

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft SharePoint Automation with Power Automate

Learn to build, troubleshoot and optimise SharePoint workflows with Power Automate, from approvals and email to HTTP connectors and error handling.

24 Hours

DURATION

8

MODULES

32

TOPICS

7

HANDS-ON ACTIVITIES

COURSE OVERVIEW

The objective of this course is to provide participants with the skills and knowledge to automate and optimize business processes within SharePoint using Power Automate. Participants will learn how to create automated workflows to enhance collaboration, improve document management, and integrate SharePoint with other Microsoft 365 services.

WHO THIS COURSE IS FOR

This course is designed for SharePoint administrators, business professionals, IT specialists, automation developers, and citizen developers who want to automate workflows within SharePoint using Microsoft Power Automate

It is ideal for those looking to streamline document management, approval processes, notifications, and data synchronization between SharePoint and other Microsoft 365 applications

LEARNING OBJECTIVES

- Design and implement automated workflows to streamline SharePoint document approvals, notifications, and task assignments
- Integrate SharePoint with Microsoft 365 applications such as Outlook, Teams, and OneDrive to enhance collaboration and efficiency
- Monitor, troubleshoot, and optimize SharePoint automation solutions by applying best practices in error handling, permissions management, and security compliance

TRAINING APPROACH

“The course comprises 24 hours of theory and labs and is divided into 8 different chapters. Each chapter will be followed by hands-on lab exercises to reinforce learning and gauge understanding of the topics covered.”

8 Modules, 32 Topics

01

Get Started

TOPICS

Overview · Set up your SharePoint site · Create your first flow · Connect your flow to other services · Customize a form for a list

02

Email with Power Automate

TOPICS

SharePoint triggers · Send emails using Microsoft 365 Outlook · Send emails using Mail · Save email content to SharePoint

03

Automate an Approval Process in Power Automate

Exercise

TOPICS

Types of approval actions · Respond to an approval · Metadata from approvals · Known issues and limits

04

Overview of HTTP Connectors in Power Automate

TOPICS

- HTTP Webhook built-in connector
- HTTP with Azure AD connector
- When an HTTP request is received built-in connector

05

Best Practices for Email in SharePoint and Power Automate

TOPICS

Send on behalf of someone else · Format the email body · Approval email · Attachments or links

06

Best Practices for Error Handling in Power Automate Flows

TOPICS

Introduction · Configure run after option · Power Automate analytics

07

Integrate Power Automate with SharePoint HTTP Actions

TOPICS

- Introduction
- SharePoint REST service
- Use Power Automate to change a list in Microsoft Lists
- Use Power Automate to send an email from SharePoint
- Use OData filtering with SharePoint

08

6 Exercises

Troubleshoot Slow-running Flows in Power Automate

TOPICS

- Use the Compose and Variable actions to view data
- Power Automate analytics
- Microsoft Power Platform admin center
- Redesign your flow

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
03	Automate an Approval Process in Power Automate	Exercise: Exercise
08	Troubleshoot Slow-running Flows in Power Automate	EXERCISES ■ In-depth analysis into Get items and Get files SharePoint actions for flows in Power Automate ■ Manage list item and file permissions with Power Automate flows ■ Working with the SharePoint Send HTTP Request flow action in Power Automate ■ Customize SharePoint page approvals to meet your needs ■ Require approval of documents in SharePoint using Power Automate ■ Manage owners and users in your Microsoft list flows with Power Automate

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?

Talk to a learning advisor about schedules, group training and customised delivery.

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