

Workflow Automation with Microsoft Power Automate

Course ISI-1553 Two days Instructor-led

Introduction

Enhance your organization's productivity by automating repetitive tasks and simplifying business workflows using Microsoft Power Automate (formerly Microsoft Flow)

Microsoft Power Automate (formerly Flow) is a workflow automation tool built into Microsoft 365 to help businesses and users to automate repetitive tasks or trigger business processes without user intervention.

If you are new to Microsoft Power Automate, this course will give you a comprehensive introduction to help you to get up to speed with automating business processes in no time. Complete with hands-on tutorials, projects, and self-assessment questions, this course will show you how to configure automation workflows for business processes between hundreds of Microsoft and third-party applications. Once you understand how to use connectors, triggers, and actions to automate business processes, you'll get to grips with managing user inputs, documents, approvals, and database storage using efficient flow controls. This Power Automate class explains key concepts and takes you through creating your own flows step by step.

By the end of this two-day, instructor-led course, you'll have learned how to use Microsoft Power Automate to replace repetitive tasks with business workflow automation technology.

Beginning with Module 9, you will be building examples of flows for SharePoint, OneDrive, Teams, and more, and test them all out.

Key Features

- Create basic and advanced workflows for automating SharePoint lists and libraries, sending emails, push notifications, and much more
- Manage user inputs, documents, approvals, and database storage using flow controls
- Create flows that integrate with services both inside and outside the Microsoft 365 ecosystem

At Course Completion

After completing this course, students will be able to:

- Get to grips with the building blocks of Power Automate, its services, and core capabilities

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



- Explore connectors in Power Automate to automate email workflows
- Discover how to create a flow for copying files between two cloud services
- Understand the business process, connectors, and actions for creating approval flows
- Find out how to integrate Power Automate with Microsoft Teams

Prerequisites

The course is for technologists, system administrators, and Power users with little or no Microsoft Power Automate experience. It is highly recommended that students attend the SharePoint for Power Users prior to attending this class. Familiarity with basic Microsoft 365 services is expected.

Student Materials

Each student receives a printed copy of all the material presented by the instructor.

Course Outline

Module 1: Introducing Power Automate

- What is Power Automate?

Module 2: Why Automate?

- Accuracy
- Tracking
- Speed

Module 3: To Consider

- Ownership and Storage
- Changes in SharePoint

Module 4: Important Concepts

Module 5: The Power Platform Admin Center

Module 6: Built-In SharePoint Flows

Module 7: Build a Flow

Module 8: Exercises Intro

Module 9: Modify a Reminder Flow

Module 10: Teams Message at New Task

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

- Module 11: Get E-Mail Input on New Items**
- Module 12: Format E-Mail Body**
- Module 13: Copy Survey Responses from Forms**
- Module 14: Send E-Mail at Status Changes, Single Stakeholder**
- Module 15: Copy Requested Files to SharePoint**
- Module 16: Set Document Titles**
- Module 17: Merge Orders into a Tasks List**
- Module 18: Roll Back Column Value Changes - One/Two Flows**
- Module 19: Approval Flow that Shows Approver**
- Module 20: Add a SharePoint Item to Planner**
- Module 21: New Employee Tasks**
- Module 22: Send Bulk E-mails**
- Module 23: Send E-mail at Status Changes**
- Module 24: Calculate with a Flow**
- Module 25: Set Assignee Depending on Category**
- Module 26: Keep Two Lists in Sync**
- Module 27: Contract Review Reminder**
- Module 28: Scheduled Report**
- Module 29: Event Reminder that Gives Local Time**
- Module 30: E-Mail links**