

Microsoft Power Automate with Microsoft Teams

Target Audience

This course is designed for business professionals, IT administrators, automation specialists, and Microsoft Teams users who want to enhance productivity by automating workflows using Microsoft Power Automate. It is ideal for those looking to streamline processes, reduce manual tasks, and integrate automation within Microsoft Teams for improved collaboration.

Course Objective

The objective of this course is to equip participants with the knowledge and skills to automate workflows within Microsoft Teams using Power Automate. Participants will learn how to create, manage, and optimize automation solutions to enhance team collaboration, increase efficiency, and improve business processes.

Course Outcome

- **Design and implement automated workflows** to streamline processes within Microsoft Teams using Power Automate.
- **Integrate Microsoft Teams with other Microsoft 365** applications to automate notifications, approvals, and data management.
- **Monitor and troubleshoot Power Automate flows** to ensure efficiency, reliability, and error handling in automated processes.

Course Outline

The course comprises **16-hours** of theory and labs and is divided into **6** different chapters. Each chapter will be followed by **hands-on lab exercises** to reinforce learning and gauge understanding of the topics covered.

Module 1. Getting Started with Power Automate in Microsoft Teams

- Introduction to Power Automate with Teams
- Introduction to MS Teams
- Introduction to Power Automate with Teams
- Scenarios to use flows with Teams
- Lab 0: Setup the Environment
- Lab 1: Install the Power Automate app in Microsoft Teams

Module 2. Creating and Managing Flows in Microsoft Teams

- Getting started with Flows
- Multiple ways to create flows in Teams
- Create a cloud flow from the Microsoft Teams store
- Create a flow from the message menu in Microsoft Teams
- Create a cloud flow from a template in the Power Automate app
- Create a cloud flow from scratch
- Known issues
- Lab 2: Create an Absence Process

Module 3. Using and Managing Flows in Microsoft Teams

- Use and Manage Flows in Teams
- Scenario-specific flow templates
- Manage flows in Microsoft Teams
- Lab 3a: Send a message in Teams using Power Automate
- Lab 3b: Trigger a cloud flow from any message in Microsoft Teams

Module 4. Building and Customizing Flows in Microsoft Teams

- Use Power Automate Apps in Teams
- Different Types of Flow
- Prerequisites
- Create a cloud flow in Teams
- Work with your flows
- Customize a cloud flow
- View details and run history
- Lab 4: Create a Leave Approval Flow

Module 5. Enhancing Flows with Adaptive Cards in Microsoft Teams

- Model Flows with Adaptive Cards
- Overview of Adaptive Cards for Microsoft Teams
- Create your first adaptive card
- Sample of Adaptive Cards
- Lab 5a: Candidate feedback sample
- Lab 5b: Lead collection sample
- Lab 5c: Create a poll sample
- Lab 5d: Create a flow that uses adaptive Cards

Module 6. Streamlining Approvals with Power Automate in Microsoft Teams

- Use Approvals in Microsoft Teams
- Approvals in Microsoft Teams
- Create an approval from a chat or channel
- Create an approval from the approval's app
- Respond to an approval from a chat or channel
- Manage your approvals from the approval's app in Teams
- Customizing approvals in Teams
- Lab 6: Create Documentation Approval Flow