55268: MICROSOFT POWER AUTOMATE FOR END USERS TRAINING

Duration: 1 Day

Course Description

The Mastering 55268: Microsoft Flow Training will provide you with practical and engaged methods. Microsoft Flow is the diversified product, Turning processing of business into consistent, automated, and visualized workflows. Microsoft Flow is designed for several products in Microsoft Office 365 to other web-based solutions. This course will provide you with the confidence to opt for the right workflow logics and workflows for the business workflows.

This training is designed based on the objectives of the course variant 55268A.

Who should attend this course?

The primary audience for this training is the professionals who are utilizing Microsoft Office 365 and are seeking to optimize businesses processes and designing for the new individuals.

Prerequisites

- No previous experience of Power Automate is required

What you will learn

- Understanding the utilization of Flows.
- Describing the fundamentals of Flow and their appropriate utilization.
- Learn to edit and creating flows.
- Integrating with Flow.
- Advantages of Flow.

Curriculum

Module 1: An Introduction to Power Automate

Let's get started with an introduction to Microsoft Power Automate. Historically, automating business processes typically landed in the lap of a developer in the business, who has a good understanding of coding and the systems that they were connecting. However, more and more systems deployed to businesses are encouraging a bigger focus on end user design and management. With this culture change, end users are looking to further improve their business solutions. Power Automate brings work Power Automate design to all audiences. It offers the building blocks for lightweight or business-critical processes. In this module, we cover an overview of the product and its application to Office 365 and third-party services.

Lessons

- 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
- Customize your App Launcher
- Create accounts for colleagues

After completing this module, students will be able to:

- Know what Microsoft Power Automate is
- The Benefits of using Power Automate to automate processes
- How to access a Power Automate

Module 2: Getting Started with Power Automate

We begin our discovery of Microsoft Power Automate by building our first business process. We will discuss how to use templates to get started with Power Automate or how to use a blank template to start with no defined actions. Once in the product, we will give you a tour of the editor, work Power Automate management page and the home screen to help you navigate around the product. Next, we will start to add, edit, and remove actions from our work Power Automate template in order to customize the Power Automate for a specific business need. Once ready we will publish and trigger the work Power Automate to test that it works as expected. We will finish this module by discussing how to turn a Power Automate on or off as well as deleting a Power Automate.

Lessons

- 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 1: 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

After completing this module, students will be able to:

- How to use Power Automate templates
- How to navigate around Power Automate
- How to edit Power Automates
- How to publish and trigger Power Automates
- How to turn off or delete Power Automates

Module 3: Power Automate logic

Decision making during a business process is often a bottleneck. Waiting for decisions or information to steer the work Power Automate towards its goal is dependent on how long the involved party spends on the task. This could be mitigated if the desired information is found declared elsewhere for example, as a document property or a form entry to name a few examples. Logic in a work Power Automate allows existing information to push the work Power Automate down multiple paths. This often speeds up work Power Automate duration and minimizes human input. In this module, we will look at the core logic found in Power Automate and a practical application of each option.

Lessons

- Adding conditions
- Designing switches
- Using apply to each

- Configuring do until logic
- Adding a scope

Lab 1: 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

After completing this module, students will be able to:

- How to add conditions in a Power Automate
- How to design switches for a Power Automate
- How to use apply to each
- How to configure do until logic
- How to add a scope

Module 4: Integration

Businesses will often user a selection of productivity tools and services beyond Office 365. Marketing teams may use Facebook and Twitter whereas a sales team may use Salesforce to manage their customers. Power Automate provides connectors for popular services allowing your processes to extend beyond Office 365 to other web services. Connections can even be made to on-premises servers, allowing your business systems house at the office to take part in your processes.

Lessons

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

Lab 1: 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

After completing this module, students will be able to:

- How to use Standard and Premium connectors
- How to connect to web services
- How to use Power Automate with on-premises data

Module 5: The mobile app

Power Automate has a corresponding mobile app that can be used to leverage many features of Power Automate. Firstly, it offers users the capability to build new Power Automates, directly from their phone or tablet. Secondly, it can be used to manage existing Power Automates including editing, viewing history, saving a copy, disabling, and deleting Power Automates. You can access any approvals that have been sent to you by Power Automate and approve or reject decisions. The app also supports the push notifications that can be sent to your phone or tablet from a Power Automate. Additionally, you can even create buttons that appear in the app which allow you to trigger Power Automates. This valuable app will be detailed in this module.

Lessons

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

Lab 1: 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

After completing this module, students will be able to:

- How to download the mobile app
- How to sign into the mobile app
- How to build and manage Power Automates in the mobile app
- How to create buttons in the mobile app
- How to feed and use approvals in the mobile app

Module 6: Administration and maintenance

In our last module for Microsoft Power Automate, we will be looking at how a business can manage their Power Automates once they have a good uptake of the product. We will begin by discussing managing individual Power Automates. This could be using history to discover the source of any issues and implement error handling as well as using the analytics to discover usage trends. We will discover how to share a Power Automate which is ideal for sharing the maintenance of a Power Automate with another colleague and how to import and export Power Automates. Finally, we will discuss how Office 365 administrators can shape the Power Automate experience with high-level settings that help ensure data segregation and security.

Lessons

- 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 1: Maintaining your Power Automates

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

After completing this module, students will be able to:

- How to matain a Power Automate
- How to view history and analytics for a Power Automate
- How to share a Power Automate
- How to export and import Power Automates
- How to administrate a Power Automate in Office 365
- How to use data policies in a Power Automate
- How to use data integration in a Power Automate