

Power Automate

Introduction to Power Automate

Power Automate is an online workflow service that automates actions across the most common apps and services. For example, you can *automatically* backup all your email attachments to OneDrive, or Get a push notification on your mobile when you will receive email from a specific email address, receive an automated email notifying you of new tweets from a specific Twitter account, with only the information you need...

Using Power Automate, you can connect to more than 220 services. The list of applications you can use with Power Automate grows constantly. Below are some of Power Automate connectors:

- SharePoint
- OneDrive
- Outlook
- Twitter
- Teams
- Salesforce
- Excel online
- Gmail
- Facebook
- ...

Types of flows

See the following table to learn more about the types of flow that you can build to help address your use cases.

Flow type	Use case	Automation target
Automated flows	Create an automation that is triggered by an event such as arrival of an email from a specific	Connectors for cloud or on-premises services connect your

Flow type	Use case	Automation target
	person, or a mention of your company in social media.	accounts and enable them to talk to each other.
Instant flows	Start an automation with a click of a button. You can automate for repetitive tasks from your Desktop or Mobile devices. For example, instantly send a reminder to the team with a push of a button from your mobile device.	Wide range of tasks such as requesting an approval, an action in Teams or SharePoint.
Scheduled flows	Schedule an automation such as daily data upload to SharePoint or a database.	Tasks that need to be automated on a schedule.
Business process flows	Ensure that everyone in your company follows the same process by defining a set of steps for people to follow.	Human processes such as customer service requests, approvals, IT development,...
UI flows	Record clicks and keyboard strokes from your Desktop and Web applications and automate the playback of manual steps on legacy software.	Desktop and Web applications that do not have APIs available for automation.

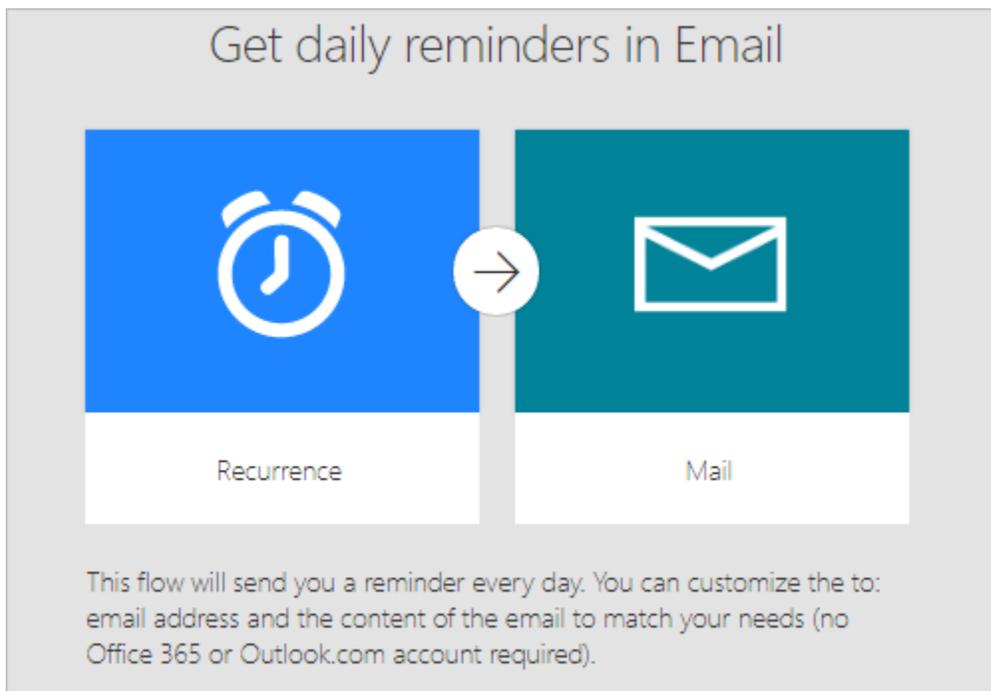
Getting Started

[On the start page](#) for Power Automate, you can [explore a diverse set of templates](#) and learn about the key features for Power Automate. You can get a quick sense of what's possible and how Power Automate could help your business and your life.

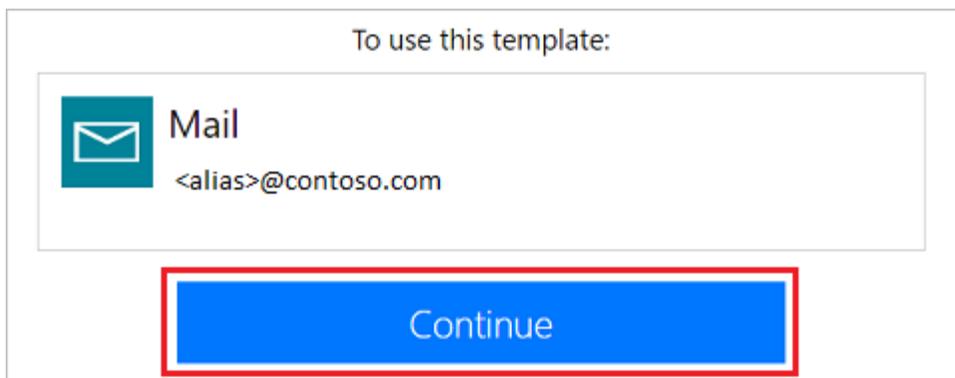
Each template is designed for a specific purpose. For example, there are templates for sending you a text message when your boss emails you, adding Twitter leads to Dynamics 365, or backing up your files. These templates are just the tip of the iceberg. They're intended to inspire you to create customized flows for the exact processes you need.

Create your first flow

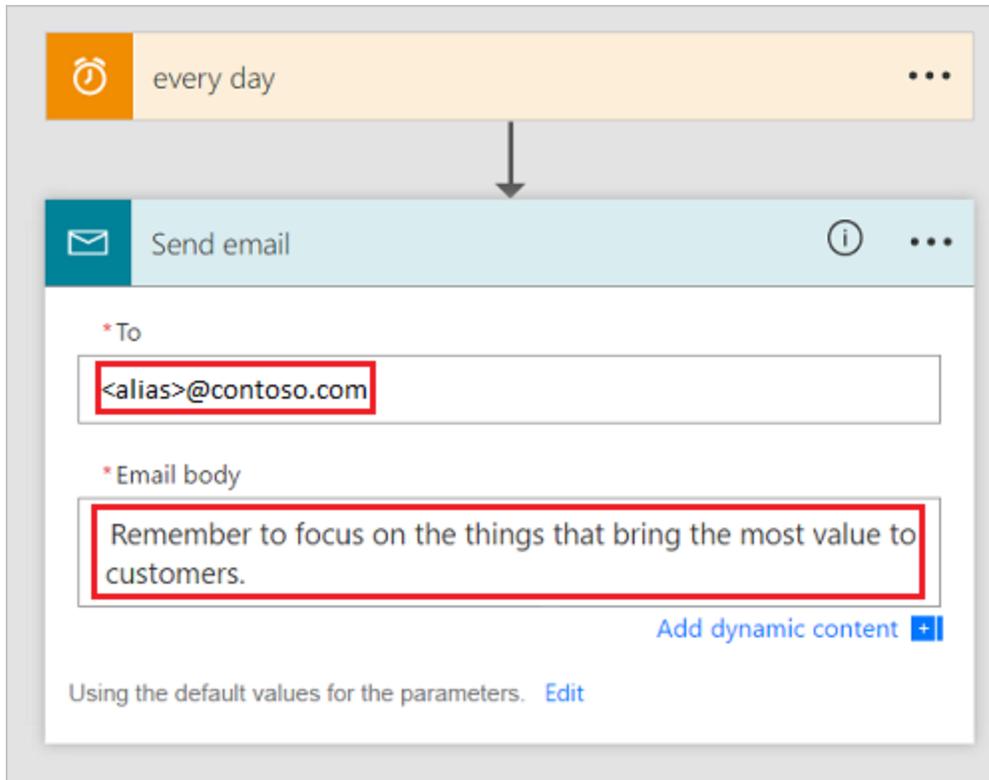
1. Select a template that's useful for you. A simple template is **Get daily reminders in Email**:



2. Select **Continue**.



3. Enter the email addresses to which the daily reminder will be sent. Next, enter the reminder message. Finally, select **Create flow**, and then verify that your flow is running as expected.



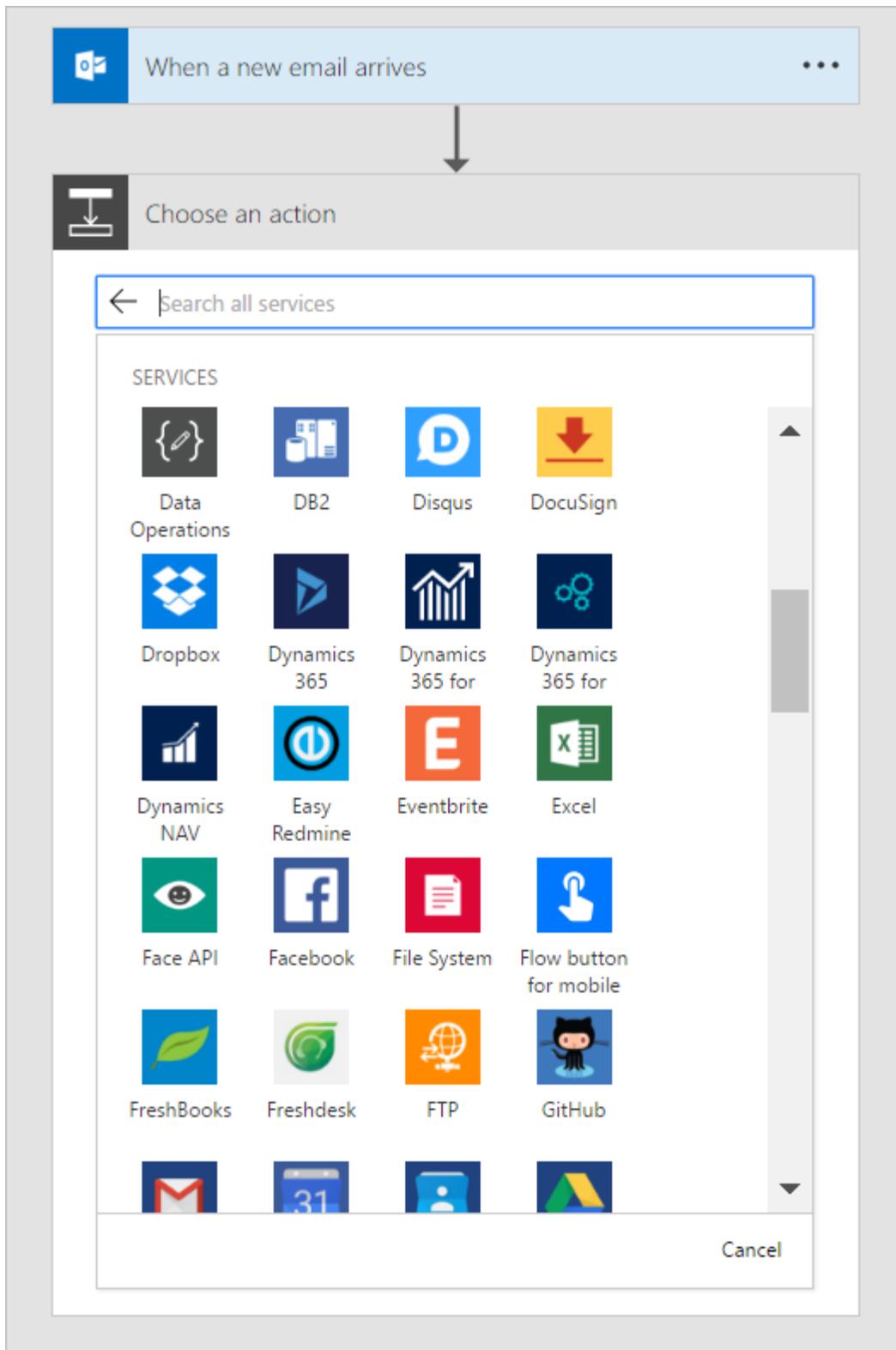
Note

You can explore the conditions that trigger the flow and the action that results from that event. Play around with the settings to make the flow your own. You can even add or delete actions.

4. Select **Done**.

Get creative

Now that you've created your first flow from a template, use any of the more than [380 data sources](#) that Power Automate supports to [create your own flows from scratch](#).

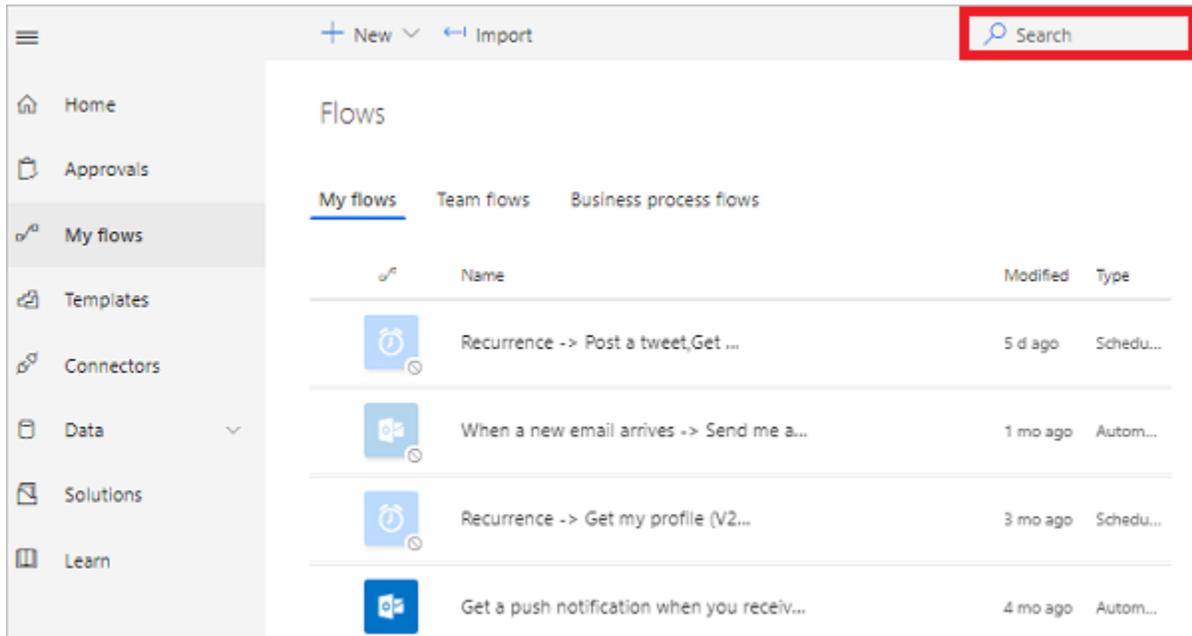


When you create a flow from scratch, you control the entire workflow. Here are a few ideas to get your started:

- [Flows with many steps.](#)
- [Run tasks on a schedule.](#)
- [Create an approval flow.](#)
- [Watch a flow in action.](#)
- [Publish a template.](#)
- [Create flows from a Microsoft Teams template.](#)

Find your flows easily

When your creative juices start *flowing*, you might create many flows. Don't worry, finding your flows is easy - just use the search box on the **My flows**, **Team flows**, **Connections**, or **Solutions** screen to display only flows that match the search terms you enter.



Note

The search filter only finds flows that have been loaded into the page. If you don't find your flow, try selecting **Load more** at the bottom of the page.

Get notifications when something's wrong

Use the Power Automate notification center (located at the top right of the designer) to quickly see a list of flows have failed recently. The notification center displays a number that indicates the number of flows that failed recently.

From the notification center, you can navigate to the **Activity** page of Power Automate to see all your flows that recently ran, sent notifications, or failed.



Additional Resources

[Introduction to Microsoft Power Automate](#)

[Create a Flow from Scratch](#)

[Power Automate Templates](#)

[Power Automate YouTube channel](#)