

A hand in a suit and tie points towards a network diagram. The diagram consists of several glowing, concentric circular nodes connected by thin white lines. The nodes vary in size and brightness, with some appearing more active or highlighted. The background is a blurred image of a person in a business suit.

Five Quick Tips for Power Automate



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What is Power Automate?

Power Automate is cloud-based business automation software.

Initially introduced in 2016 as **Microsoft Flow**, the service was renamed in 2019.

Similar tools include **IFTTT** and **Zapier**.



Tips for Power Automate

Rename Your Actions



Add a Note



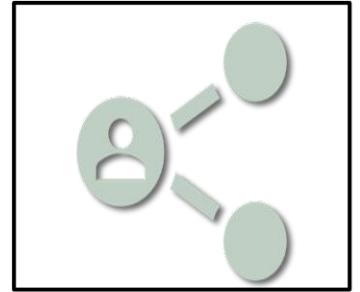
Copy and Paste Actions

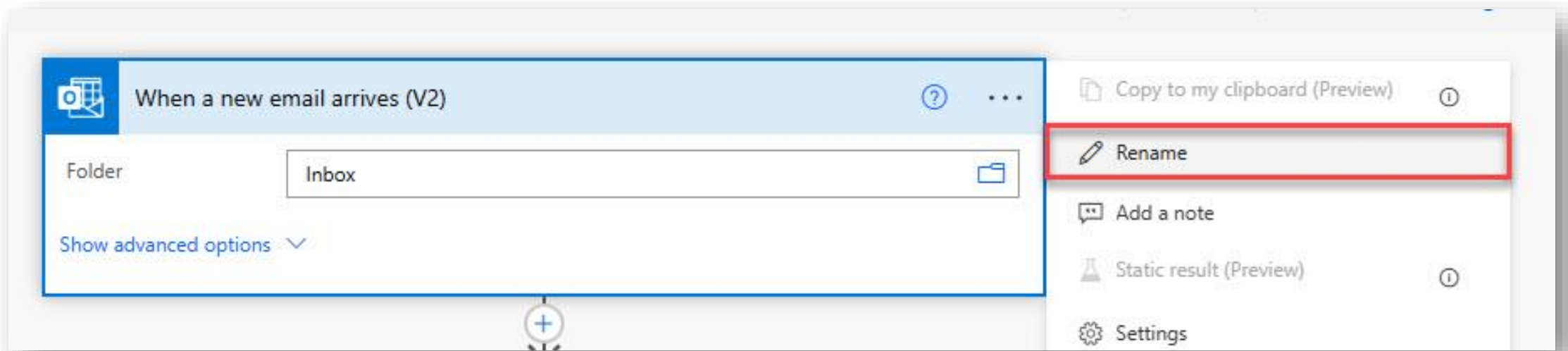


Configure Run After



Share a Copy!



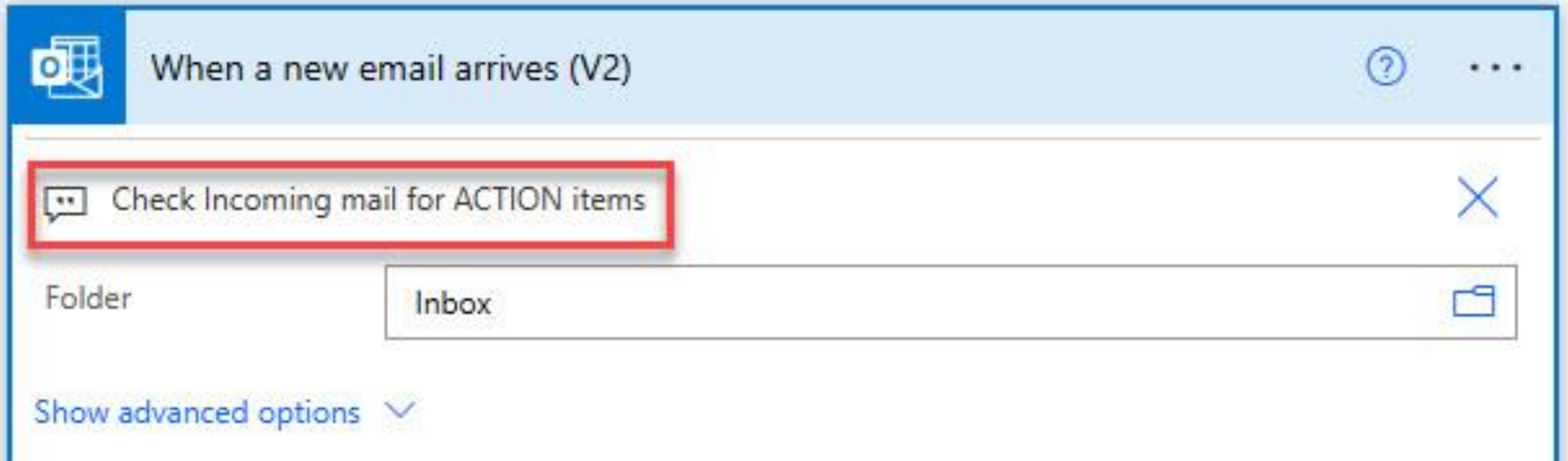


Tip #1: Rename Your Actions

1. Go to ... in the upper right corner of your step.
2. Click **Rename**.
3. Rename or Customize the action.

Tip #2: Add a Note

1. Go to ... in the upper right corner of your step.
2. Click **Add a Note**.
3. Add helpful details to your actions.

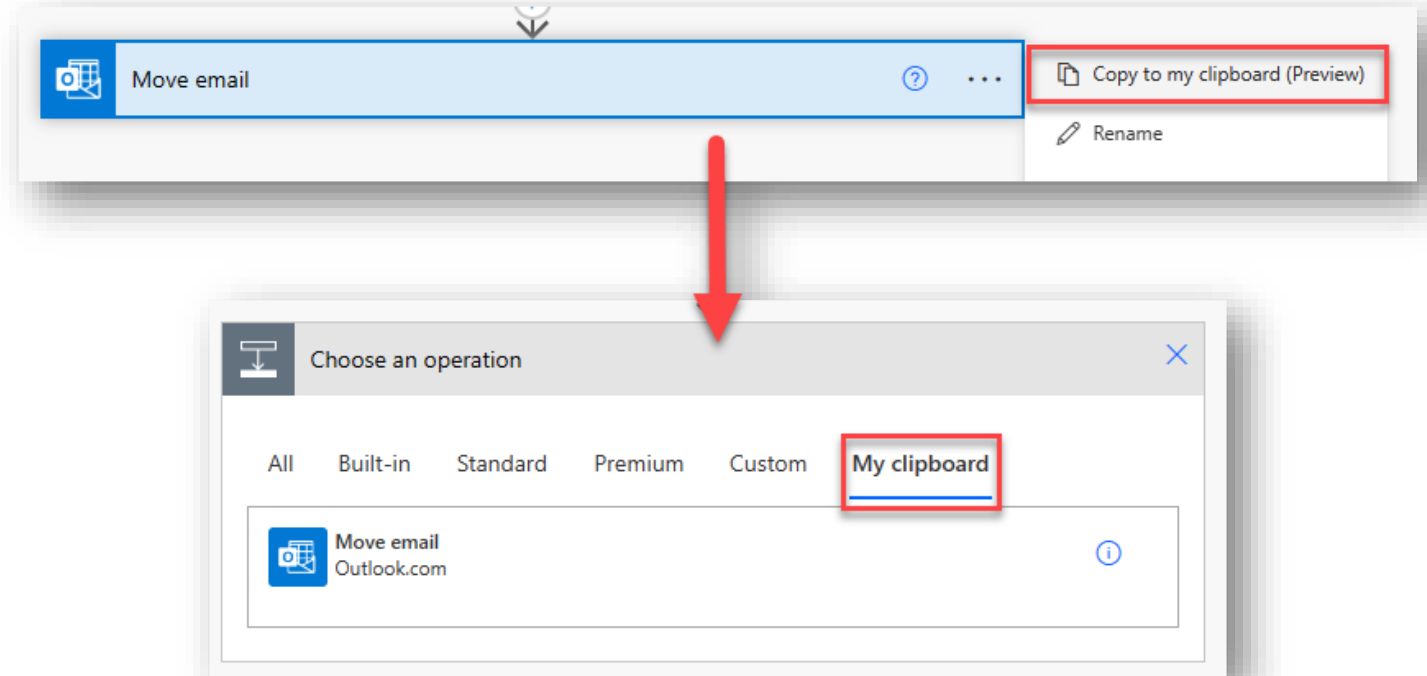




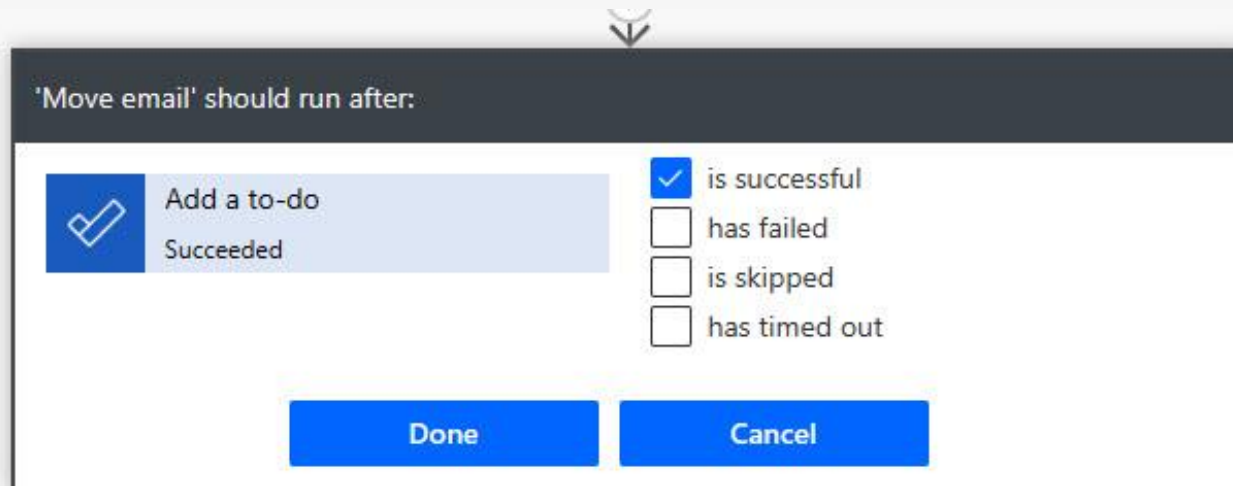
Document! Document! Document!

Tip #3: Copy and Paste Actions

1. Go to ... in the upper right corner of your step.
2. Click **Copy to my Clipboard**.
3. On the Choose an operation window, choose **My Clipboard**.



Tip #4: Configure Run After



The screenshot shows a configuration dialog for a step named 'Move email'. The dialog has a dark header bar with the text "'Move email' should run after:". Below the header, there is a list of conditions with checkboxes. The first condition, 'is successful', is checked. To the left of the conditions, there is a blue box with a white checkmark and the text 'Add a to-do' and 'Succeeded'. At the bottom of the dialog, there are two blue buttons: 'Done' and 'Cancel'.

'Move email' should run after:

- ☒ is successful
- ☐ has failed
- ☐ is skipped
- ☐ has timed out

Add a to-do
Succeeded

Done Cancel

1. Go to ... in the upper right corner of your step.
2. Click **Configure run after**.
3. Choose the condition when you would want to trigger the action.

Tip #5: Share or Send a Copy!

On the main page of your flow,

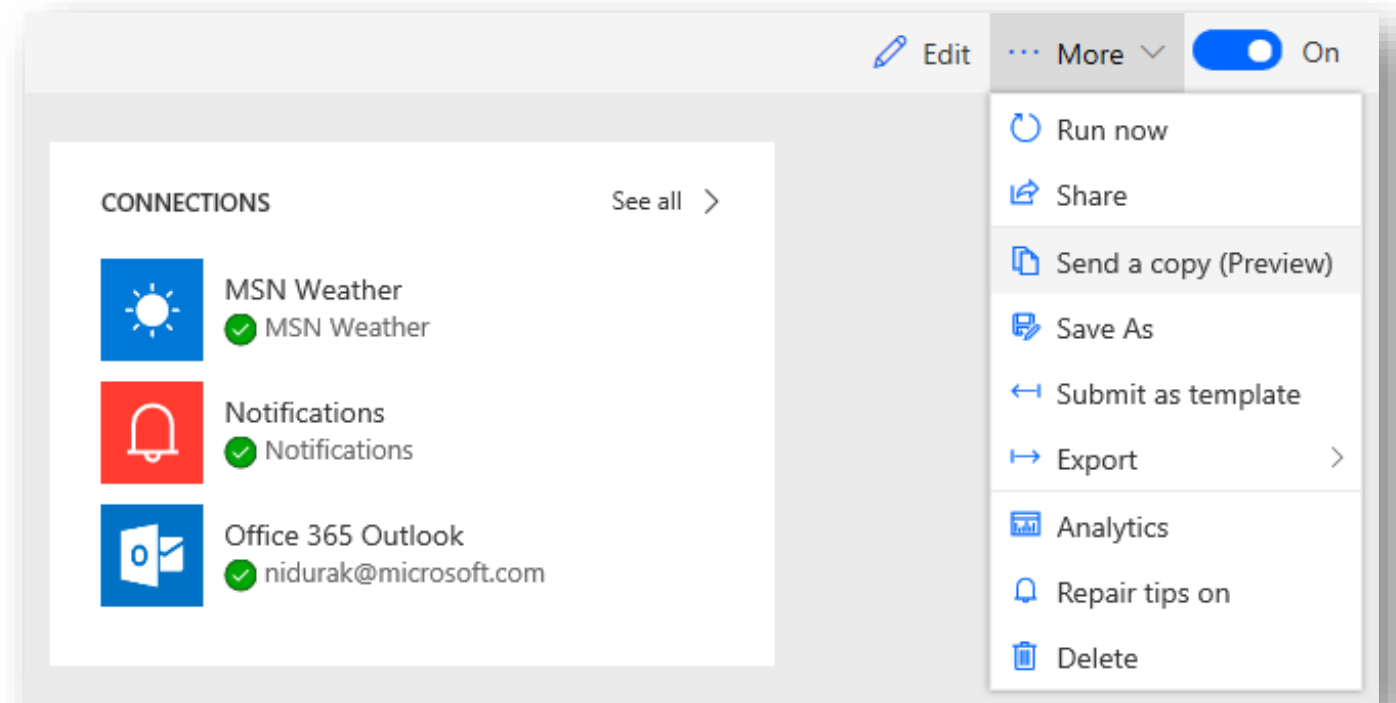
- Select **Share**

OR

- **Send a copy**

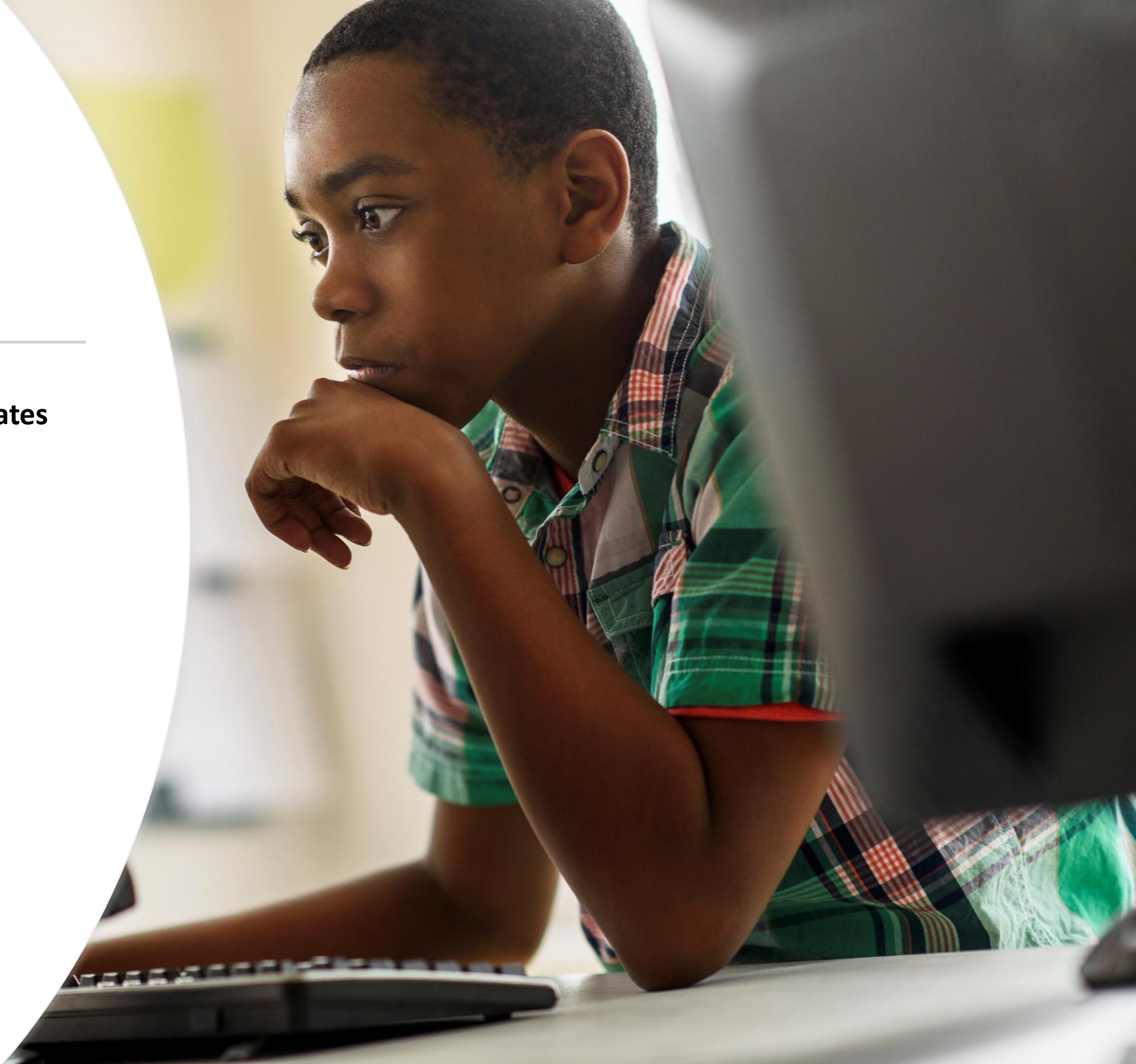
To **Send a copy**:

1. Give your Template a **Title**.
2. Provide a **Description**.
3. Enter the name, email, or user group that you would like to receive the shared flow.



Activity

- Search for “quick weather” in the **Search all templates** field in the mid right side of the **Create** page.
- Select **Get today’s quick weather forecast (US)**.
- Click **Create Flow**.
- Click **Got It**. Then **Edit**.
- Now Try Tips 1 - 5 !
 - Rename a step
 - Add a note
 - Copy and Paste an Action
 - Configure Run After
 - Share or Send a Copy



Tools to Automate Your Life Series



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Questions?

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