

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Power Automate with Microsoft Teams

Learn to create, manage and customise flows, adaptive cards and approvals in Microsoft Teams with Power Automate.

16 Hours

DURATION

6

MODULES

32

TOPICS

11

LAB EXERCISES

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

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

LEARNING OBJECTIVES

- 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

6 Modules, 32 Topics

01

2 Lab Exercises

Getting Started with Power Automate in Microsoft Teams

TOPICS

Introduction to Power Automate with Teams · Introduction to MS Teams · Introduction to Power Automate with Teams · Scenarios to use flows with Teams

02

Lab Exercise

Creating and Managing Flows in Microsoft Teams

TOPICS

- 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

03

2 Lab Exercises

Using and Managing Flows in Microsoft Teams

TOPICS

Use and Manage Flows in Teams · Scenario-specific flow templates · Manage flows in Microsoft Teams

04

Lab Exercise

Building and Customizing Flows in Microsoft Teams

TOPICS

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

05

4 Lab Exercises

Enhancing Flows with Adaptive Cards in Microsoft Teams

TOPICS

- Model Flows with Adaptive Cards
- Overview of Adaptive Cards for Microsoft Teams
- Create your first adaptive card
- Sample of Adaptive Cards

Streamlining Approvals with Power Automate in Microsoft Teams

TOPICS

- 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

NOTES

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.

LAB EXERCISES

Practise What You Learn

#	MODULE	ACTIVITY
01	Getting Started with Power Automate in Microsoft Teams	■ Lab 0: Setup the Environment ■ Lab 1: Install the Power Automate app in Microsoft Teams
02	Creating and Managing Flows in Microsoft Teams	Lab 2: Create an Absence Process
03	Using and Managing 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
04	Building and Customizing Flows in Microsoft Teams	Lab 4: Create a Leave Approval Flow
05	Enhancing Flows with Adaptive Cards in Microsoft Teams	■ 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
06	Streamlining Approvals with Power Automate in Microsoft Teams	Lab 6: Create Documentation Approval Flow

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

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