

# Course 55268AC: Microsoft Power Automate

## **Module 1: An Introduction to Power Automate**

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

### **Lab 1: Setup your tenant**

- Setup Office 365
- Download Course Files
- Customise your App Launcher
- Create accounts for colleagues

## **Module 2: Getting Started with Power Automate**

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

### **Lab 2: Building processes in Office 365**

- Create a Team with a channel
- Build an absence business process
- Testing the absence process
- Optional: Create Feedback Form
- Optional: Power Automate to Notify of Bad Ratings
- Optional: Test your Form and Power Automate

## **Module 3: Power Automate logic**

- Adding conditions
- Designing switches

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

### **Lab 3: Scheduling documentation reviews**

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

## **Module 4: Integration**

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

### **Lab 4: Using Power Automate and SQL to Review Sales**

- Create a new orders list
- Designing the price check process
- Testing the price check process
- Optional: Update with managers

## **Module 5: The mobile app**

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

### **Lab 5: Optional: Using the Power Automate mobile app**

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

## **Module 6: Administration and maintenance**

- Maintaining a Power Automate
- View history and analytics
- Sharing a Power Automate
- Export and import Power Automates
- Office 365 administration for Power Automate
- Environments
- Data policies
- Data integration

### **Lab 6: Maintaining your Power Automates**

- Share a Power Automate with a colleague
- Disabling an active Power Automate
- Deleting a Power Automate