

# MICROSOFT 365 POWER AUTOMATE

## COURSE SCHEDULE – 2 DAYS

- Introducing PowerAutomate
- What is Power Automate and the value it brings to you
- Understanding Triggers, Actions and Steps
- Understanding and using different types of flows
- Create your first Flow
- Build a template flow
- Build Automated Flows
- Build Scheduled Flows
- Build Desktop Flows
- How to use the Mobile App
- Receive texts and emails
- Use MS Forms, MS Word, Twitter, MS Teams, MS Outlook with PowerAutomate
- Build Approvals and Multi Stepped Approvals
- Create recurring flows
- Create team flows
- Troubleshoot flows
- Editing Flows
- Using Flow History
- Sharing Flows
- Power Automate in action

Name of Course	Description	No of Days	MS Teams	Cost per Delegate (Transport Fees may apply)	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Power Automate A-Z	Use a cloud based service to automate workflows between apps and services to synchronise files, get notifications, collect data and more.	2	2800	2950		3150