

Automate Your Day

One Flow at a Time

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Meet the Presenters



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Development: July 2020 - Present

Content: January 2017 – July 2020



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Development: March 2022 - Present

Overview



☁ Versions and Licensing

🖥 Navigating Power Automate

👥 User Case Studies

🧠 Integrating with ChatGPT

🧪 ChatGPT Experiment

⚙ Additional Resources

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Versions and Licensing

Three Versions to Choose From

Not All Applications are the Same

Power Automate Cloud

Power Platform Application

Beginner Level

Can only run cloud-based automations online

Free and Premium Plans

Used for digital services such as Outlook and Teams

Power Automate Desktop

Power Platform Application

Intermediate Level

Can run desktop-based automations as well as some cloud-based

Free and Premium Plans

Used for local services such as file servers

Logic Apps

Azure Application

Advanced Level

Can run server-based automations as well as some cloud-based

Pay As You Go

Used for developer-driven services like Azure Portal

Which Plan is Right for Me?

*For Power Automate Cloud

Free

Get Access to Apps Like:



Office 365



Microsoft Teams



Google Drive Applications



RSS Feeds



Push Notifications

Premium

Get Access to Apps Like:



Dataverse



HTTP Requests



Azure Portal



Amazon Web Services



Plus, the Free Tier

Note

The free tier is suitable for *most* users here

Talk to your manager if you need access to the premium tier – access is given user by user

Some free connectors may still require a subscription/API key



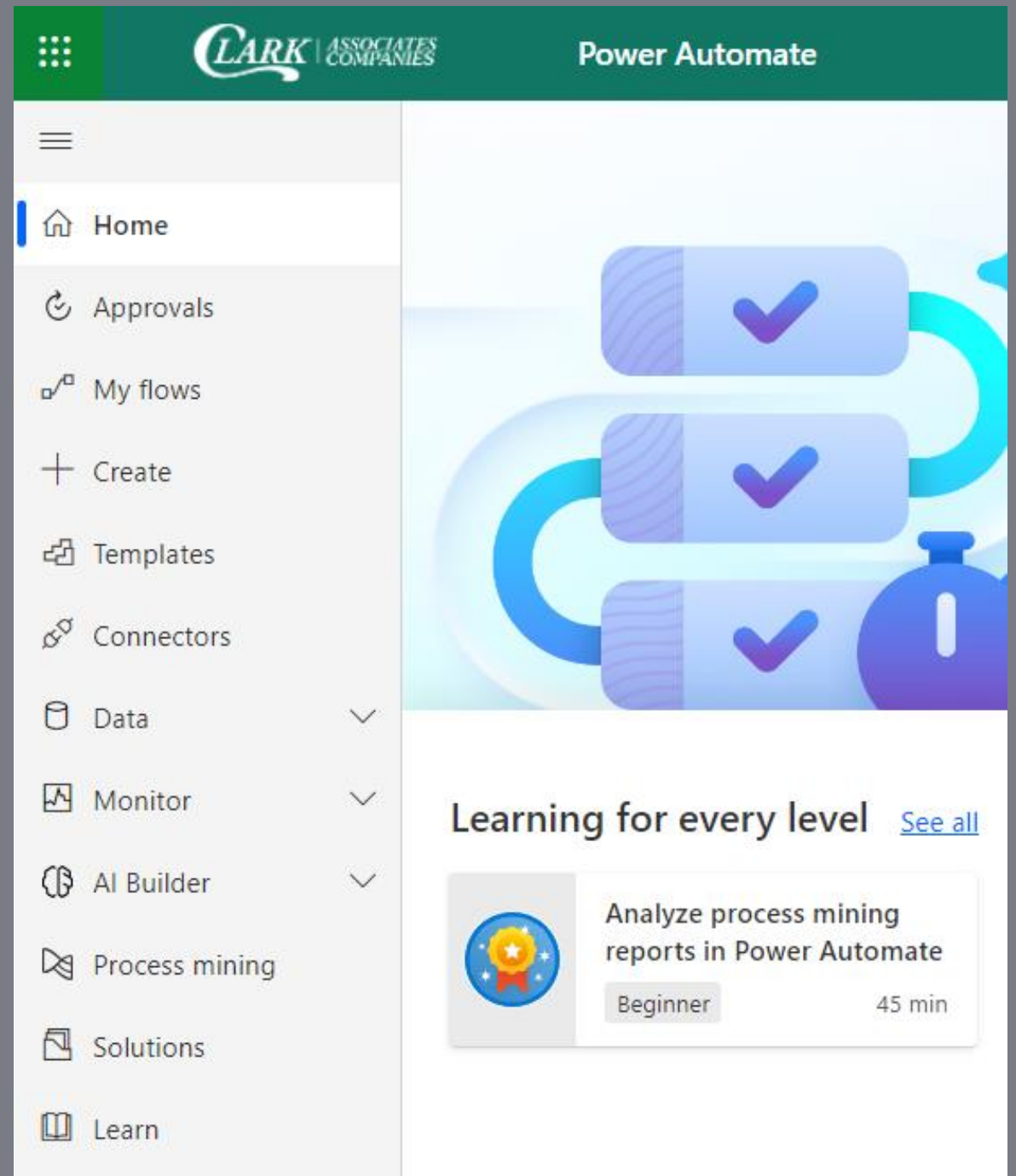
Navigating Power Automate

UI Overview

Homepage

Navigation

- My Flows
- Create
- Connectors





UI Overview

Flows

About Flows

- View a list of your flows
- Create a flow
- Cloud vs Shared Flows
- Automated Flows
- Instant Flows
- Scheduled Flows

+ New flow ▾ ← Import ▾				Se
Flows				
Cloud flows Desktop flows Shared with me				
	Name	Modified		Type
	Test Flow 8/8	1 wk ago		Scheduled

Three ways to make a flow

Start from blank ⓘ



Automated cloud flow

Triggered by a designated event.



Instant cloud flow

Triggered manually as needed.



Scheduled cloud flow

You choose when and how often it runs.

UI Overview

Building a Flow

Building Flows

- Recurrence
- Advanced Options
- Add a Step
- Choose an Operation
- Dynamic Content
- Save
- Test

Weather Test Flow

Undo Redo Comments Save Flow checker Test

Recurrence

Get forecast for today

Post card in a chat or channel

* Post as Flow bot

* Post in Chat with Flow bot

* Recipient

* Adaptive Card

```
{
  "type": "AdaptiveCard",
  "version": "1.0",
  "body": [
    {
      "type": "TextBlock",
      "text": "Temperature: Temperature H... x ",
      "size": "ExtraLarge"
    },
    {
      "type": "TextBlock",

```

Dynamic content Expression

Search dynamic content

Get forecast for today

Conditions
The caption of weather conditions such as rainy, sunny, e

Date
The datetime at which the forecast is valid.

Location
The location for which provider created the forecast.

Temperature Units
Units used for temperature measurements.

Day Conditions
The caption of weather conditions such as rainy, sunny, e

Day METAR Weather Conditions
The METAR code of weather conditions.

Day METAR Sky Conditions
The METAR code of sky conditions.

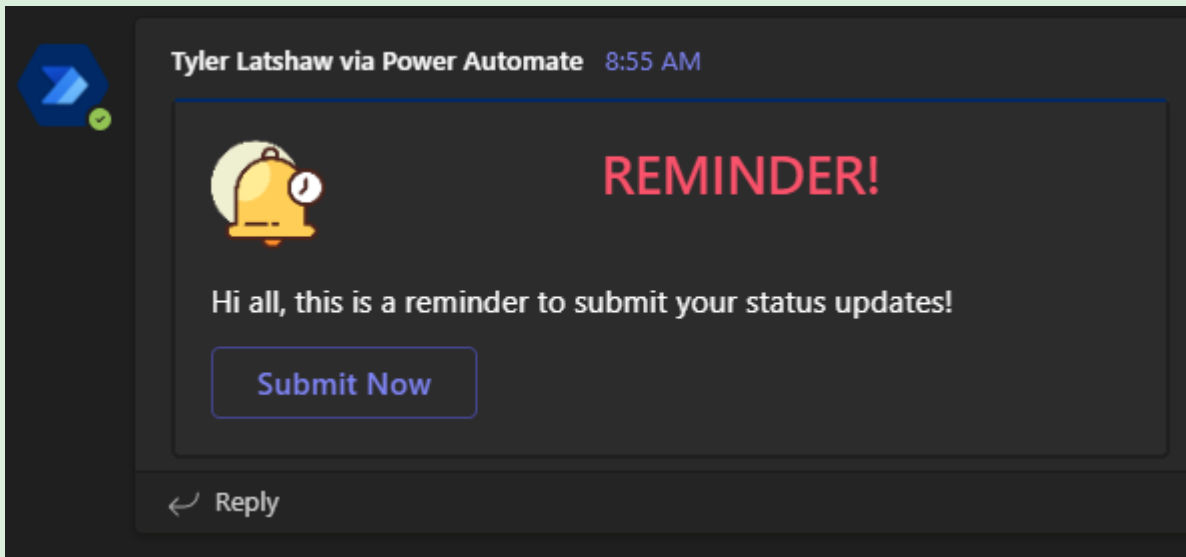
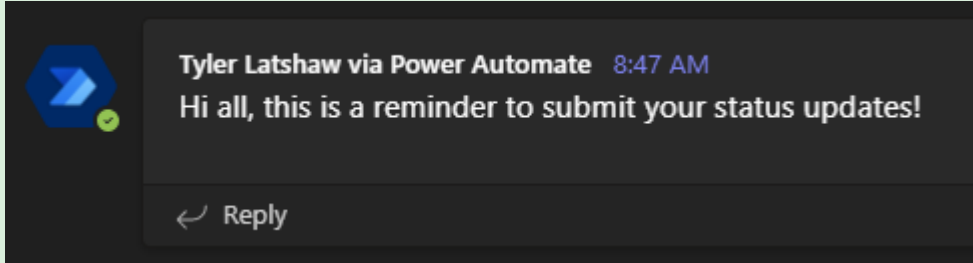
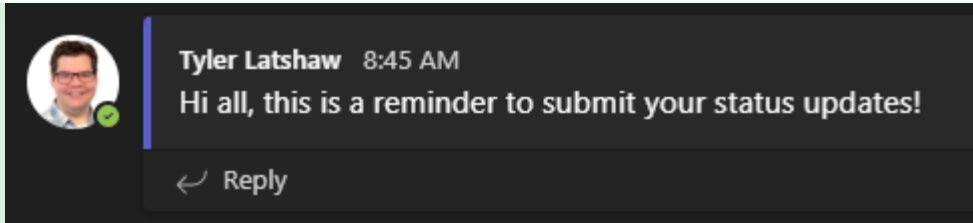
Day Summary



How You Can Use Power Automate

Use Case:

Reminder Message at a Date and Time



How it Works:

Recurrence

- Set interval
- Set time zone



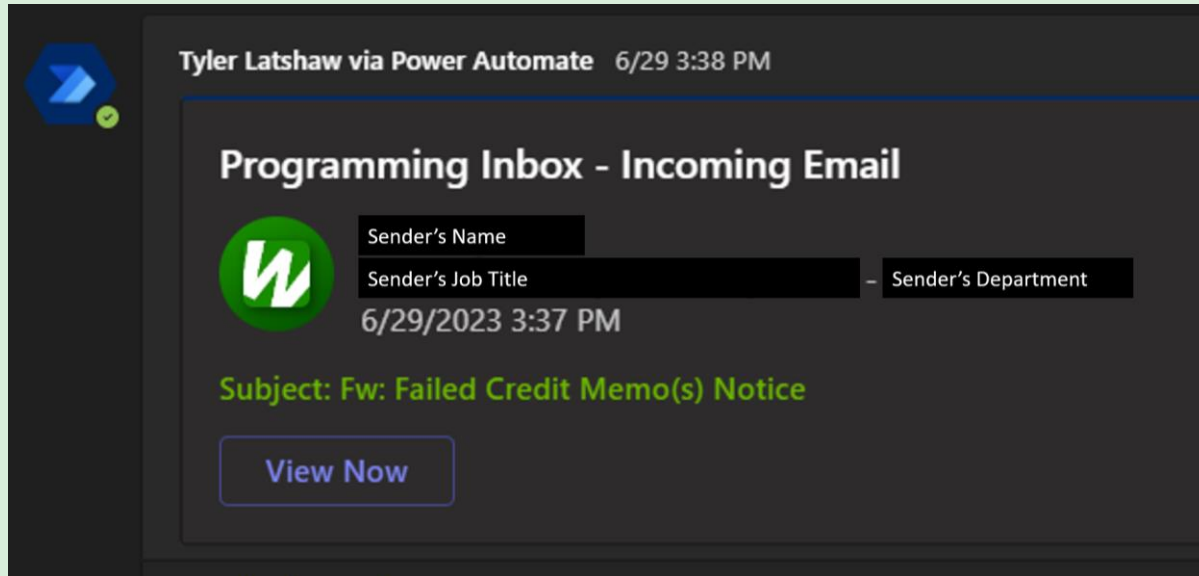
Post message in a chat or channel

- Set channel
- Set message

Use Case:

When an Email is Sent to a Shared Inbox

How it Works:



When a new email arrives in a shared mailbox



Get user profile

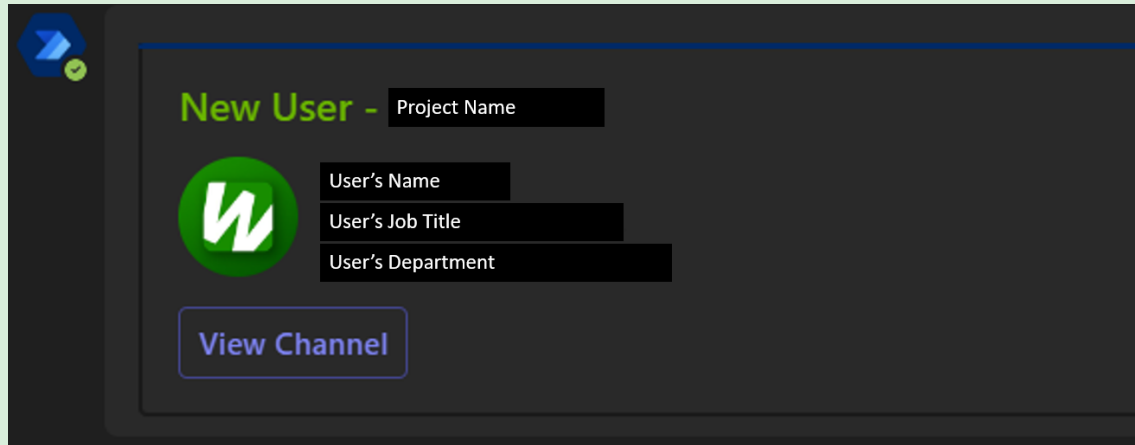


Post adaptive card in a chat or channel

Use Case:

When a User Joins a Channel

How it Works:



When a new team member is added



Get a team



Get user profile

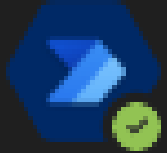


Post adaptive card in a chat or channel

Use Case:

When a User Joins a Channel

Sender's Job Title



New User - Project Name



User's Name

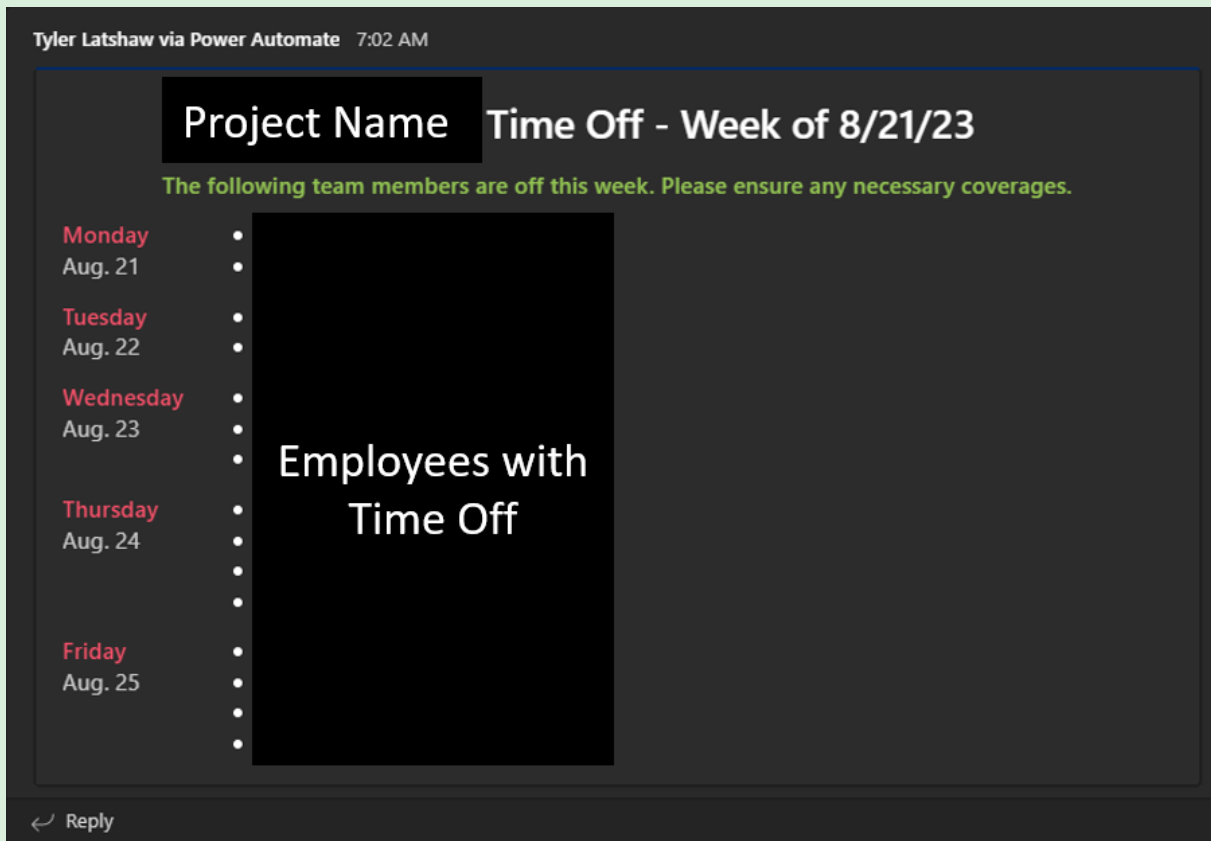
User's Job Title

User's Department

View Channel

Use Case:

Time Off Notifications in Teams



Uses TimeOff API Endpoints

Bypasses Premium Licenses

Logic is Handled in a Separate Flow for Ease of Use

30

Projects Tracked

300+

Employees Tracked



Integrating With ChatGPT

Integrating With ChatGPT


Work Smarter, Not Harder



Create a Power Automate flow for me. The flow should run Thursdays at 3:00 PM EST and should send an adaptive card to a Teams channel called "The Crazy Wombats". The adaptive card should say "This is a reminder to submit your weekly status update" and should have a button to open an Excel file.

Integrating With ChatGPT

Work Smarter, Not Harder

 Certainly! Below is a step-by-step guide to create this Power Automate flow:

Prerequisites:

- A Power Automate account with necessary permissions
- Microsoft Teams with a channel named "The Crazy Wombats"
- The URL to the Excel file you'd like to open via the adaptive card

Steps:

1. Login to Power Automate:

- Navigate to the Power Automate website and sign in

2. Create a New Flow:

- Click on "My flows" from the left-hand menu.
- Then click "+ New" and choose "Scheduled-from Internet"
- Name your flow, for instance, "Weekly Reminder for Teams"
- Set the start time to run on Thursdays at 3:00 PM

3. Add an Action:

- Click on "+ New Step".
- Search for "Teams" in the search box.
- Select "Microsoft Teams" and then choose the action "Post a message to a channel" and wait for a response".

4. Configure the Teams Action:

- For **Team**, select the Team that contains "The Crazy Wombats" channel.
- For **Channel**, select "The Crazy Wombats".
- In the **Message** field, you will need to define the adaptive card in a JSON format. Here's a basic adaptive card that matches your requirements:

```
json
{
  "type": "AdaptiveCard",
  "version": "1.0",
  "body": [
    {
      "type": "TextBlock",
      "text": "This is a reminder to submit your weekly status update"
      "weight": "Bolder",
      "size": "Medium"
    }
  ],
  "actions": [
    {
      "type": "Action.OpenUrl",
      "title": "Open Excel File",
      "url": "URL_TO_YOUR_EXCEL_FILE_HERE"
    }
  ]
}
```

Replace "URL_TO_YOUR_EXCEL_FILE_HERE" with the actual URL of your Excel file.

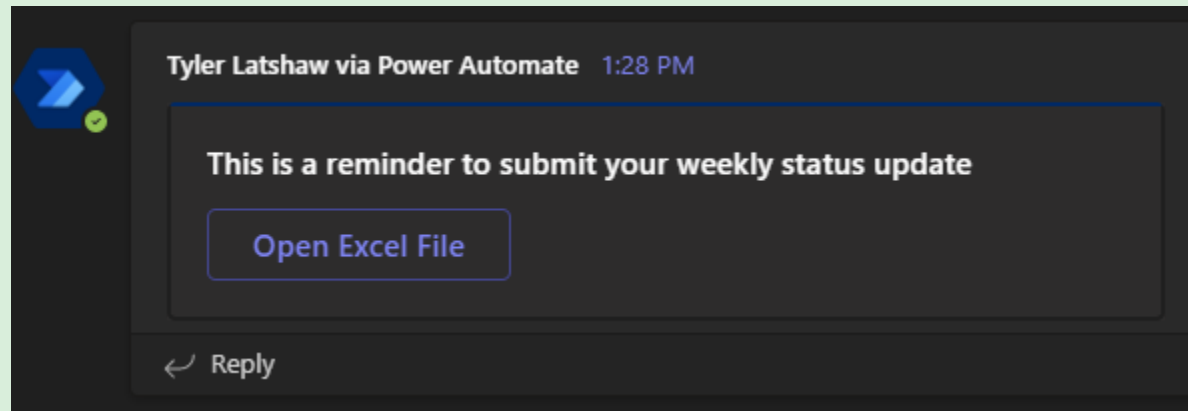
1. Save & Test:

- Click on "Save" in the top right corner.
- Once saved, you can test the flow by clicking the "Test" button at the top right.

That's it! Every Thursday at 3:00 PM EST, the Power Automate flow should post the adaptive card in "The Crazy Wombats" Teams channel with the reminder and the button to open the Excel file. Remember to always be careful when setting up automated reminders so as not to spam the channel inadvertently.

Integrating With ChatGPT

Work Smarter, Not Harder



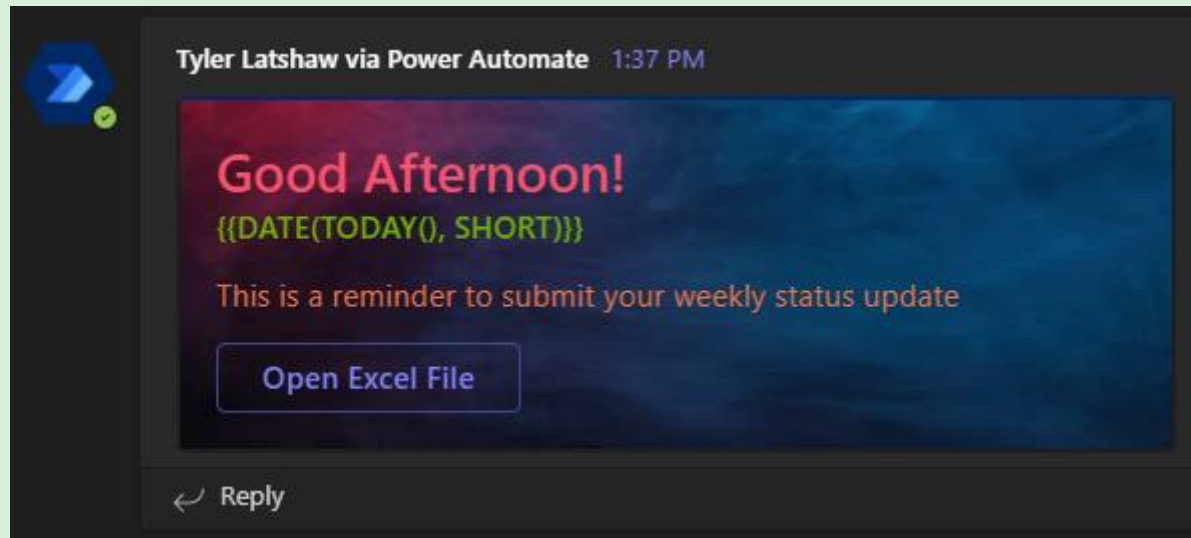
It works...but can we do better?

Integrating With ChatGPT

Work Smarter, Not Harder



Make the adaptive card look nicer. Add a background that covers the full card and use this image. Also, add some text saying good afternoon, add the date somewhere, and make the text have a different color.



*Background image needed to be provided as well as date function



ChatGPT Experiment

Training Overview

Learn More About Power Automate



**Beginner
Module**



**All Training
Modules**



**Adaptive Card
Designer**



**BA Time
Off Wiki**

Microsoft Resources



Q&A