**Lab Exercise 4- Send a Message in Teams Channel When an Email Arrives in Outlook**

**Objective**

To automate the process of notifying a Microsoft Teams channel whenever a new email is received in Outlook using **Power Automate Cloud Flow**.

**Pre-requisites**

* Access to **Microsoft Power Automate** (https://make.powerautomate.com/)
* Access to **Microsoft Outlook** (Office 365 account)
* A **Microsoft Teams** account with permission to post in a specific channel
* Basic understanding of Power Automate interface

**Steps to Perform**

**Step 1: Sign in to Power Automate**

1. Open your browser and go to https://make.powerautomate.com.
2. Sign in using your Microsoft 365 credentials.
3. From the left panel, click **Create**.

**Step 2: Create an Automated Cloud Flow**

1. Select **Automated Cloud Flow**.
2. Enter a **Flow name**, e.g., *Notify Teams When Email Arrives*.
3. In the trigger search box, type **“Outlook”** and select  
   **When a new email arrives (V3)** under **Office 365 Outlook**.
4. Click **Create**.

**Step 3: Configure the Trigger**

1. Choose your **Inbox** folder or any specific subfolder to monitor.
2. (Optional) Apply filters such as:
   * **From** (specific sender)
   * **Subject Filter** (e.g., “Urgent” or “Project Update”).
3. Save your trigger settings.

**Step 4: Add Action to Send a Message to Teams**

1. Click **+ New Step**.
2. In the search bar, type **Teams**.
3. Choose **Post a message (V3)** under **Microsoft Teams**.
4. Configure the following:
   * **Team:** Select your team name.
   * **Channel:** Choose the target channel (e.g., *General*).
   * **Message:** Enter a custom message using dynamic content, e.g.:

You can add hyperlinks or use HTML formatting if needed.

**Step 5: Save and Test the Flow**

1. Click **Save** on the top-right corner.
2. Click **Test → Manually → Run flow**.
3. Send a test email to your Outlook inbox.
4. Verify that a message appears in your Teams channel.

**Step 6: Monitor the Flow**

1. Go to **My Flows** from the left navigation panel.
2. Click on your flow name.
3. Select **Run History** to check past executions and troubleshoot if needed.

**Expected Output**

Whenever a new email arrives in your Outlook inbox, a message should automatically appear in the selected Microsoft Teams channel showing the sender’s name, subject, and received time.