



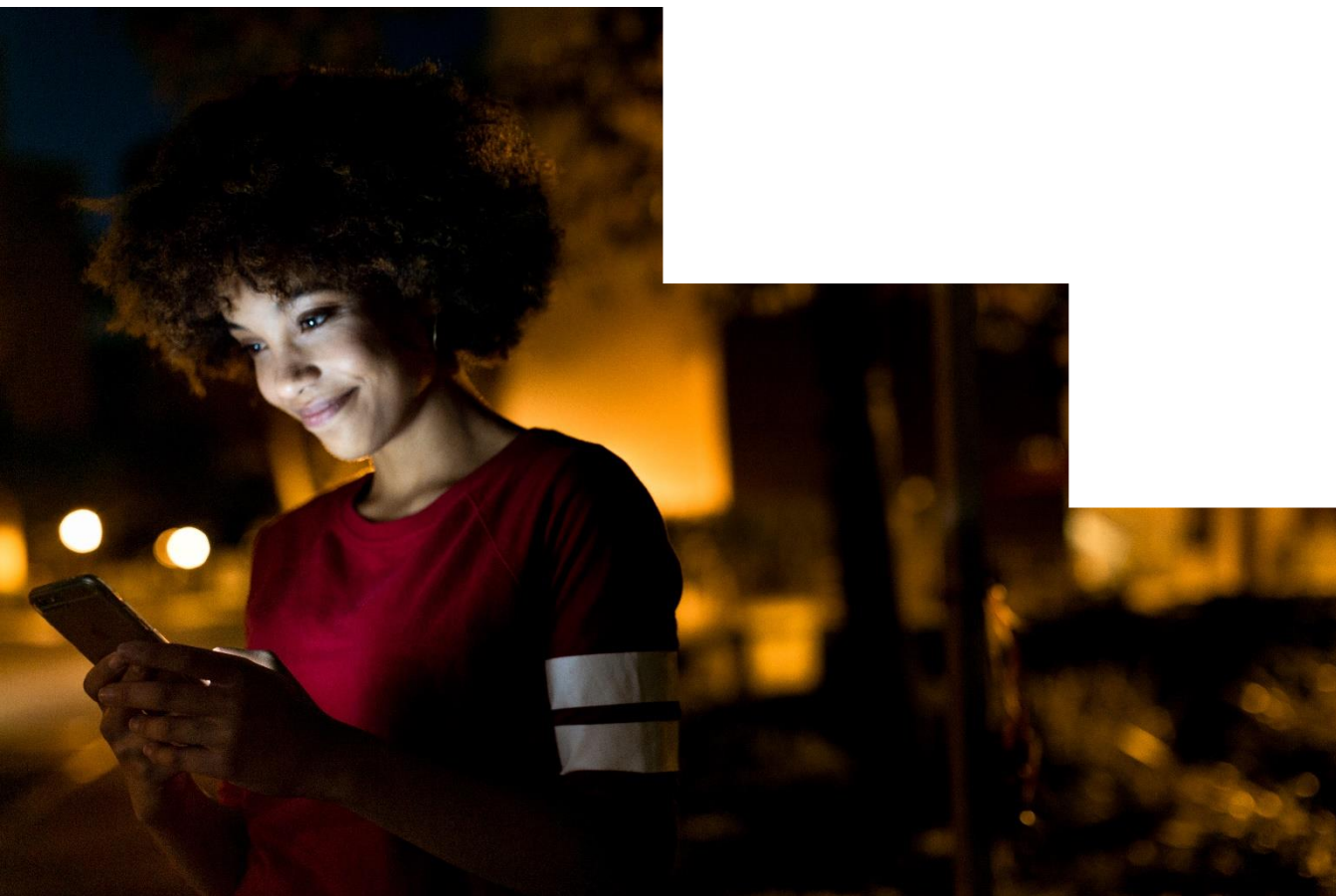
Robotic Process Automation in a Day

Lab 5 – Connect with API world. Use Outlook email to trigger desktop flows and pass input

30 mins

May 2023

Applies to Power Automate Desktop v. 2.31.105.23101 ([more](#))



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Lab Overview

You will complete the following tasks in this lab:

- Create a new Cloud flow that initiates the invoicing process via receipt of an email
- Integrate the Desktop flow from Lab 3 into the Cloud flow
- Perform a test run of the new Cloud flow

Prerequisites

This lab builds on top of previous labs – ensure these labs are complete.

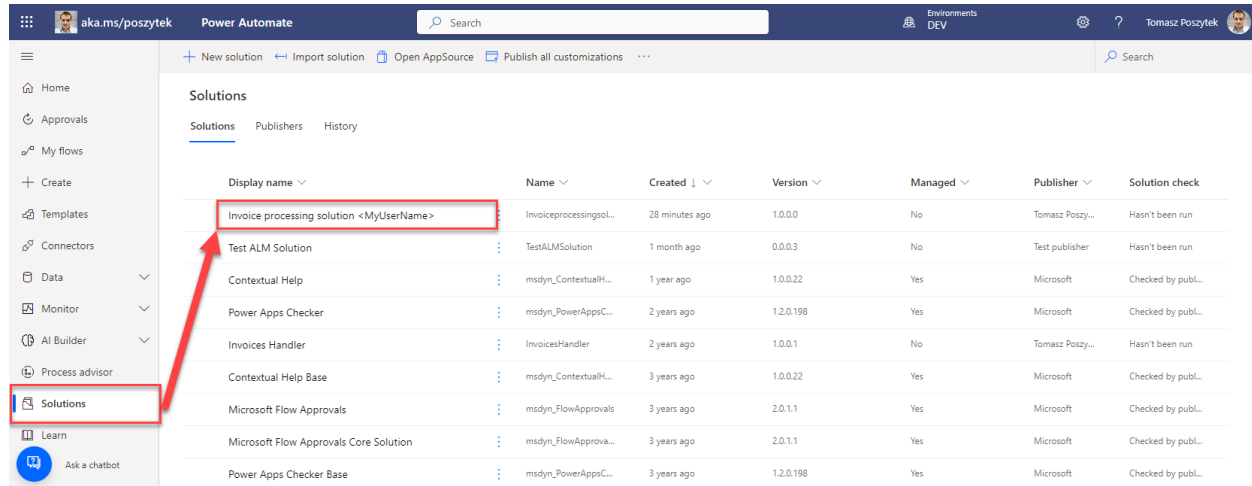
About Solutions

This lab introduces a concept called Solutions. Solutions are how customizers and developers author, package, and maintain units of software that extend Microsoft Dataverse. For example, Dynamics 365 for Sales, Marketing, Customer Service apps are composed of solutions. Customizers and developers distribute solutions so that organizations can use Microsoft Dataverse to install and uninstall the business functionality defined by the solution. For additional information about Solutions, please see the following link:

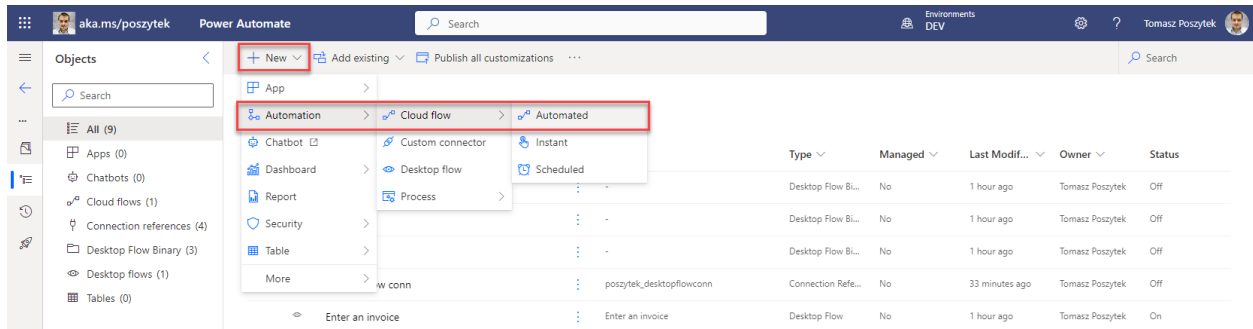
<https://docs.microsoft.com/en-us/powerapps/developer/common-data-service/introduction-solutions>

Connect with API world. Use Outlook email to trigger Desktop flow and pass input

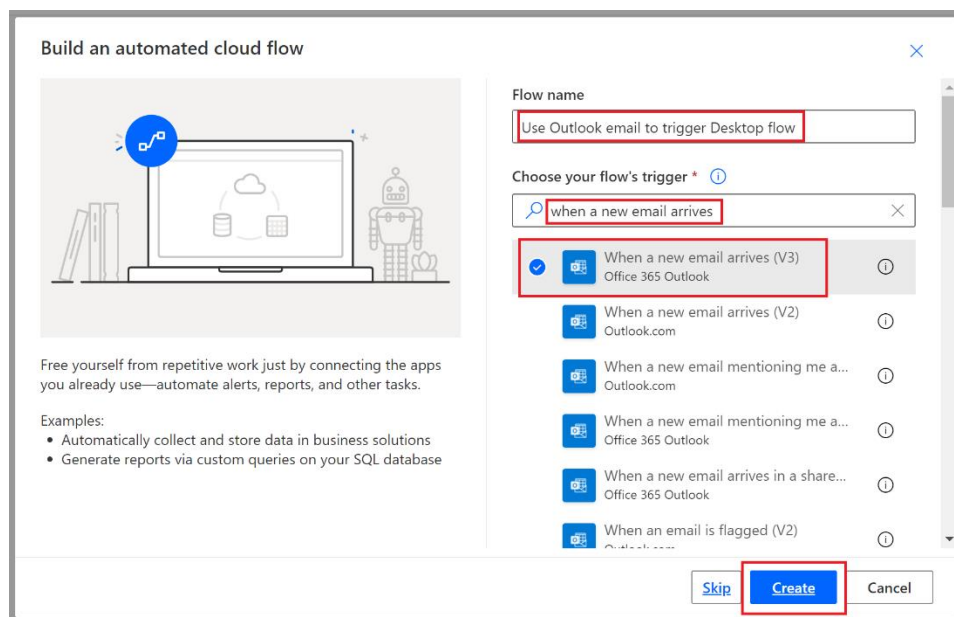
1. Open the test profile in a browser and navigate to <https://powerautomate.microsoft.com>.
2. Select **Solutions** in the left menu and then open the **Invoice processing solution** <MyUserName> solution you have created in lab 4.



- Click **+New** -> **Automation** -> **Cloud flow** -> **Automated** menu to create a new cloud flow.



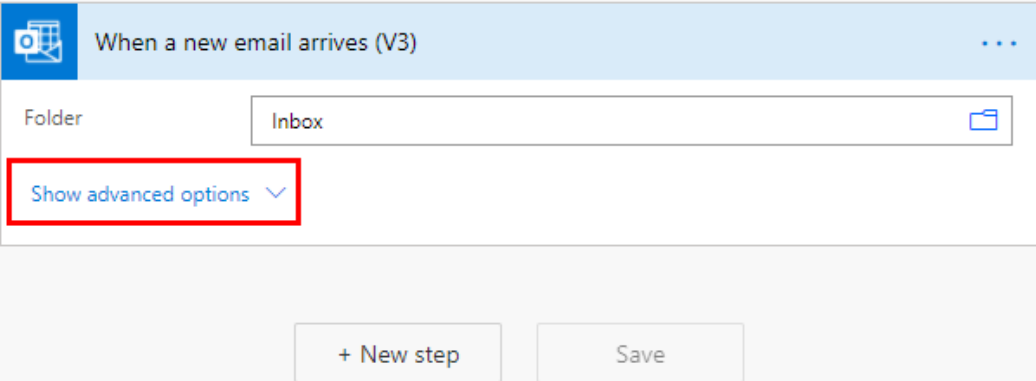
- Name your new flow **Use Outlook email to trigger Desktop flow** and select **when a new email arrives (V3)** as the trigger event then click **Create** button



- You will be in the flow designer now. Sign in with your Outlook account.

6. In the trigger card of **When a new email arrives (V3)**, click Show advanced options.

Note: You can check your connection by clicking the ellipsis icon (...) on the top right corner of the box.



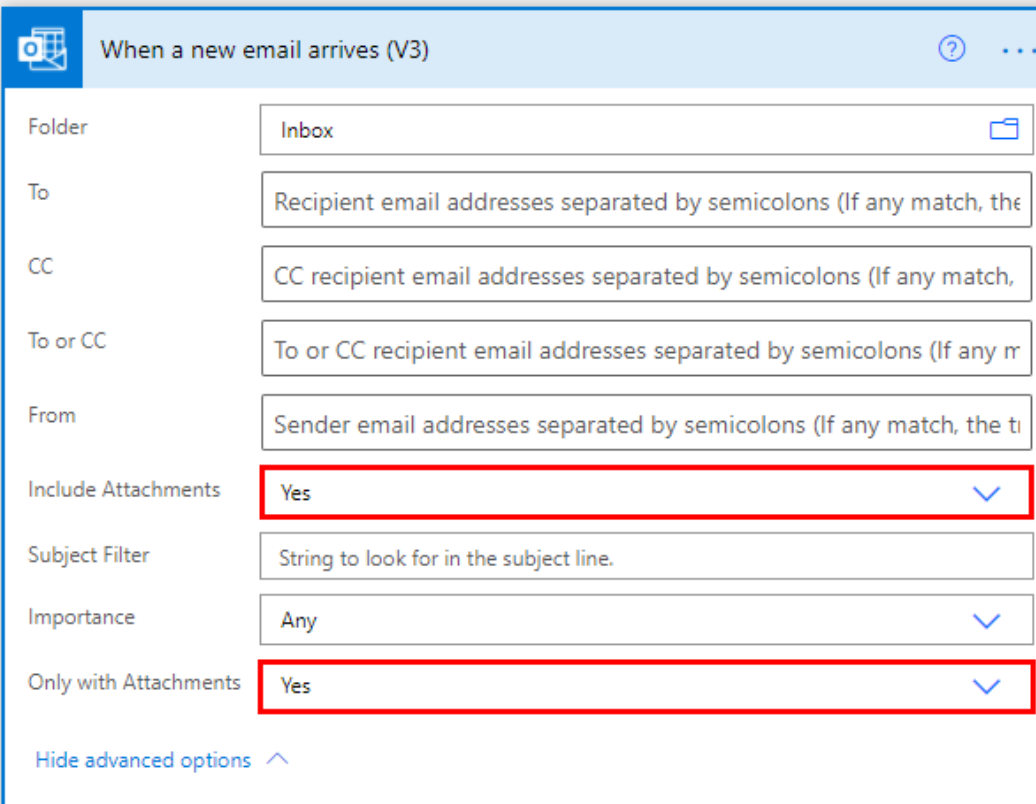
When a new email arrives (V3)

Folder: Inbox

Show advanced options

+ New step Save

7. Select Yes for **Include Attachments** and **Has Attachment or Only with Attachments** (depends on the version of the Outlook connector)



When a new email arrives (V3)

Folder: Inbox

To: Recipient email addresses separated by semicolons (If any match, the trigger fires)

CC: CC recipient email addresses separated by semicolons (If any match, the trigger fires)

To or CC: To or CC recipient email addresses separated by semicolons (If any match, the trigger fires)

From: Sender email addresses separated by semicolons (If any match, the trigger fires)

Include Attachments: Yes

Subject Filter: String to look for in the subject line.

Importance: Any

Only with Attachments: Yes

Hide advanced options


8. Enter **new invoice** in **Subject Filter** box.





The screenshot shows the configuration for the 'When a new email arrives (V3)' trigger in Microsoft Power Automate. The configuration is as follows:


Property	Value
Folder	Inbox
To	Recipient email addresses separated by semicolons (If any match, the
CC	CC recipient email addresses separated by semicolons (If any match, :
To or CC	To or CC recipient email addresses separated by semicolons (If any m
From	Sender email addresses separated by semicolons (If any match, the tr
Include Attachments	Yes
Subject Filter	new invoice
Importance	Any
Only with Attachments	Yes

At the bottom, there is a link 'Hide advanced options' with an upward arrow icon.

9. Click +New step.

 When a new email arrives (V3) ...

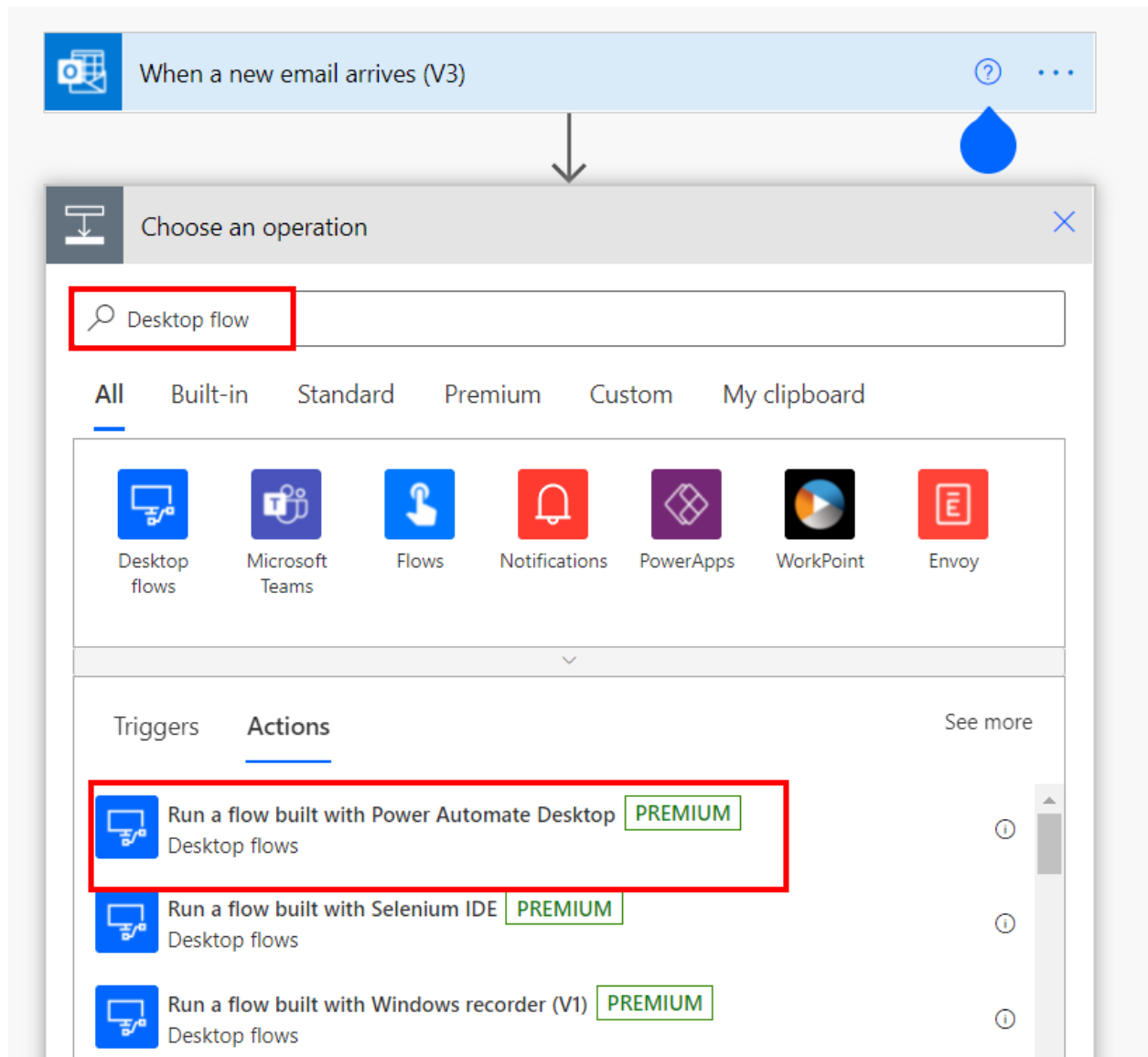
Folder	Inbox 
To	Recipient email addresses separated by semicolons (If any match, the
CC	CC recipient email addresses separated by semicolons (If any match, :
To or CC	To or CC recipient email addresses separated by semicolons (If any m
From	Sender email addresses separated by semicolons (If any match, the tr
Include Attachments	Yes 
Subject Filter	new invoice
Importance	Any 
Only with Attachments	Yes 

[Hide advanced options](#) 

+ New step

Save

10. Search for **Desktop flow** in the search bar and select **Run a flow built with Power Automate Desktop**.



Note: You may receive a prompt to create a new connection because of building an API flow inside of a solution. Please use the same information that you used when creating connections in previous labs.

11. Under Desktop flow dropdown list, find and select the desktop flow that we have created earlier: **Enter an invoice**.

Run a flow built with Power Automate Desktop

* Desktop flow: Enter an invoice

* Run Mode: Choose between running while signed in (attended) or in the background

Amount: Amount

Contact: Contact email

Accountname: Account name

Show advanced options

Note: if you did not see the name of newly created desktop flows in the dropdown list, you can click the refresh icon next to the search textbox to refresh the list.

Run a flow built with Power Automate Desktop

* Desktop flow: Enter an invoice

* Run Mode: + Create a new desktop flow

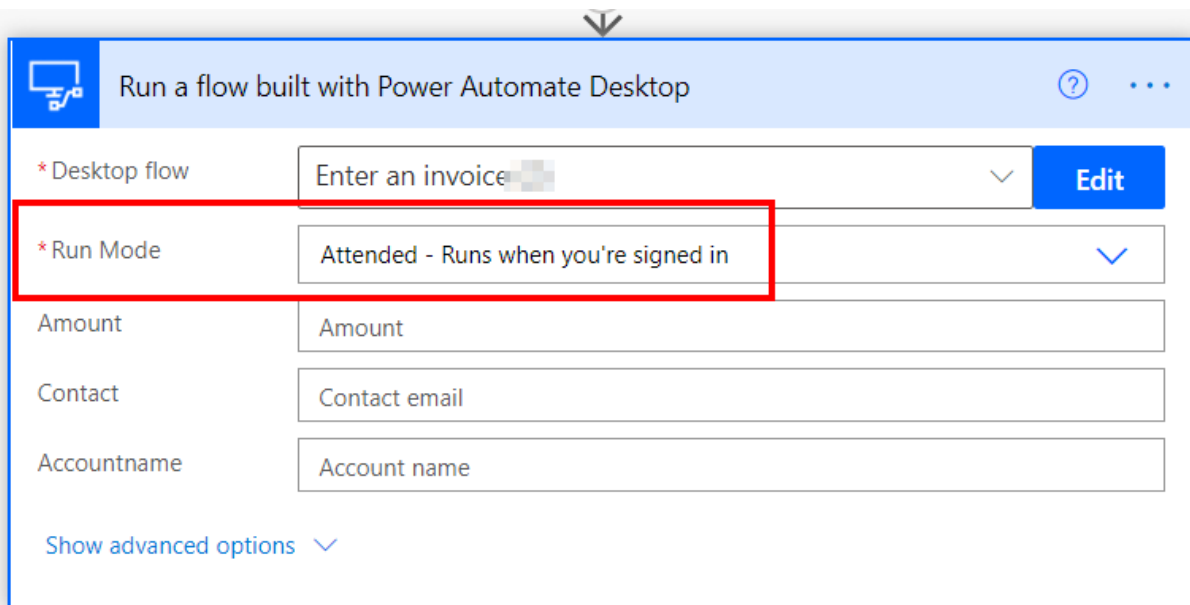
Amount: Search (minimum 2 characters)

Contact: test1

NewInput3: Enter an invoice

Show advanced options

12. Under **Run Mode**, select **Attended – Runs when you're signed in**.



The screenshot shows a dialog box titled "Run a flow built with Power Automate Desktop". It contains several configuration options:

- * Desktop flow:** A dropdown menu showing "Enter an invoice" with a blue "Edit" button to its right.
- * Run Mode:** A dropdown menu highlighted with a red box, showing "Attended - Runs when you're signed in".
- Amount:** A text input field containing "Amount".
- Contact:** A text input field containing "Contact email".
- Accountname:** A text input field containing "Account name".
- Show advanced options:** A link with a downward arrow.

13. Fill the box with these string values: (Note, we will switch in later labs to use Dynamics input values. But for now, we will use static values)

- **Amount:** 200
- **Contact:** b.friday@wingtiptoy.com
- **Account name:** WingTip Toys

The screenshot shows a Power Automate flow configuration. The first step is a trigger: "When a new email arrives (V3)". An arrow points down to the second step: "Run a flow built with Power Automate for desktop". This step has several configuration fields:

- * Desktop flow:** A dropdown menu showing "Enter an invoice" with a blue "Edit" button to its right.
- * Run Mode:** A dropdown menu showing "Attended (runs when you're signed in)".
- Amount:** A text input field containing the value "200".
- Contact:** A text input field containing the value "b.friday@wingtiptoy.com".
- Accountname:** A text input field containing the value "WingTip Toys".

A red rectangular box highlights the "Amount", "Contact", and "Accountname" input fields. At the bottom of the configuration area, there is a link "Show advanced options" with a downward arrow.

14. Save the flow.

When a new email arrives (V3) ...

↓

Run a flow built with Power Automate for desktop ...

* Desktop flow: Enter an invoice Edit

* Run Mode: Attended (runs when you're signed in) ▼

Amount: 200

Contact: b.friday@wingtip toys.com

Accountname: WingTip Toys

[Show advanced options](#) ▼

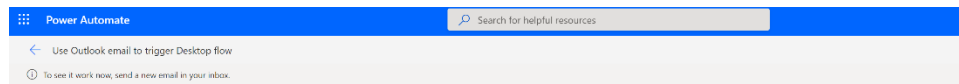
+ New step Save

15. Test the flow by clicking **Test**. Then select **Manually** option and click **Save and Test** button.

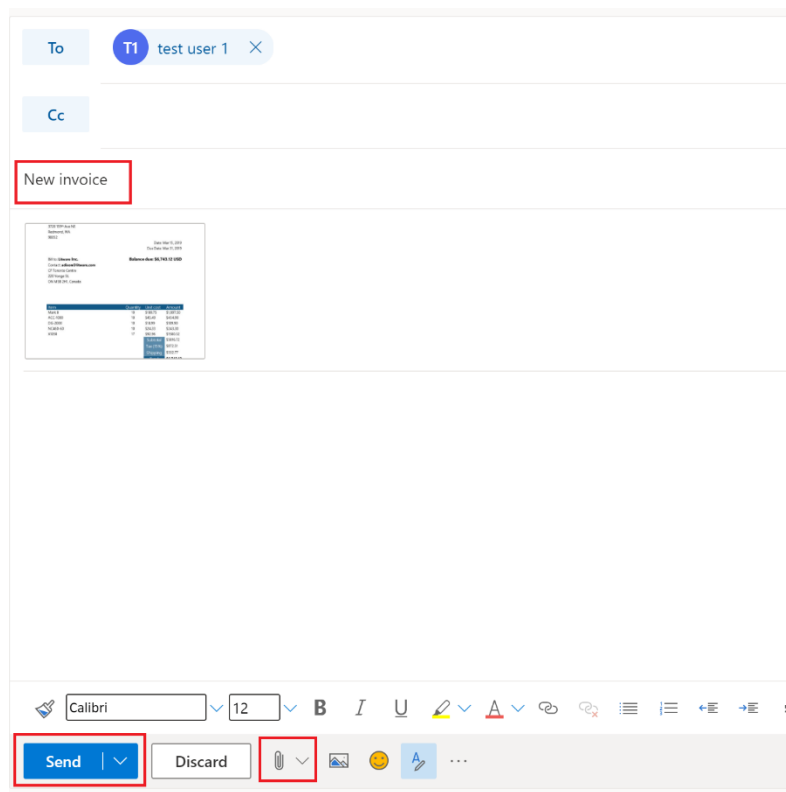
The screenshot displays the Microsoft Power Automate web interface. At the top, the header shows the user 'aka.ms/poszytek' and the 'Power Automate' title. A search bar and navigation icons are also present. The main area shows a flow named 'Use Outlook email to trigger Desktop flow • Saved'. The flow consists of two steps: 'When a new email arrives (V3)' and 'Run a flow built with Power Automate for desktop'. The second step is expanded, showing configuration details: 'Desktop flow' is 'Enter an invoice', 'Run Mode' is 'Attended (runs when you're signed in)', 'Amount' is '200', 'Contact' is 'b.friday@wingtip toys.com', and 'Accountname' is 'WingTip Toys'. A 'Test' button is highlighted in the top right corner of the flow editor.

Below the main flow editor, a 'Test Flow' dialog box is open. It has a title bar with a close button. The dialog contains two radio button options: 'Manually' (selected) and 'Automatically'. Under 'Manually', it says 'Send a new email in your inbox to trigger it.' Under 'Automatically', it says 'There are no runs for this flow.' At the bottom of the dialog, there are two buttons: 'Test' (highlighted with a red box) and 'Cancel'.

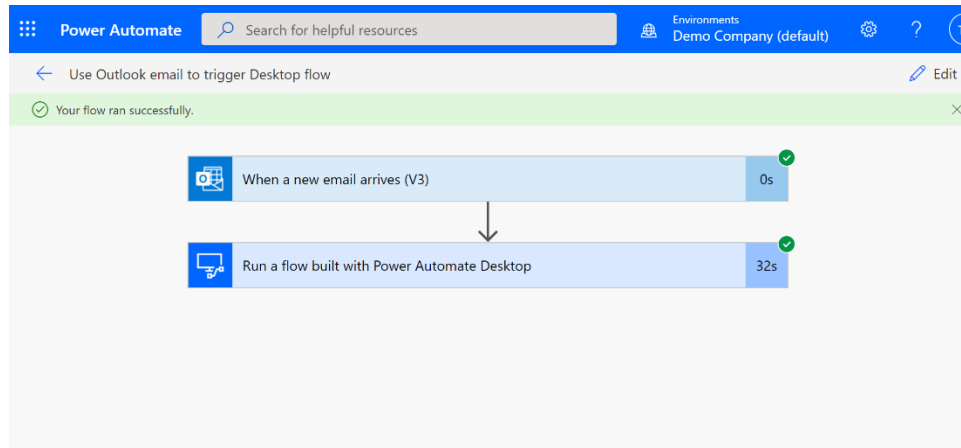
16. You will see a flow run history page which is empty. Since this flow has a trigger, the flow will run automatically if that trigger condition happens (when a new email arrives).



17. Now open an email app to draft an email to send to the inbox of the account that your trigger action is monitoring (which is the account you used to sign in when creating the trigger connection). In the email body, add the newinvoice.jpg file as **attachment** (you can find this jpg file under the lab data package folder) and enter **New invoice** in the email title. Click **Send** to test out this flow.



18. Once the email is received by the inbox that your flow trigger is monitoring, it will trigger the flow run automatically. Go back to the flow run history page, you will see that your flow should run successfully and launch the desktop flow on your computer as well.



Note: Sometimes, in demo instances, emails may be blocked due to spam concerns. If you receive an error sending an email, please try to send it from another account and be sure to include the attachment and correct Subject line.

Check your knowledge

Lab 5

5 mins

1. Using Solutions to manage your flows is a best practice, but what is the reason we must use solution in this lab? Is it because the AI builder model in the next lab will only be supported within solution-based flow?

- A. True
- B. False

Answer: A. True, calling an AI Builder model requires the use of a solution-aware flow.

2. How do you check your Outlook connection after signing into your outlook account in this lab to ensure you are using the right account?

- A. Open your Outlook manually
- B. Click Show advanced options
- C. Click the outlook icon in cloud flow
- D. Click the ellipsis icon (...) on the top right corner of the box

Answer: D. Click the ellipsis icon (...) on the top right corner of the box. Here you will see the email address that was used to create the connection.

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