

COURSE OVERVIEW

Course Name:
Microsoft Power Automate for End Users

COURSE DURATION: 1 Day

Gauteng:

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Gauteng:

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COURSE OVERVIEW

Microsoft Flow is now called Power Automate. It brings workflow design to all audiences and offers the building blocks for lightweight or business-critical processes. Power Automate is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions.

COURSE OBJECTIVES

This course will give you the confidence to select the right actions and workflow logic for your business workflows.

You will

- Understand when to use Power Automate.
- Describe the components of Power Automate and their correct use.
- Create and edit flows.
- Understand the benefits of Power Automate.
- Integrate Power Automate with other apps.

COURSE OUTLINE

Module 1: An Introduction to Power Automate

In this module, we cover an overview of the product and its application to Office 365 and third-party services.

Lessons

- What is Microsoft Power Automate?
- The benefits of automation
- How to get to Power Automate

Module 2: Getting Started with Power Automate

We will discuss how to use templates to get started with Power Automate. We will edit the workflow template to customise the Power Automate for a specific business need. Once ready we will test that it works as expected. We will finish by discussing how to turn a flow on or off as well as deleting a flow.

Lessons

- Using Power Automate templates
- Navigating in Power Automate
- Editing a flow
- Publish and trigger a flow
- Turn off or delete a flow

Module 3: Power Automate logic

In this module, we will look at the core logic found in Power Automate and a practical application of each option.

Lessons

- Adding conditions
- Designing switches
- Using apply to each
- Configuring do until logic
- Adding a scope

Module 4: Integration

Power Automate provides connectors for popular services allowing your processes to extend beyond Office 365 to other web services. Connections can even be made to on-premises servers, allowing your business systems house at the office to take part in your processes.

Lessons

- Standard and premium connectors
- Connecting to web services
- Using Power Automate with on-premises data

Module 5: The mobile app

Power Automate has a corresponding mobile app that can be used to leverage many features of Power Automate. You can access any approvals that have been sent to you by Power Automate and approve or reject decisions. You can even create buttons that appear in the app which allow you to trigger flows.

Lessons

- Downloading the mobile app
- Signing in and account management
- Building and managing workflows
- Creating buttons
- Feeds and approvals

Module 6: Administration and maintenance

We will look at how a business can manage their flows once they have a good uptake of the product. We will begin by discussing managing individual flows. We will discover how to share a flow and how to import and export flows. Finally, we will discuss how Office 365 administrators can shape the Power Automate experience with high-level settings that help ensure data segregation and security.

Lessons

- Maintaining a flow
- View history and analytics
- Sharing a flow
- Export and import flows
- Office 365 administration for flows
- Environments
- Data policies
- Data integration