

**Duration:** 1 day

Power Automate is the automation tool for Microsoft 365. Delegates attending this course will learn how to create powerful SharePoint workflows and automation. They'll also learn how Power Automate can save time throughout the 365 environment, how it works with mobile, and how it can work with non-Microsoft services.

## Topics

- Power Automate explained and an introduction to the Power Automate working environment
- Creating a workflow from a template
- Creating a workflow without a template
- Using connectors
- Using Data Gateways
- Conditionality and looping structures in a workflow
- Using Power Automate triggers from SharePoint, Outlook, OneDrive, Social Media and other sources
- Using Power Automate to create Approvals. Looking especially at SharePoint document approvals and Microsoft Forms Approvals
- Understanding workflow actions
- Understanding Power Automate buttons
- Using Power Automate to log location or working hours
- Using Mobile Notifications with Power Automate
- Testing workflows