👦 Practical Student Guide – SharePoint File Upload Alert Automation

📚 Objective

This hands-on guide helps students implement a simple but powerful automation that detects when a file is uploaded to a SharePoint document library and sends an email alert. The entire lab can be done using a Microsoft student account with SharePoint and Power Automate access.

📦 Requirements

- A student Microsoft 365 account (with access to Power Automate and SharePoint Online)
- Access to a SharePoint site where you can create document libraries
- A valid email address to receive alerts (internal or external Gmail can be tested)

## ⚒️ Step-by-Step Instructions

Step 1: Create a SharePoint Document Library

1. Go to your SharePoint site.
2. Click on 'New' → 'Document Library'.
3. Name it `RH-01` or any name you prefer.
4. Click 'Create'.

Step 2: Open Power Automate

1. Go to https://make.powerautomate.com
2. Click on 'Create' in the left menu.
3. Choose 'Automated cloud flow'.
4. Name your flow (e.g., FileUploadAlert).
5. Set the trigger to 'When a file is created (properties only)'.
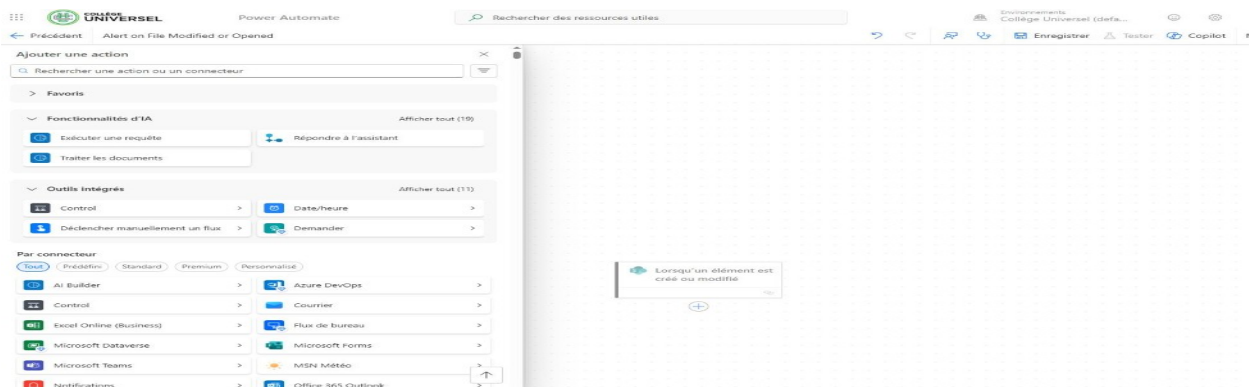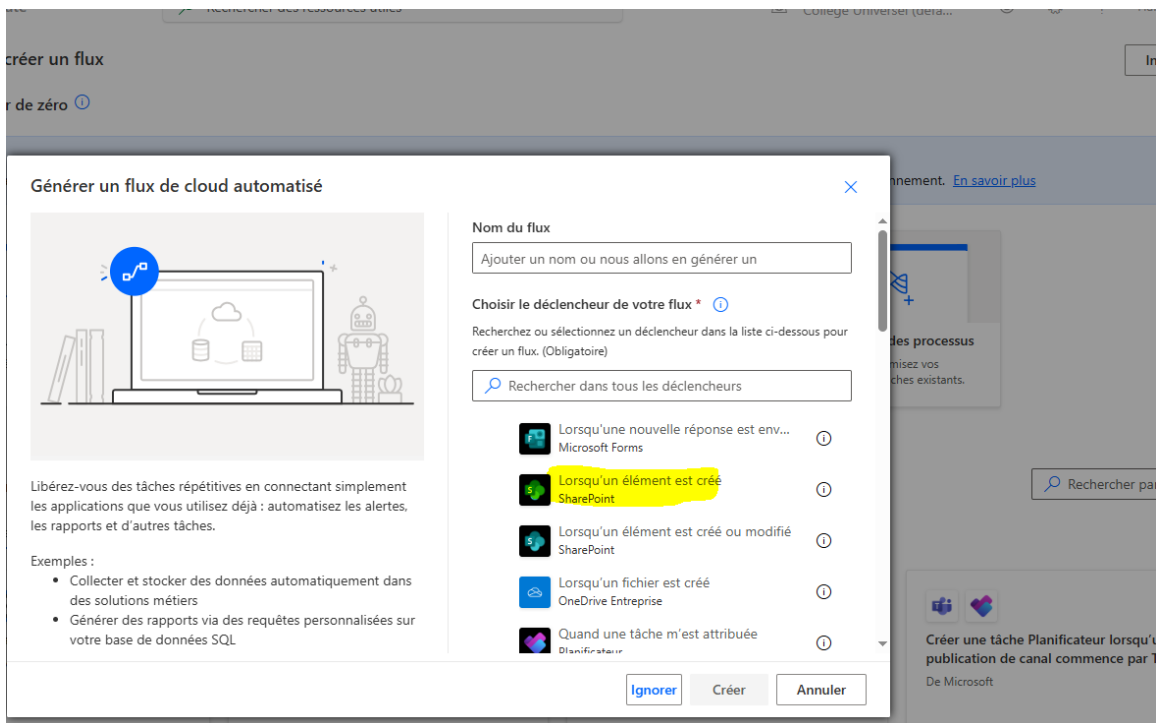
Step 3: Configure the Trigger

1. Choose your SharePoint site URL from the dropdown or paste it.
2. Choose the document library you created in Step 1.
3. Save the flow.
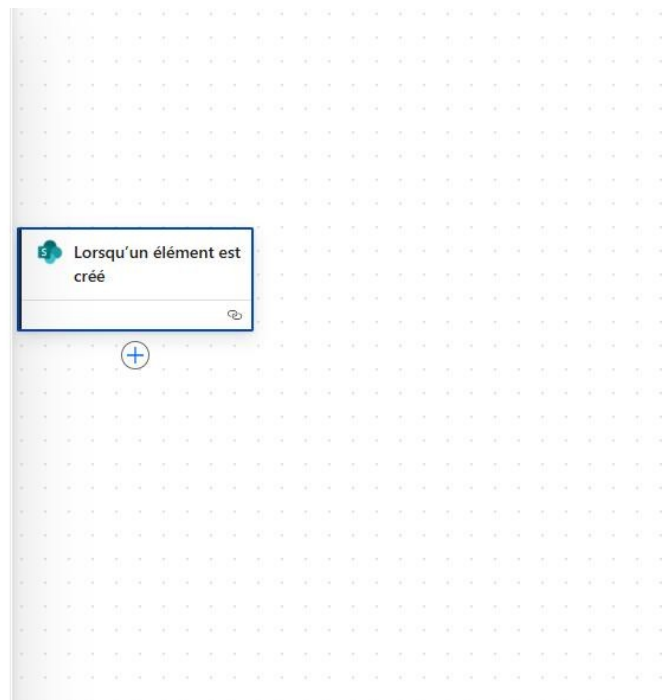
3. Fill in:
- To: Your Gmail or institutional email
- Subject: `Alert - New file uploaded`
- Body:
  - File Name: `@{triggerOutputs()?['headers']['x-ms-file-name']}`
  - Uploaded by: `@{triggerBody()?['Editor']}`
  - Created Time: `@{triggerBody()?['Created']}`
  - File URL: Use dynamic link to file

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Obtenir les propriétés du fichier

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Envoyer un e-mail (V2)