

# Save email attachments locally using Power Automate

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## INTRODUCTION

In today's fast-paced digital environment, managing email attachments efficiently is essential for ensuring that important files are not lost or overlooked. Power Automate, a powerful tool within Microsoft's ecosystem, allows users to automate workflows and processes, including saving email attachments to a local file share.

## PREREQUISITES


- Microsoft Power Automate.
- A configured email account (e.g., Outlook).
- Access to the file share where attachments will be stored.
- On-premises data gateway installed and configured.
- Basic understanding of Power Automate's interface.

## GATEWAY SETUP

The On-premises Data Gateway is essential for connecting your local file system to Power Automate. Follow these steps to set it up:

### 1. DOWNLOAD AND INSTALL THE GATEWAY:

- Go to the Microsoft website and download the On-premises Data Gateway.  
([Install an on-premises data gateway | Microsoft Learn](#))
- Run the installer and follow the prompts to install the gateway on your local machine.



## On-premises data gateway installation

Getting ready to install the on-premises data gateway.

Please review [minimum requirements](#) for installing the On-premises data gateway. Not meeting these requirements may result in performance bottlenecks.

Install to

C:\Program Files\On-premises data gateway

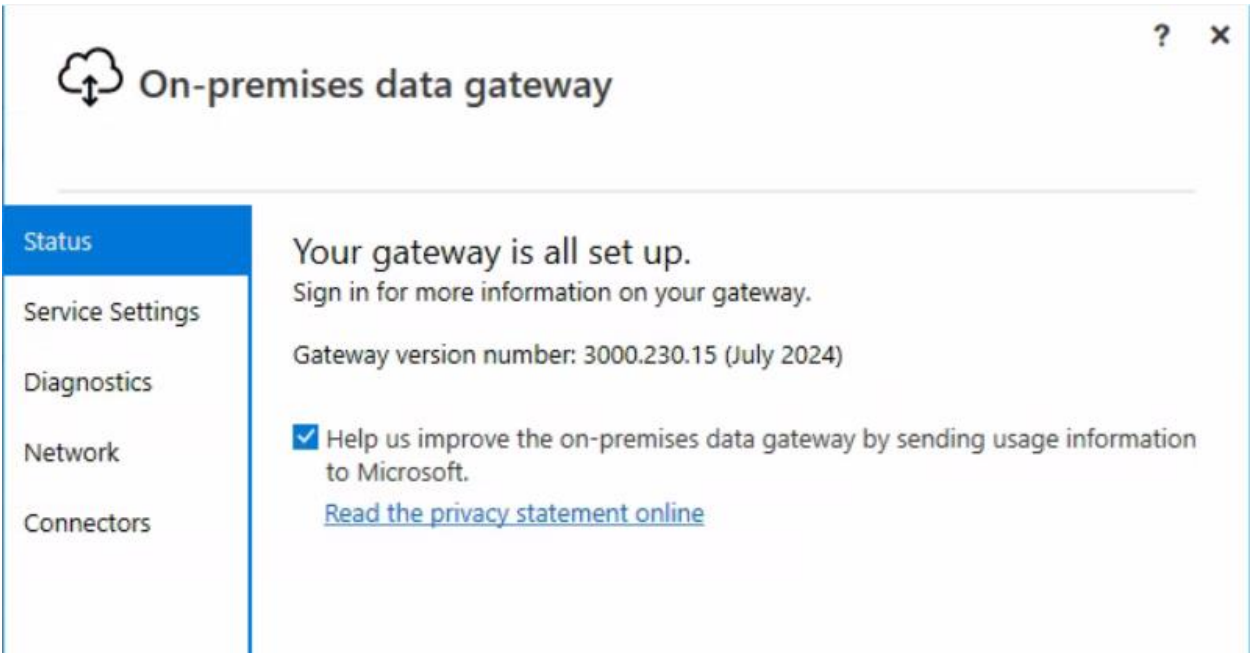
☒ I accept the [terms of use](#) and [privacy statement](#).

Install

Close

## 2. CONFIGURE THE GATEWAY:

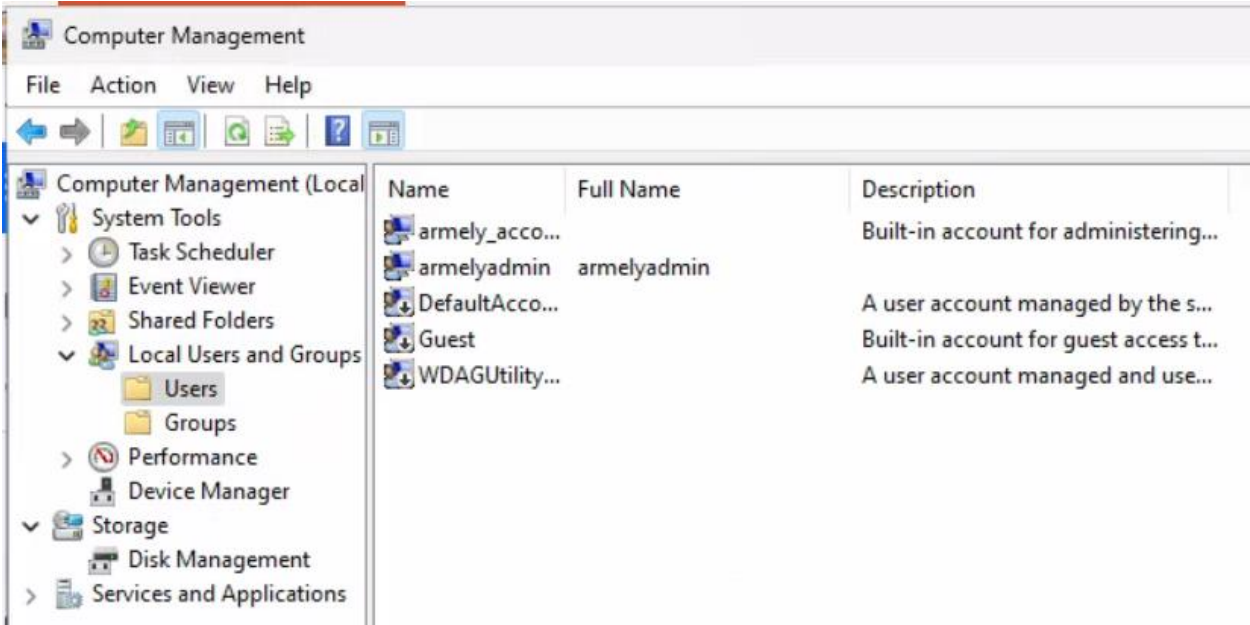
- After installation, open the Gateway app and sign in with your Microsoft account.
- Name your gateway and set a recovery key.
- Ensure that the gateway status is **Online** and ready for use.



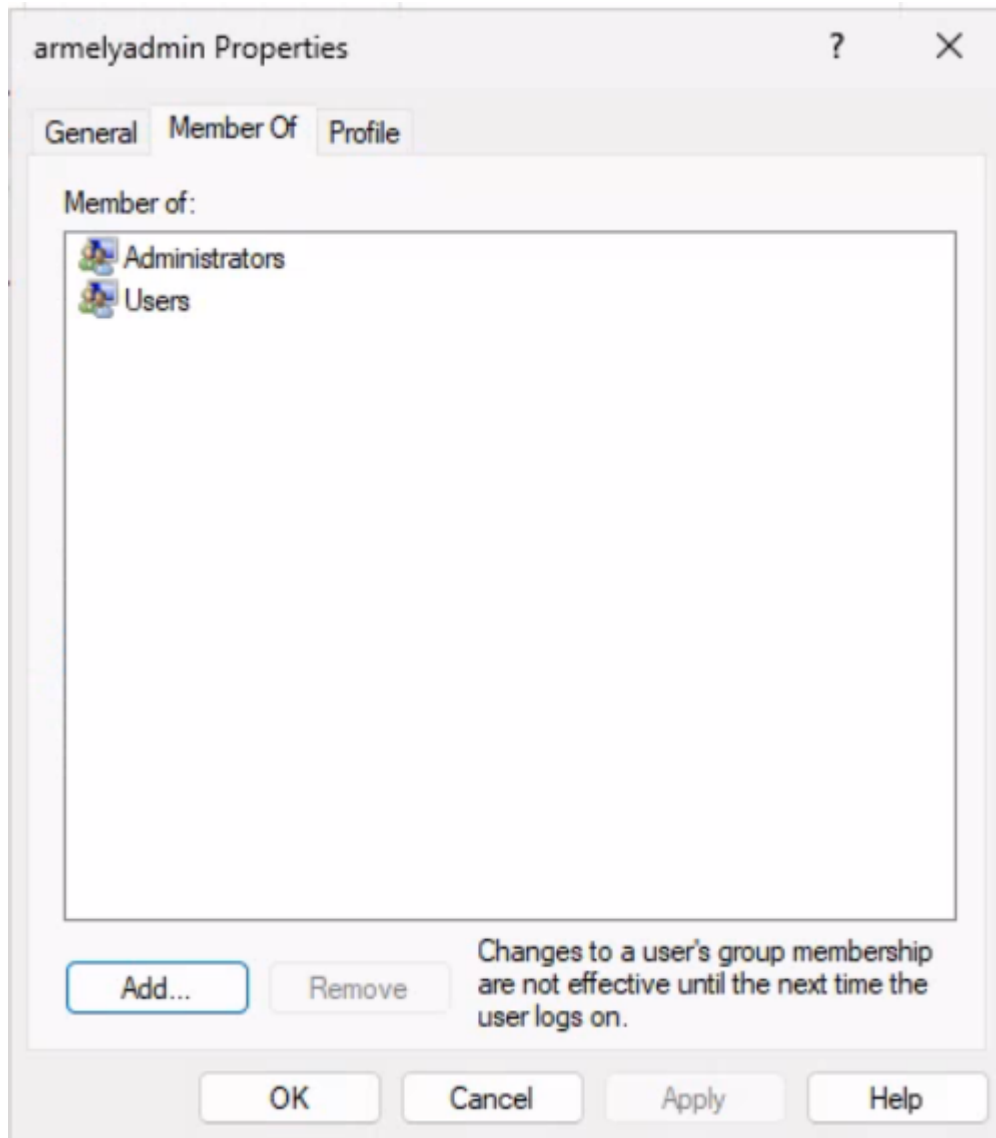
3. ADD A LOCAL ACCOUNT USER

This will be the account that will have requisite authority/clearance to utilize the gateway.

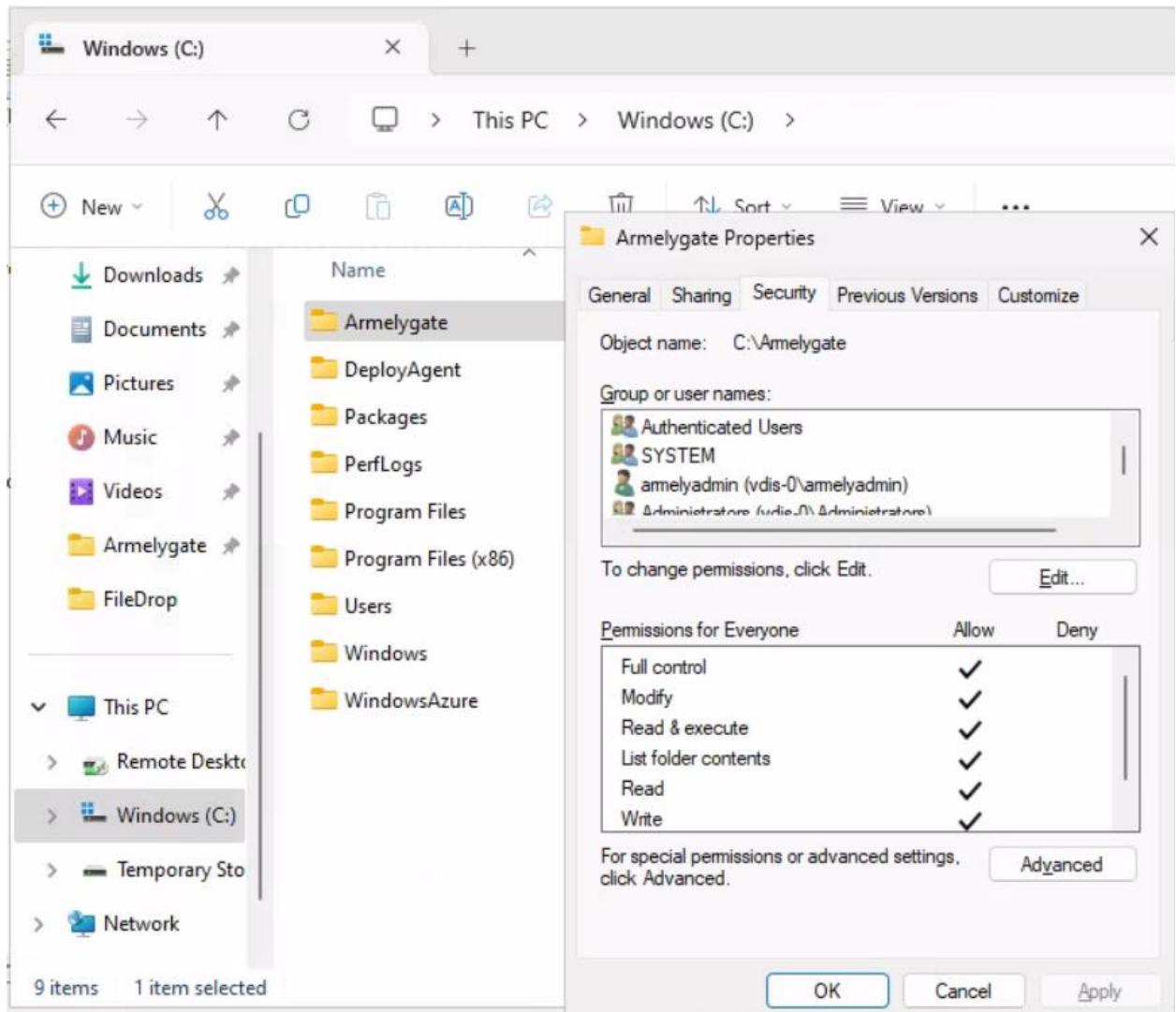
Open or search “**Computer Management**” as illustrated below. That should open **computer management** window where we shall proceed to add one or more users.



Add a user by right clicking on the users >> new user and proceed to add roles to that account under properties >> member of.

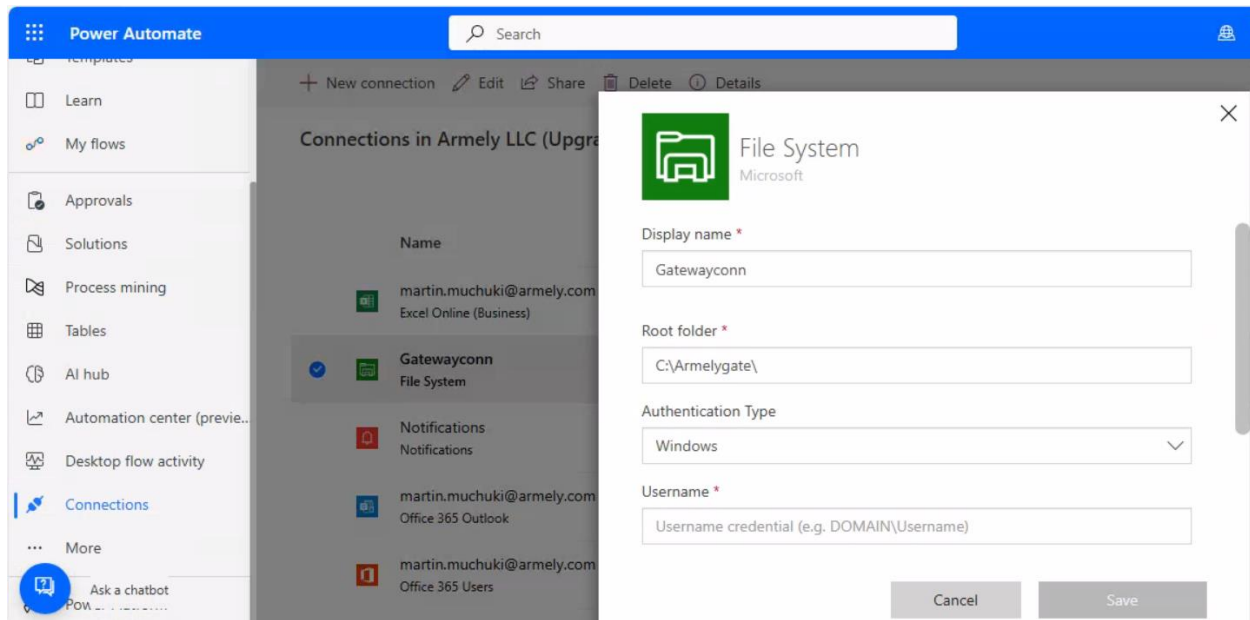


Create the folder that the attachments will be saved and add permissions to the user account created.  
Folder properties >> security



#### 4. CONNECT POWER AUTOMATE TO THE GATEWAY:

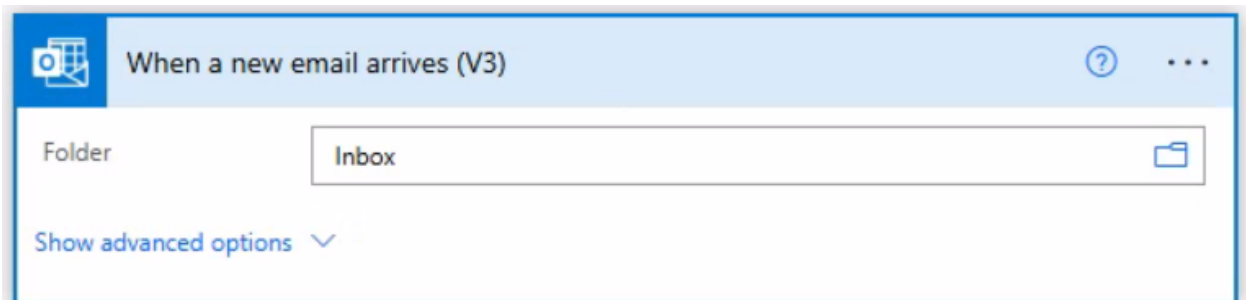
- In Power Automate, go to **connections** and add a new connection for the **File system**. Set the root folder to the location where the attachments should be saved.



## CREATING THE FLOW

### STEP 1: SET UP THE TRIGGER FOR THE FLOW

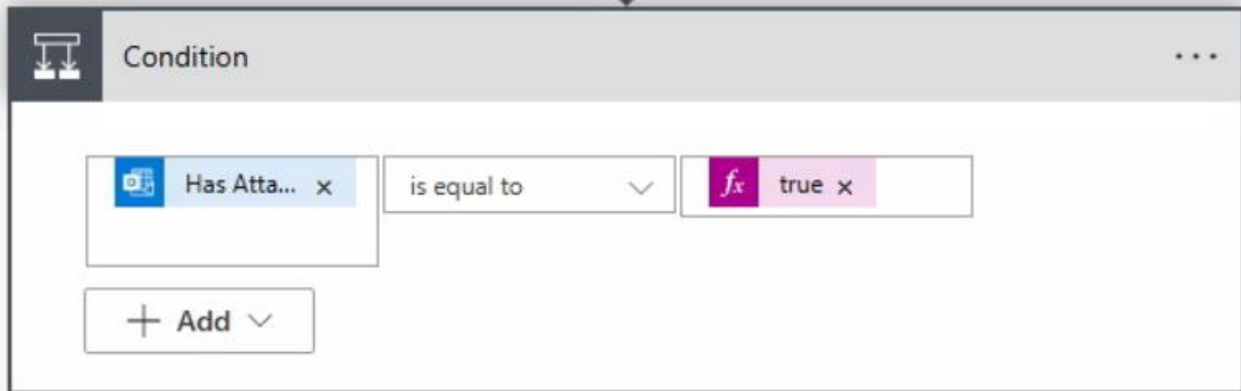
1. Open Power Automate and create a new flow.
2. Choose the **"Automated cloud flow"** option.
3. Select **"When a new email arrives (V3)"** as the trigger.
4. Configure the trigger by specifying the folder (e.g., Inbox) and any filters, such as "From" or "Subject." You can also check attachments at this point on the "show advanced options"



### STEP 2: ADD CONDITION TO FILTER EMAILS

1. Add a **Condition** action after the trigger.
2. Define conditions to filter emails, such as checking the if the email has attachments.





The screenshot shows the 'Condition' step in a Power Automate flow. The condition is 'Has Attachments' is equal to 'true'. The 'Has Attachments' field is highlighted with a blue selection box. Below the condition, there is a '+ Add' button.

### STEP 3: EXTRACT ATTACHMENTS


1. If the condition is met, add the **"Get attachments"** or a **"For Each"** action.
2. Select the relevant email and extract the attachments.



The screenshot shows the 'If yes' branch in a Power Automate flow. The 'Get Attachments' action is selected. The output 'Attachments' is chosen from the 'Select an output from previous steps' dropdown.

### STEP 4: SAVE ATTACHMENTS TO FILE SHARE

1. Add the **"Create file"** action and connect it to the On-premises Data Gateway.
2. Configure the action by selecting the destination folder in your local file share and specifying the file name and content.



The screenshot shows the 'Create file' action in a Power Automate flow. The folder path is 'C:\Armelygate\FileDrop', the file name is 'Attachments N...', and the file content is 'Attachments C...'.

## STEP 5: TEST THE FLOW

1. Save and run the flow.
2. Send a test email with an attachment to ensure the flow works as expected.
3. Verify that the attachment is saved in the specified file share location.

← Saving Email attachments Locally • Ran at 8/21/2024 6:17:28 PM

✓ Your flow ran successfully.

**OUTPUTS** [Show raw outputs >](#)

Id	QzpcQXJtZWx5Z2F0ZVxGaWxlRHJvcFxFxTVFJBVC1Db21taXQtYW5kLUV2b2x2ZS1LZXk
Name	STRAT-Commit-and-Evolve-Key-Takeaways.pdf
DisplayName	STRAT-Commit-and-Evolve-Key-Takeaways.pdf
Path	C:\Armelygate\FileDrop\STRAT-Commit-and-Evolve-Key-Takeaways.pdf
LastModified	2024-08-21T18:17:30Z

## REFERENCES

[File System - Connectors | Microsoft Learn](#)

[Install an on-premises data gateway | Microsoft Learn](#)

<https://computingforgeeks.com/adding-local-user-account-to-windows-server-2019/>