**Microsoft Power Automate (End User) – Course Outline**

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| **Who should attend?** | New or existing users of Microsoft Power Automate. |
| **Assumed Knowledge:** | A working knowledge of Microsoft Word and Excel is assumed, gained from the workplace or by prior attendance on an IT course. |
| **Objectives:** | Power Automate is a diverse product, turning business processes into automated workflows. It is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions. This course will help you to select the correct actions and workflow logic for your business workflows. |

##### 1 - AN INTRODUCTION TO POWER AUTOMATE

What is Microsoft Power Automate?

The benefits of automation.

How to get to Power Automate.

##### 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.

##### 3 - POWER AUTOMATE LOGIC

Adding conditions

Designing switches

Configuring do until logic.

Adding a scope

##### 4 - INTEGRATION

Connecting to web services

Using Power Automate with on-premises data.

##### 5 - THE MOBILE APP

Downloading the mobile app

Signing in and account management

Building and managing Power Automates

Creating buttons

Feeds and approvals

##### 6 - ADMINISTRATION AND MAINTENANCE

Maintaining a Power Automate

Sharing a Power Automate

Export and import Power Automates.