What is Power Automate?

Power Automate is a business process management platform available to all Office 365 users. It is designed to help you automate workflows between apps (email, Excel, and other MS products) and services, synchronize files, get notifications, collect data and more.
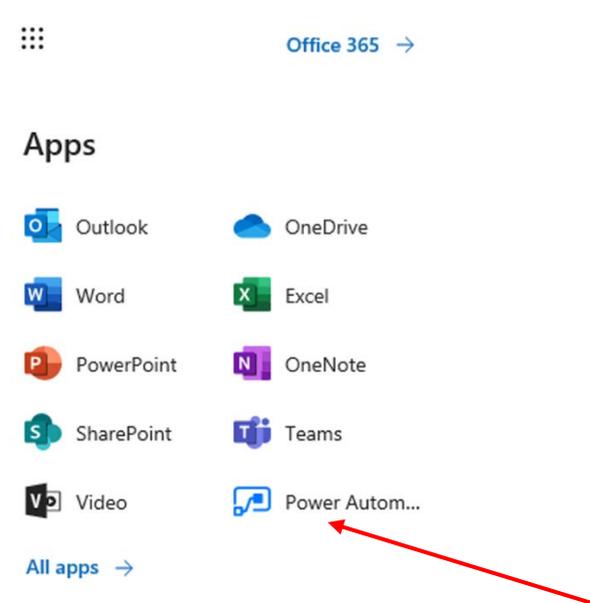
How do I access Power Automate?

Power Automate is in the Office 365 waffle at www.office.com. Just click the icon to begin automating your repetitive workday tasks.

Image 1: Waffle in MS 0365 online

Image 2: Power Automate Icon

Create Your First Flow

1. Open Power Automate using Office 365.
2. In the left-hand navigation, select **Templates**.
3. Select a template that's useful for you.
4. Scroll to the bottom of the page and make sure you are connected to the necessary applications listed.
5. Select **Continue**.
6. Depending on the template selected, you may be asked to enter more information, such as email address, email subject line, body text, site address, library name, folder, fields, etc. You may also be asked if you would like to add another step.
7. Select **Save**.

   Note: You can explore the conditions that trigger the flow and the action that results from that event by selecting the flow created from your **My flows** sections of the application. Play around with the settings to make the flow your own. You can even add or delete actions.

Power Automate Training and Educational Support

Microsoft offers training and educational materials online including this training video https://docs.microsoft.com/en-us/learn/modules/introduction-power-automate/ and instruction https://docs.microsoft.com/en-us/learn/modules/get-started-flows/1-introduction for the various uses on how power automate can streamline repetitive tasks, enabling you to spend more time on higher priority work. For a complete overview of Power Automate please go to https://docs.microsoft.com/en-us/power-automate/.