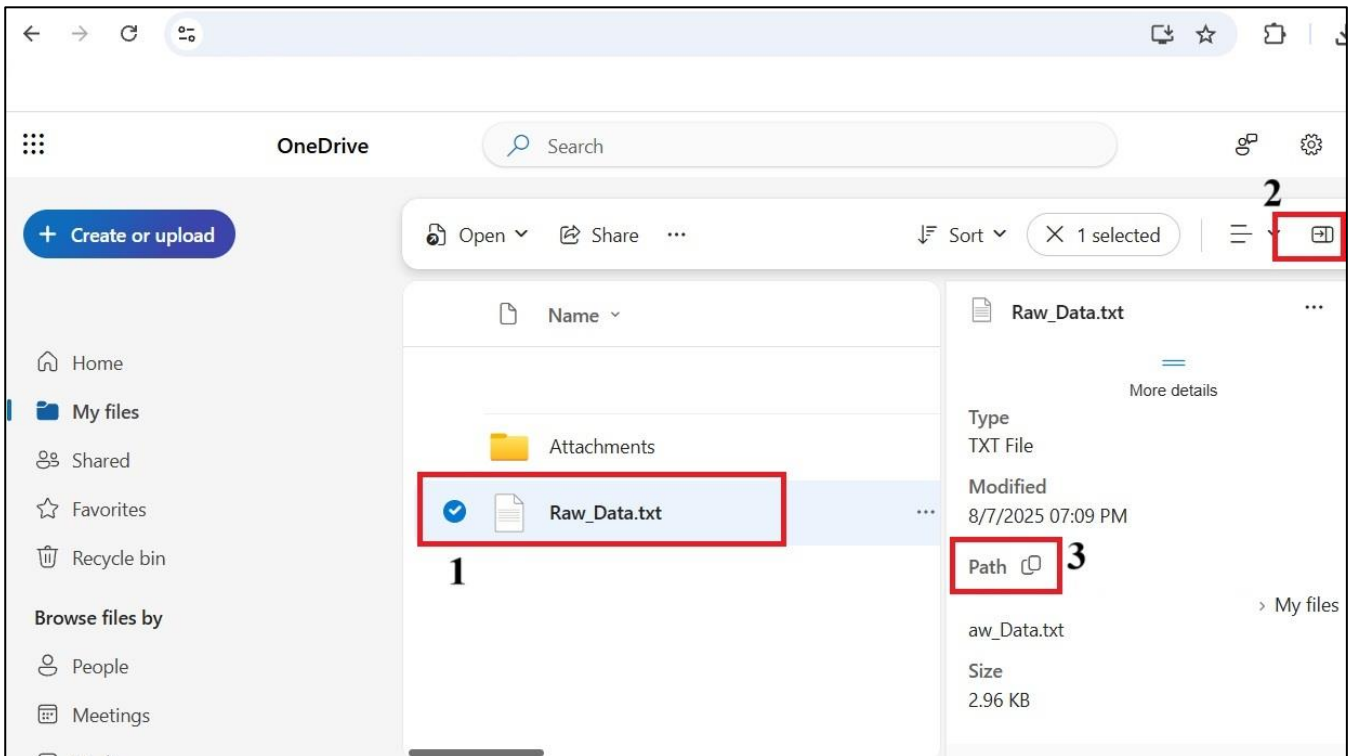
There's a potential problem with this flow. To see more details, open **Flow checker**.

Flows > Data Input_OneDrive

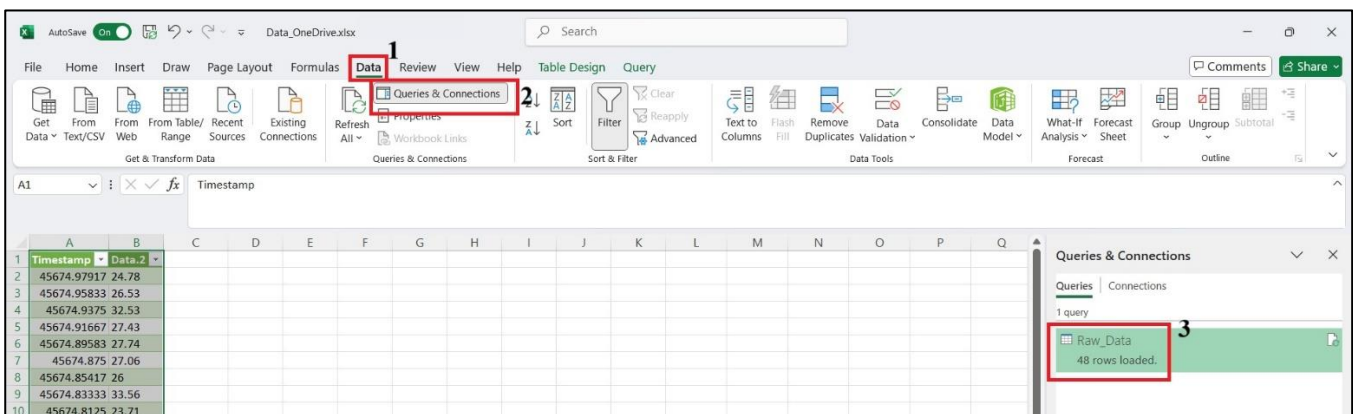
Details

Flow	Status
Data Input_OneDrive	Off
Primary owner	Created

10. Upload the **Raw_Data.txt** file to the root folder of OneDrive and copy the path of the file.

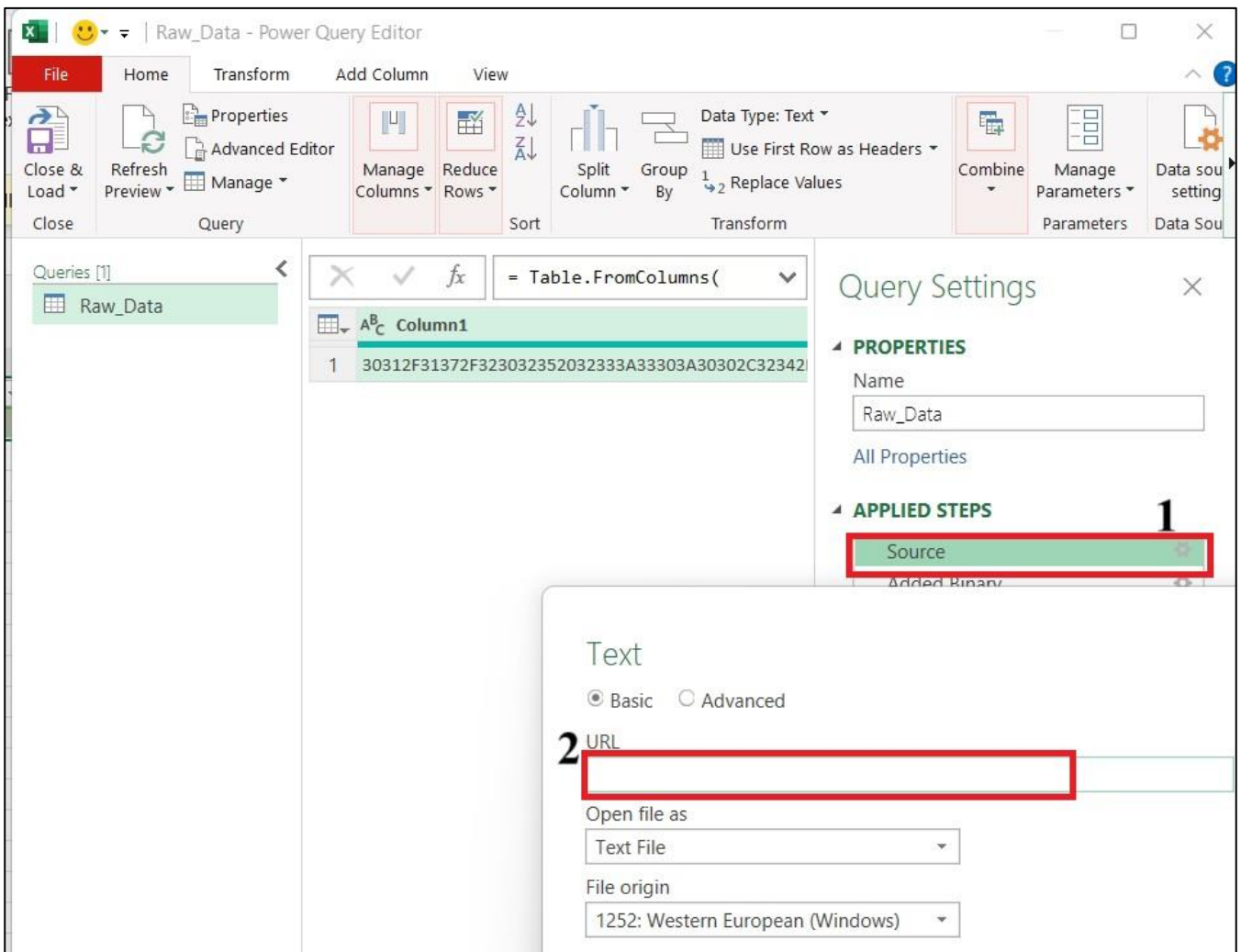


11. Open the **Data_OneDrive.xlsx** file. Go to the **Data** tab on the ribbon. Click on **Queries and Connections**. In the side pane, double-click the query named **Raw_Data** to open it in Power Query.

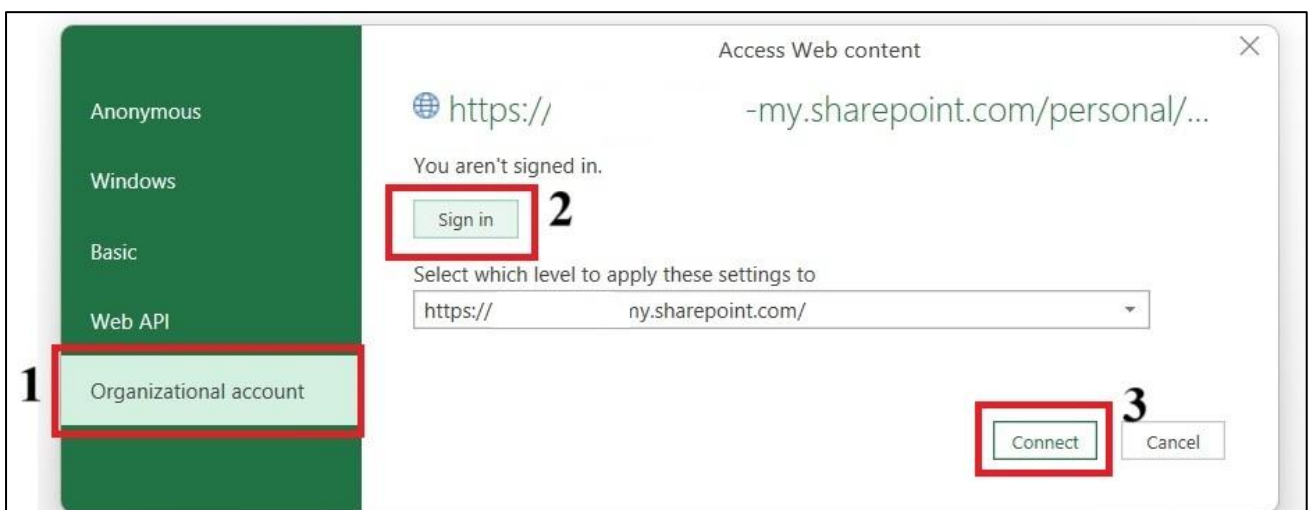


12. In the **Power Query editor**:

- 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 previously copied path of Raw_Data.txt from OneDrive and click **Ok**

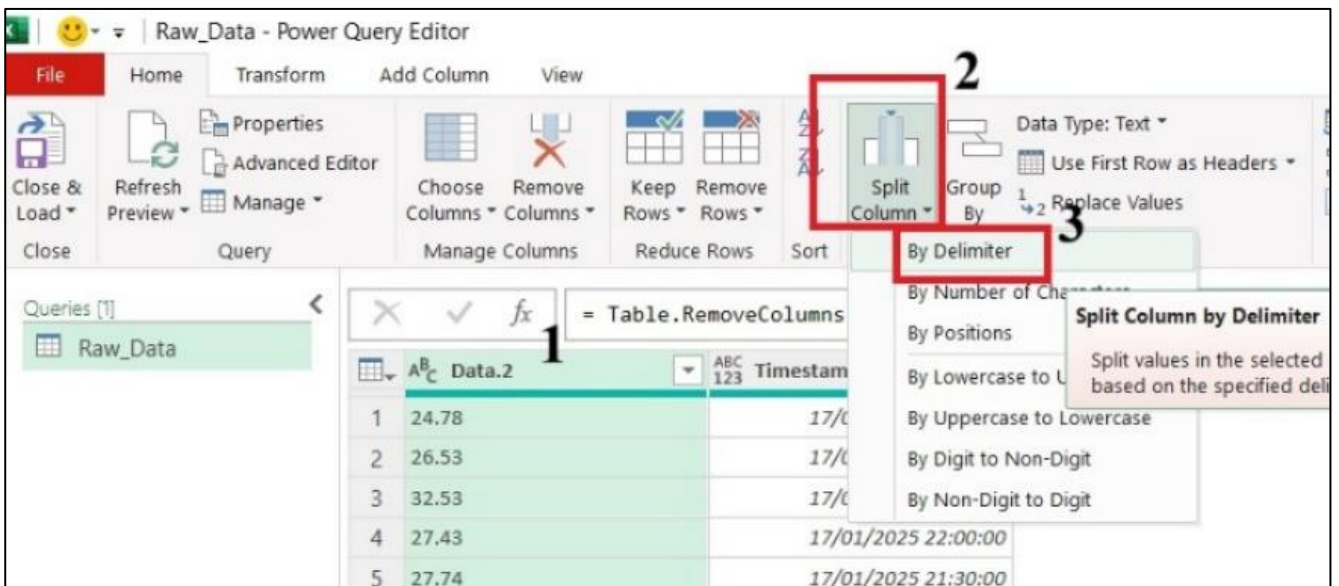


13. Next choose **Organisational account** from the login dialogue box and **sign in** with credentials. Once authorized click **Connect**.



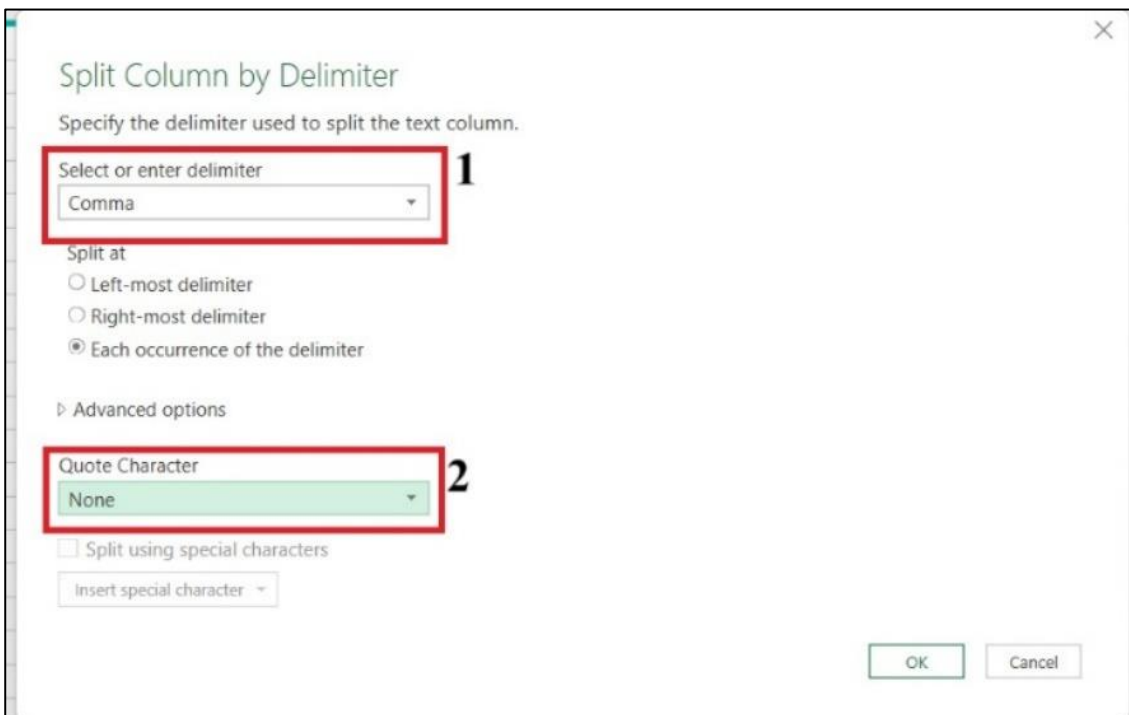
14. In the **Applied Steps** pane, click on the last step (**Removed Columns**) and then:

- Click on the column titled **Data.2**.
- Go to the ribbon, click **Split Column** and choose **By Delimiter**.



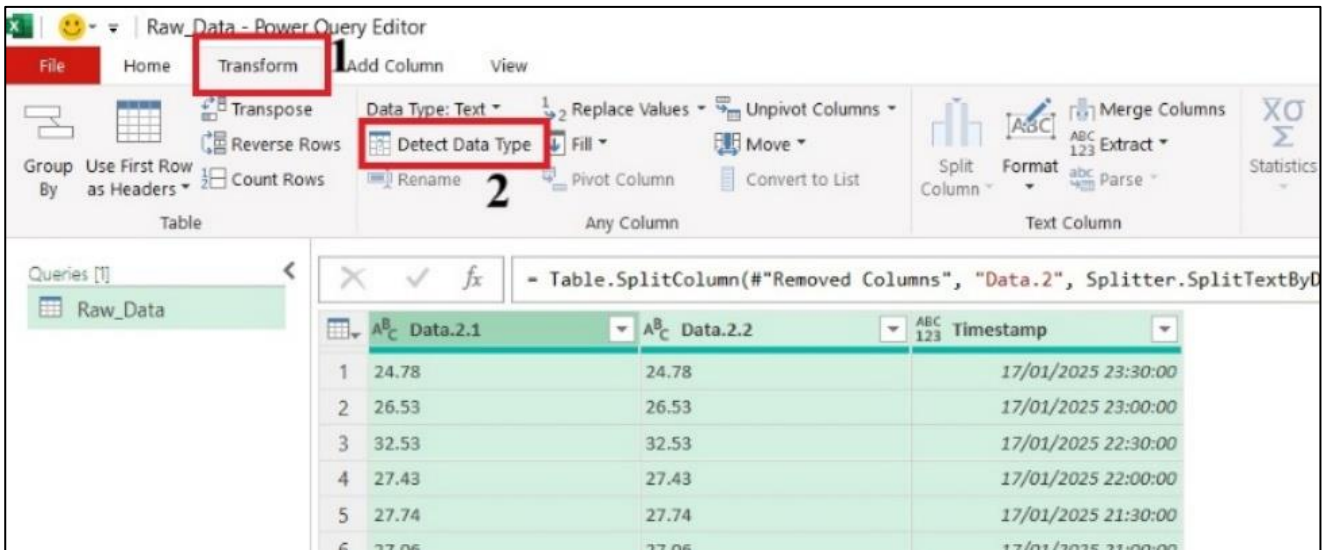
15. In Split Column by Delimiter dialog box:

- 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.

