

Microsoft Power Automate for End Users

Introductory cloud-flow creation, logic, integration and maintenance

FA-0754 · 1 day (7 hours)

Automation, RPA & Power Platform

Introduction

Explore how Power Automate cloud flows can automate routine business processes and connect Microsoft 365 services. Create and edit introductory workflows, select actions and apply practical flow logic.

The one-day programme combines guided exercises with short integration and administration demonstrations. It is intended for Microsoft 365 users seeking to improve existing processes, not for full platform administration training.

Learning outcomes

- Recognise suitable automation scenarios and explain flow triggers, actions and connectors.
- Create, test, edit, enable and disable simple cloud flows.
- Use conditions, switches, loops and scopes in a guided workflow.
- Distinguish standard and premium connectors and explain on-premises integration requirements.
- Review run history, share appropriately and describe basic maintenance and governance.
- Use supported mobile-access and approval options.

Prerequisites

Basic Microsoft 365, file-management and internet skills. No previous Power Automate or Power Apps experience is required.

An authorised training account with suitable environment permissions and connector entitlements. Premium, SQL and gateway examples require prepared access and are demonstrations if learner access is unavailable.

Training outline

1. Module 1 – Introduction and getting started

- Automation scenarios, benefits and limitations.
- Access the browser-based Power Automate portal and become familiar with its designer; no desktop-flow installation is required for these cloud-flow exercises.
- Use templates, navigate flows and create a simple Microsoft 365 process.
- Save, test and trigger flows; turn them off or delete training flows appropriately.

2. Module 2 – Flow logic

- Adding conditions
- Designing switches
- Using apply to each
- Configuring do until logic
- Adding a scope
- Scheduling documentation reviews

3. Module 3 – Integration

- Standard and premium connectors, permissions and licensing awareness.
- Connecting to web services using available connectors.
- On-premises data gateway concepts and a prepared SQL sales-review example.

4. Module 4 – Mobile access and approvals

- Access flow management through the Power Automate portal in a mobile browser.
- Run instant flows through the portal or from a prepared Power App in Power Apps mobile.
- Review and respond to approvals through supported Teams, Outlook or portal experiences.
- The standalone Power Automate mobile app is deprecated; do not use it as the training installation path.

5. Module 5 – Maintenance, governance and assessment

- Run history, available analytics and connection troubleshooting.
- Sharing and export/import of simple flows; ongoing maintenance.
- Overview of Microsoft 365 and Power Platform administration roles, environments, data policies and integration.
- Practical assessment and review of a simple workflow.