

Microsoft PowerAutomate



 Duration: 2 days

 Ideal Group Size: 6-8 people

Course overview

Part of the Microsoft Power Platform, this workshop is aimed at the more experienced SharePoint users looking to use the Microsoft Power Automate functionality of Microsoft 365 in SharePoint online and Forms.

Topics covered

Fundamentals

- What is Microsoft PowerAutomate
- Licensing requirements
- Data connections
- Triggers and actions
- Environments
- Roles and permissions

The Basics

- Opening and using PowerAutomate
- Create workflows using templates
- Create workflows from scratch
- Flows and flow details

Buttons

- Button types and instant flows
- Mobile buttons
- Connecting PowerAutomate to PowerApps

SharePoint data connection

- SharePoint triggers
- Building a SharePoint list flow (conditions) and library flow (do until)
- Using modern approvals

Office 365 and PowerAutomate

- Building a Microsoft Outlook flow
- Building a OneDrive flow
- Building a Microsoft Forms flow
- Microsoft Teams adaptive cards
- Schedule, Desktop and Automated flows

Managing PowerAutomate

- Owners
- History
- Connections
- Analytics

Delivery methodology (Face-to-face or virtual delivery available)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft PowerApps