**Lab Exercise 6- Copy a File into SharePoint When a File Is Uploaded into OneDrive**

**Objective**

To automatically copy any file uploaded to a specified folder in **OneDrive for Business** to a designated document library in **SharePoint Online** using **Power Automate Cloud Flow**.

**Pre-requisites**

Before starting, ensure that:

* You have access to **Microsoft Power Automate** (https://make.powerautomate.com)
* You are signed in with an organization account having access to both **OneDrive for Business** and **SharePoint Online**
* You have a SharePoint document library or folder ready to receive files (e.g., *Shared Documents/FromOneDrive*)

**Steps to Perform**

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

1. Open https://make.powerautomate.com.
2. Sign in using your Microsoft 365 credentials.
3. In the left navigation pane, select **Create**.

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

1. Choose **Automated Cloud Flow**.
2. Enter a suitable name for your flow — for example, *Copy Files from OneDrive to SharePoint*.
3. In the **Trigger** search box, type **OneDrive**.
4. Select the trigger **When a file is created (OneDrive for Business)**.
5. Click **Create**.

**Step 3: Configure the OneDrive Trigger**

1. In the trigger settings, click inside the **Folder** box.
2. Browse and select the OneDrive folder you want to monitor (e.g., /Documents/Uploads).
3. Leave other options as default.
4. This step ensures the flow starts whenever a new file is added to that OneDrive folder.

**Step 4: Add a SharePoint Action**

1. Click **+ New Step**.
2. In the search bar, type **SharePoint** and choose the action **Create file**.
3. Configure the following fields:
   * **Site Address:** Select your SharePoint site.
   * **Folder Path:** Choose the folder where files will be copied (e.g., /Shared Documents/FromOneDrive).
   * **File Name:** Select **File name** from dynamic content.
   * **File Content:** Select **File content** from dynamic content.

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

1. Click **Save** at the top-right corner.
2. Click **Test → Manually → Run Flow**.
3. Upload a new file into your monitored OneDrive folder.
4. Wait for a few seconds and check your SharePoint folder.

**Step 6: Verify Output**

1. Open your SharePoint site.
2. Go to the folder path you specified.
3. Confirm that the uploaded file from OneDrive has been successfully copied to SharePoint.

**Expected Output**

Whenever a new file is uploaded into the selected OneDrive folder, it is **automatically copied** to the designated SharePoint folder without manual intervention.