

55268 : Microsoft Power Automate for End Users

Course Outline

Module 1: An Introduction to Power Automate

Objective: Get started with an introduction to Microsoft Power Automate, focusing on its evolution from developer-centric automation to user-friendly design.

Lessons:

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

Lab 1: Setup your tenant:

- Setup Microsoft 365.
- Download course files.
- Customize your App Launcher.
- Create accounts for colleagues.

Outcome: After completing this module, students will be able to:

- Know what Microsoft Power Automate is.
- Understand the benefits of using Power Automate to create processes.
- Access Power Automate.

Module 2: Getting Started with Power Automate

Objective: Build your first business process and navigate Power Automate's interface.

Lessons:

- Using Flow templates.
- Navigating in Power Automate.
- Editing a Flow.
- Publishing and triggering a Flow.
- Turning off or deleting a Flow.

Lab 1: Building processes in Microsoft 365:

- Create a Team with a channel.
- Build an absence business process.
- Test the absence process.
- Optional: Create a feedback form.
- Optional: Flow to notify of bad ratings.
- Optional: Test your form and Flow.

Outcome: After completing this module, students will be able to:

- Use Flow templates.
- Navigate around Power Automate.
- Edit Flows.
- Publish and trigger Flows.
- Turn off or delete Flows.

Module 3: Automation Logic

Objective: Understand how to implement decision-making logic to enhance workflows.

Lessons:

- Adding conditions.

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

Lab 1: Scheduling documentation reviews:

- Setup a policy library in SharePoint.
- Design a policy review schedule.
- Test the policy review process.
- Optional: Notify if a file nears review.

Outcome: After completing this module, students will be able to:

- Add conditions in a Flow.
- Design switches for a Flow.
- Use apply to each.
- Configure do until logic.
- Add a scope.

Module 4: Integration

Objective: Learn how to connect Power Automate with various third-party services and on-premises systems.

Lessons:

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

Lab 1: Using Power Automate and SQL to Review Sales:

- Create a new orders list.
- Design the price check process.
- Test the price check process.
- Optional: Update with managers.

Outcome: After completing this module, students will be able to:

- Use Standard and Premium connectors.
- Connect to web services.
- Use Power Automate with on-premises data.

Module 5: The Mobile App

Objective: Explore the features of the Power Automate mobile app for managing Flows on the go.

Lessons:

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

Lab 1: Optional: Using the flow mobile app:

- Setting up the Power Automate mobile app.
- Create a new Flow in the mobile app.
- Using Flow buttons in the app.
- Uninstall the Power Automate mobile app.

Outcome: After completing this module, students will be able to:

- Download the mobile app.
- Sign into the mobile app.
- Build and manage Flows in the mobile app.
- Create buttons in the mobile app.
- Feed and use approvals in the mobile app.

Module 6: Administration and Maintenance

Objective: Learn how to manage and maintain Flows effectively within an organization.

Lessons:

- Maintaining a Flow.
- View history and analytics.
- Sharing a Flow.
- Exporting and importing Flows.
- Microsoft 365 administration for Power Automate.
- Environments.
- Data policies.
- Data integration.

Lab 1: Maintaining your flows:

- Share a Flow with a colleague.
- Disable an active Flow.
- Delete a Flow.

Outcome: After completing this module, students will be able to:

- Maintain a Flow.
- View history and analytics for a Flow.
- Share a Flow.
- Export and import Flows.
- Administrate a Flow in Microsoft 365.
- Use data policies in a Flow.
- Use data integration in a Flow.