

MS 55268 - Microsoft Power Automate Super User



Days: 1

Prerequisites: No previous experience with Microsoft Power Automate is required. Familiarity with Microsoft 365 applications and common business processes is helpful.

Audience: Business professionals, power users, process owners, and Microsoft 365 users who want to build, manage, and maintain reliable automated workflows.

Description: This one-day instructor-led course introduces Microsoft Power Automate and shows students how to automate business processes across Microsoft 365 and connected systems. Students build flows, apply advanced process logic, connect cloud and on-premises data, work with mobile flows and approvals, and use administration and maintenance tools to monitor, share, move, and sustain automations.

Course Objectives: Students will learn to:

- Explain how Power Automate supports business process automation.
- Create, edit, publish, and trigger flows in Power Automate environments.
- Build logic with conditions, switches, loops, branches, scopes, variables, and expressions.
- Connect flows to cloud services, web services, databases, and on-premises data.
- Use the Power Automate mobile app and approvals.
- Review run history and analytics, apply data policies, and share flows.
- Export, import, troubleshoot, maintain, disable, and delete flows.
- Use Copilot to help build and troubleshoot flows.

OUTLINE:

MODULE 1: INTRODUCTION TO POWER AUTOMATE

- What is Microsoft Power Automate?
- Business processes and automation tools
- Benefits of automation
- Power Automate licensing
- Access Power Automate

MODULE 2: GETTING STARTED

- Create flows
- Work with environments
- Navigate Power Automate
- Edit a flow
- Publish and trigger a flow
- Build Microsoft 365 processes

MODULE 3: AUTOMATION LOGIC

- Conditions and switch actions
- Apply to each and do until
- Parallel branches and scopes
- Terminate a flow
- Variables and expressions
- Schedule documentation reviews

MODULE 4: INTEGRATION

- Standard and premium connectors
- Connect to web services
- Use on-premises data
- Connect to a database

MODULE 5: THE POWER AUTOMATE MOBILE APP

- Install and sign in
- Manage accounts and flows
- Build instant flows
- Create and respond to approvals

MODULE 6: ADMINISTRATION AND MAINTENANCE

- Administration and data policies
- Run history and analytics
- Share a flow
- Solutions
- Export and import solutions and flows
- Maintain, turn off, or delete flows
- Copilot-assisted building and troubleshooting