WorkshopPLUS – Power Apps for Power User 1 Day

Module 4.3: Build your own Power Automate flows in an easy-to-use visual designer

Student Lab Manual

*Instructor Edition (Book Title Hidden Style)*

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Lab 4.3: Build your own Power Automate flows in an easy-to-use visual designer

**Introduction**

In this lab, you will perform the actions necessary to build your own flows in an easy-to-use visual designer.

**Objectives**

After completing this lab, you will be able to:

* Add triggers to flow
* Add steps to flow
* Add Actions to flow
* Configure ‘Send an Email’ action in flow
* View all your Power Automate flows
* View flow history
* View flow run details

**Prerequisites**

Ensure you are using the “Incognito” or “InPrivate” browsing session of your modern browser.

Additionally, use the latest version of [Microsoft Edge](https://support.microsoft.com/en-us/help/4501095/download-the-new-microsoft-edge-based-on-chromium) (aka Edge Chromium) for the best performance.

**Estimated time to complete this lab**

30 mins

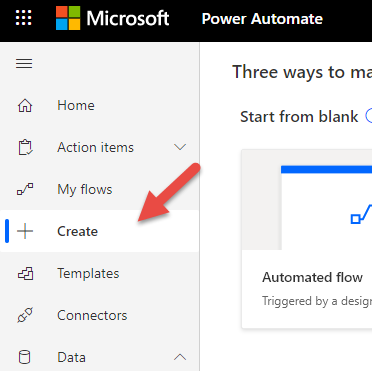
**Scenario**

The organization wishes to automate business process using the Power platform to take advantage of **No Code/Low Code** Power Automate. As part of this effort, you are required to create a POC to show how a user could automate a simple process.

## Exercise 1: Add trigger to automated flow

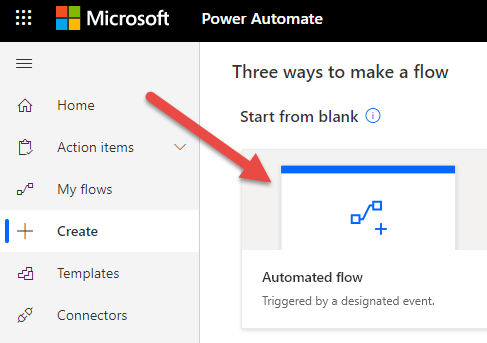
### Task 1: Open Power Automate Flow Designer

1. Open your browser using “InPrivate” and navigate to <https://flow.microsoft.com> and select **Create.**



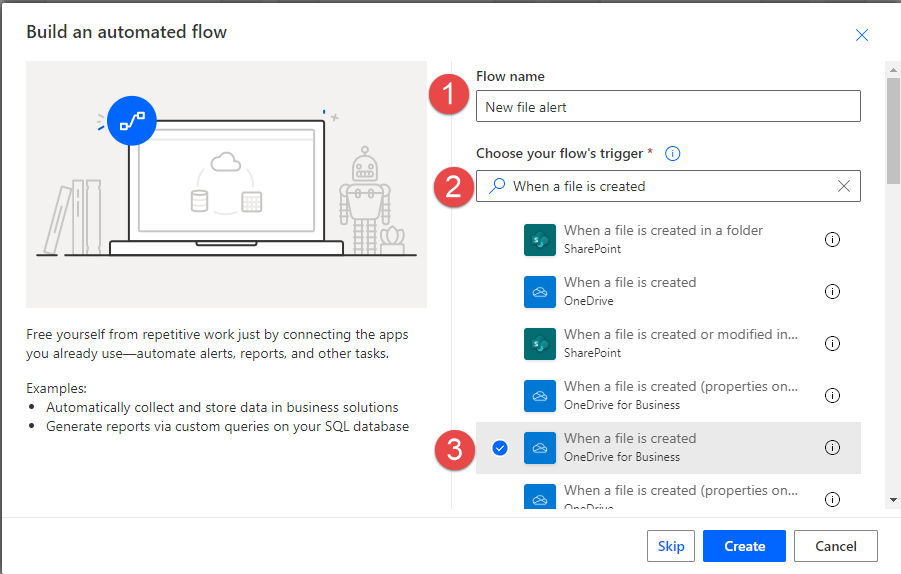
### Task 2: Create Automated flow

1. In section ‘Start from Blank’ click on **Automated flow**



### Task 3: Add trigger to flow

1. Enter “New file alert” as flow name.
2. Search flow triggers for “When a file is created”. Note that several triggers appear to work with connectors like SharePoint, Dropbox, OneDrive, or OneDrive for Business.
3. Select OneDrive for Business “**When a file is created**.”

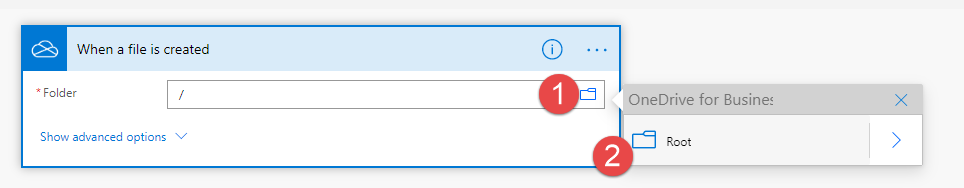


1. Select **Create**.

### Task 4: Configure trigger

**Note:** You should automatically be logged into the OneDrive for Business connector; if not, do so before proceeding.

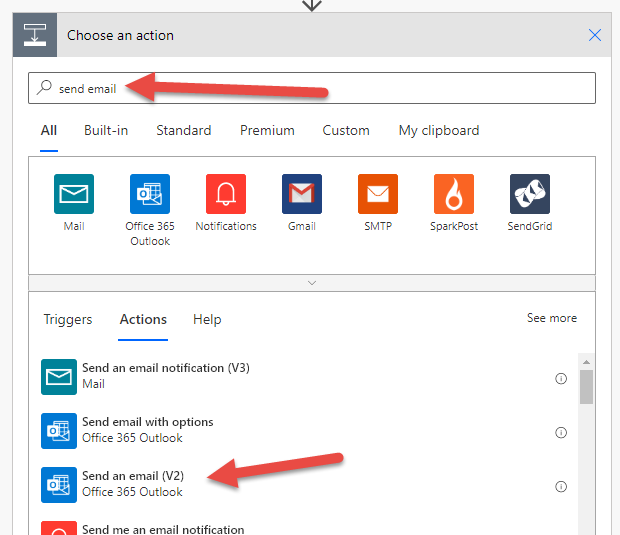
1. Select the folder icon.
2. Select **Root** folder.



## Exercise 2: Add actions to flow

### Task 1: Add a new step and select action

1. Click on **+ New step**.
2. Search for “Send email” and select “**Send an email (V2)**.”

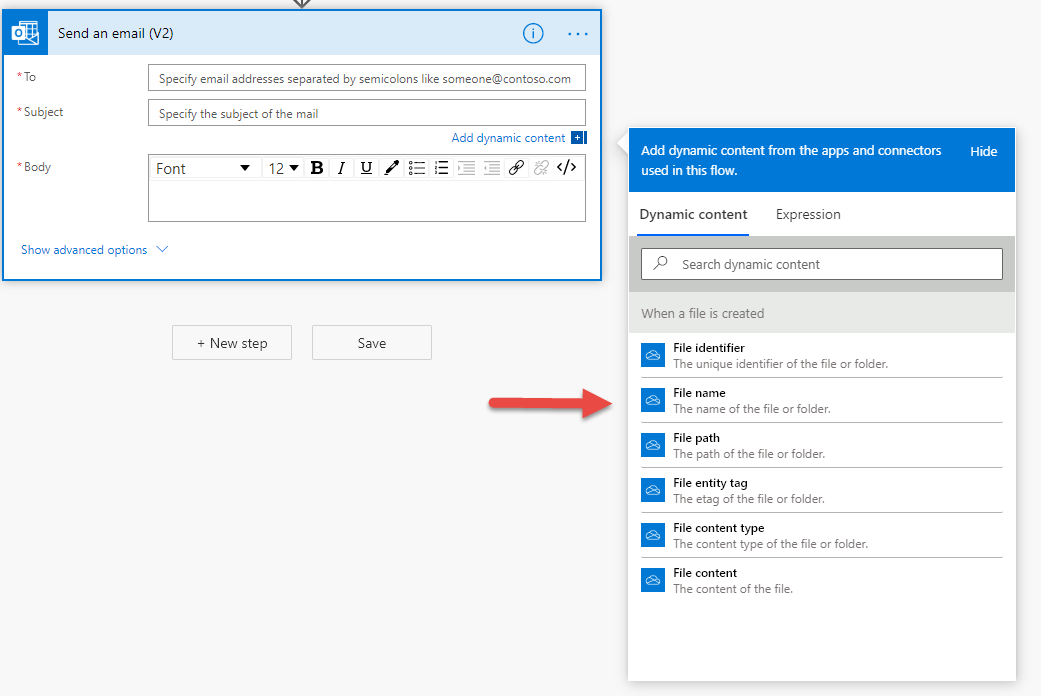


### Task 2: Configure action

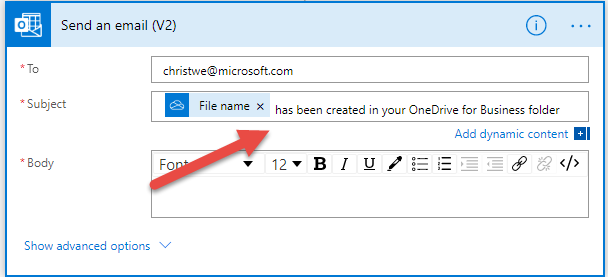
1. Provide email address of all recipients (Search on administrator or other accounts created) in the To field.
2. For Subject field, select **Add dynamic content**.



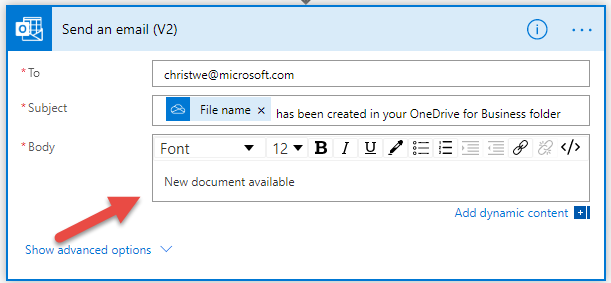
1. Select the **File Name** dynamic content.



1. Complete **Subject** field by typing, “has been created in your OneDrive for Business folder.”



1. In **Body** field, type a comment like, “New document available.”



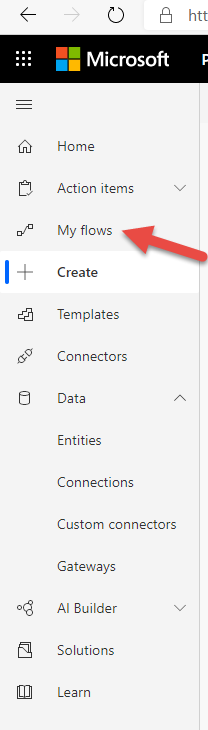
1. Click **Save**.

**Note:** If you want, you could click on “Show advanced options,” and add fields like From, CC, BCC, Importance, and Attachments.

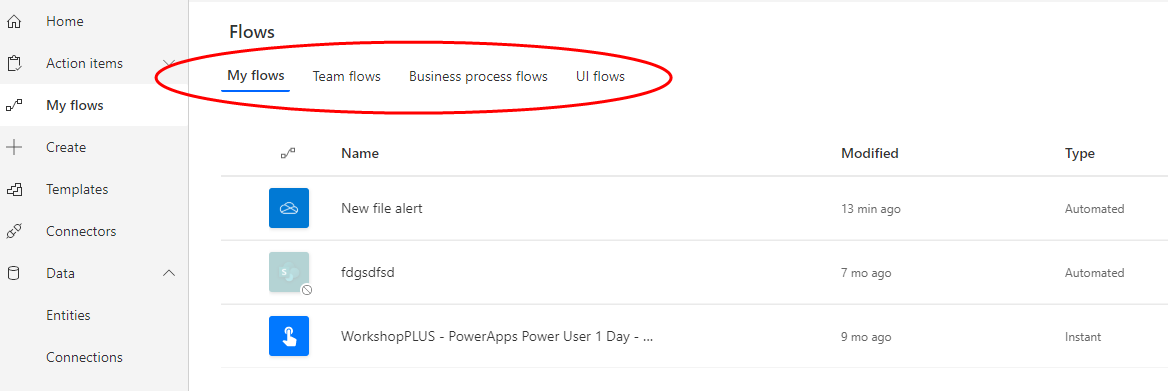
## Exercise 3: View all your flows

### Task 1: View flows

1. Within the Power Automate studio (<https://flow.microsoft.com>), click on **My flows** on the left-hand menu.



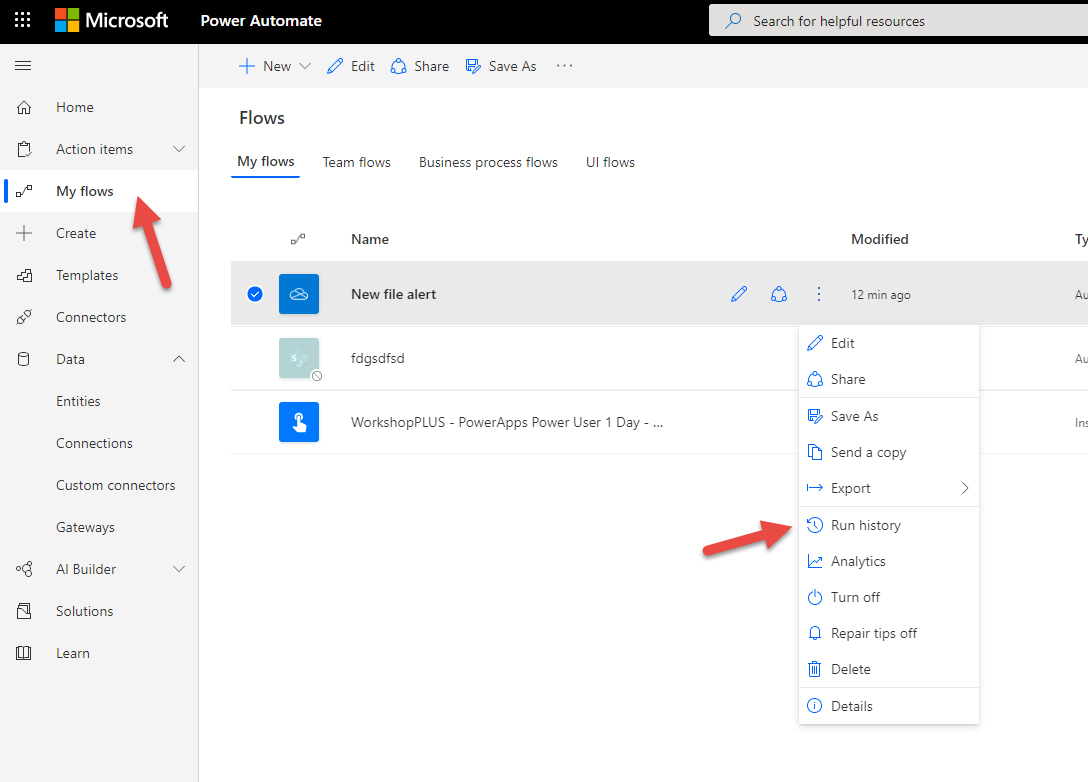
1. Browse through headings to see different flows you have created or been assigned.

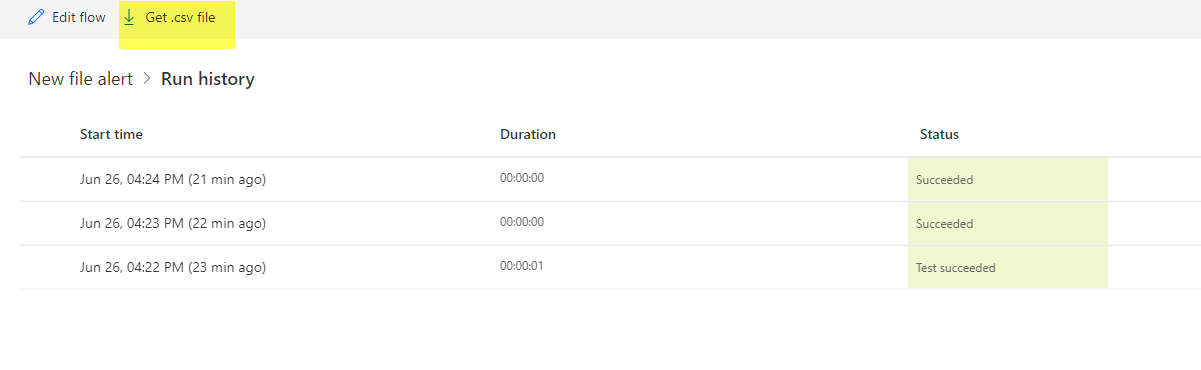


## Exercise 4: View flow history

### Task 1: View flow history

1. From **My flows** on the left-hand menu, select a flow and click on the ellipses, and select **Run history**.

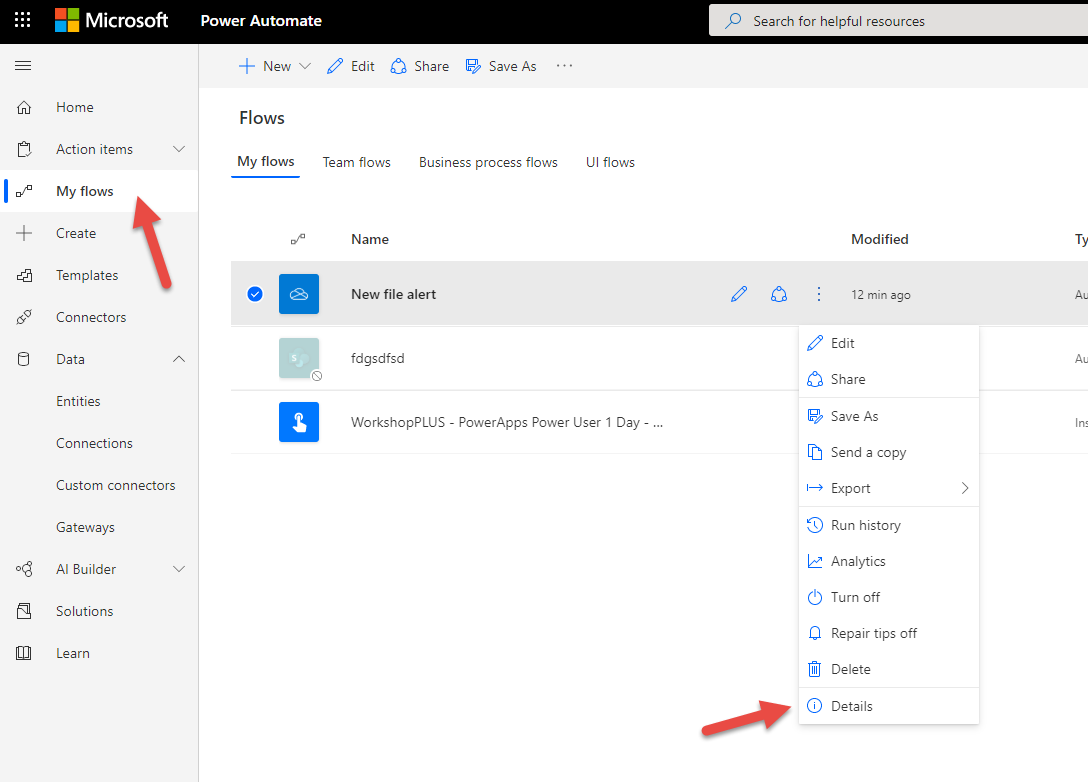


1. View run history. Note: you can export to a .csv file from here.

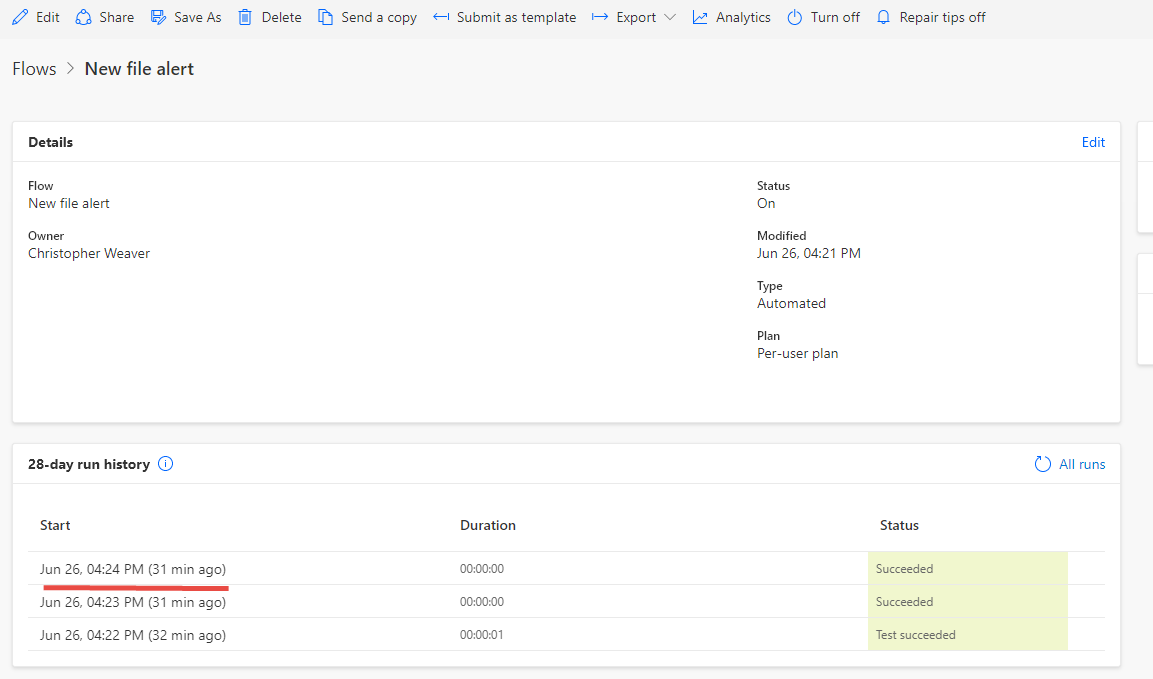
## Exercise 5: View flow run details

### Task 1: View flow run details

1. From **My flows** on the left-hand menu, select a flow and click on the ellipses, and select **Details**.



1. From the details page, you can view all details around the flow. If you want to see details for a specific run, select the timestamp.



1. If you do select a run to view details, you can then expand specific triggers and actions to see what was passed between services.

