

Project Overview: SharePoint Item Creation Email Notification

Objective

To automate email notifications whenever a new item is added to a SharePoint list, ensuring timely updates and improved communication across the team.

Tools & Technologies

- **Microsoft SharePoint** – for managing the list where items are created
- **Power Automate (Flow)** – to build the automation workflow
- **Outlook (or preferred email service)** – to send notifications

Workflow Summary

1. **Trigger:** A new item is created in a specified SharePoint list.
2. **Action:** An email is automatically sent to a designated recipient (or group) with details of the new item.

Email Content

- Subject: “New Item Added to [List Name]”
- Body:
 - Item Title
 - Created By
 - Date Created
 - Any other relevant metadata

Benefits

- Real-time alerts for new entries
- Improved team responsiveness
- Reduced manual monitoring of SharePoint lists

Use Cases

- Task assignment notifications
- New project or client onboarding alerts
- Inventory or asset tracking updates

