



# 55268AC - Microsoft Power Automate/Flow for End Users

Course ID #: 7000-069-ZZ-Z

Hours: 7

## Course Content

### Course Description:

This course delivers an instructor-led product showcase for Microsoft Flow from start to finish in an engaging and practical way. Flow is a diverse product, turning business processes into automated, consistent, and visual workflows. Flow 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 give you the confidence to select the right actions and workflow logic for your business workflows.

### At Course Completion:

After competing this course, student will be able to:

- Understand when to use Flow
- Describe the components of Flow and their correct use
- How to create and edit Flows
- Benefits of Flow
- Integration with Flow

### Prerequisites:

No previous experience of Flow is required.

### Target Student:

The intended audience for this course would be those who have been using Office 365 for some time and are now looking at optimizing their existing business processes and designing new ones.

### Topics:

#### Module 1: An Introduction to PowerApps

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

#### Lab : Setup your tenant

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

#### Module 2: Getting Started with Flow

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



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## Lab : 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: Flow to Notify of Bad Ratings
- Optional: Test your Form and Flow

## Module 3: Flow Logic

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

## Lab : 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 : Using Flow 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 Flows
- Creating buttons
- Feeds and approvals

## Lab : Optional: Using the flow mobile app

- Setting up the Flow mobile app
- Create a new flow in the mobile app
- Using flow buttons in the app
- Uninstall the flow mobile app

## Module 6: Administration and maintenance

- Maintaining a Flow
- View history and analytics
- Sharing a Flow
- Export and import Flows
- Office 365 administration for Flow
- Environments
- Data policies
- Data integration

## Lab : Maintaining your flows

- Share a flow with a colleague
- Disabling an active flow
- Deleting a flow