**Lab Exercise 5- Download Attachments from Outlook and Save to OneDrive**

To create an **Automated Cloud Flow** in **Microsoft Power Automate** that triggers when a new email with an attachment arrives in Outlook and automatically saves the attachment file to a specific **OneDrive** folder.

**Prerequisites**

1. A valid **Microsoft 365 account** with:
   * Access to **Outlook**, **OneDrive**, and **Power Automate**.
2. A OneDrive folder (e.g., Email Attachments) created beforehand.
3. Basic understanding of Power Automate Flows.

**Step-by-Step Procedure**

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

1. Go to https://make.powerautomate.com.
2. Sign in with your Microsoft 365 credentials.
3. Select **My Flows** → Click on **+ Create**.

**Step 2: Choose Flow Type**

1. Under “Start from blank,” select **Automated Cloud Flow**.
2. Name your flow — e.g., **“Save Email Attachments to OneDrive”**.
3. In the trigger search box, type **Outlook**.
4. Select the trigger: **When a new email arrives (V3)**.
5. Click **Create**.

**Step 3: Configure the Trigger**

1. Set **Folder** to Inbox (or any other specific folder if needed).
2. Save the trigger configuration.

**Step 4: Add a Condition (Optional)**

If you only want to save attachments from specific senders or subjects:

1. Click **+ New Step** → Search **Condition**.
2. In the condition:
   * Choose **has attachment**
3. Under **If yes**, add actions to save attachments; under **If no**, leave blank.

**Step5: Add the Action to Save to OneDrive**

1. Click **+ Add an action** again.
2. Search for **Create file (OneDrive for Business)**.
3. Configure as follows:
   * **Folder Path:** /Email Attachments (or choose your folder).
   * **File Name:** Attachment Name (from Dynamic Content).
   * **File Content:** Attachment Content (from Dynamic Content).

**Step 6: Save and Test the Flow**

1. Click **Save** at the top right.
2. Send yourself an email with one or more attachments.
3. Wait for the flow to run automatically.
4. Check your OneDrive folder — attachments should appear there.

**Step 7: Verify Flow Run**

1. In Power Automate, go to **My Flows** → open your flow.
2. Click **Run History** to check execution logs.
3. You’ll see a success message for each trigger with details.

**Expected Output**

When an email arrives in Outlook with one or more attachments, Power Automate automatically downloads each attachment and saves it into the specified **OneDrive folder**.

**Learning Outcome**

After completing this lab, students will be able to:

* Integrate **Outlook** and **OneDrive** using Power Automate.
* Create **Automated Cloud Flows** with dynamic content.
* Use **conditions** and **file operations** in Power Automate effectively.