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
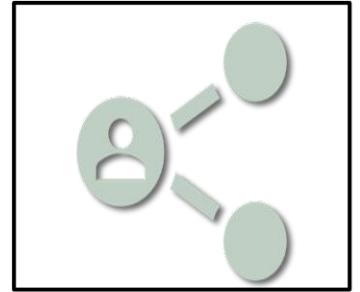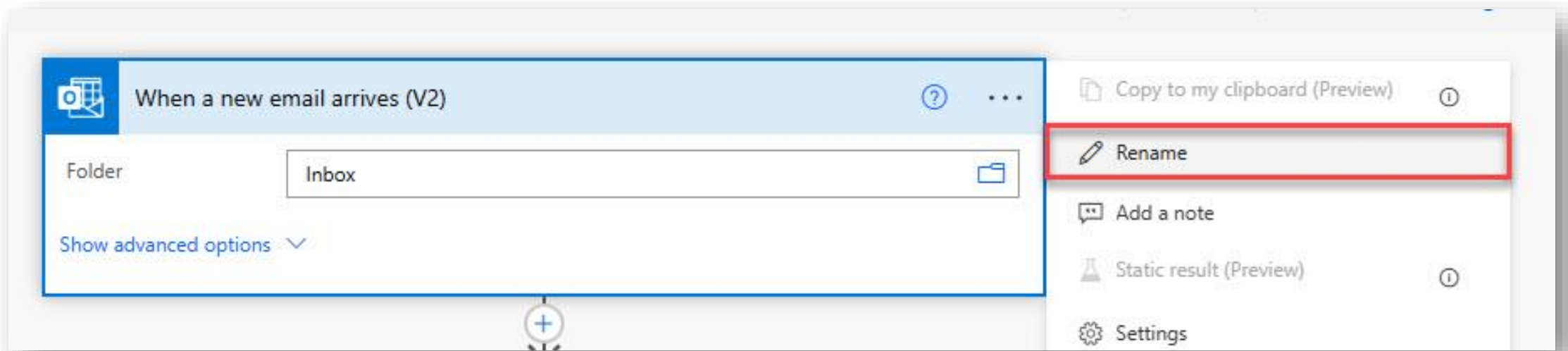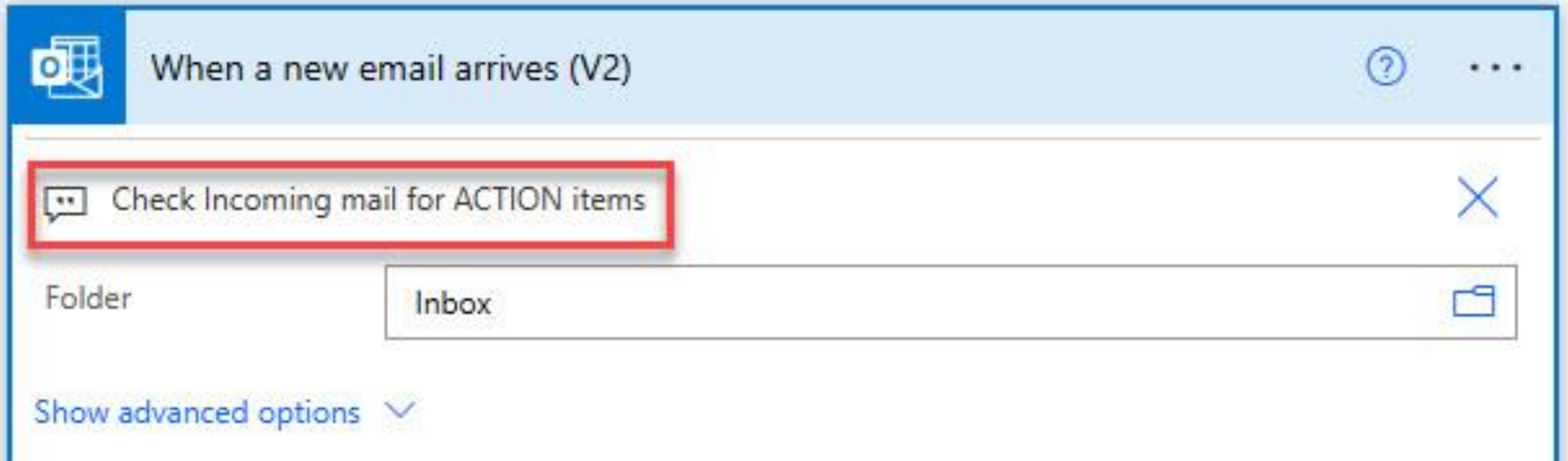
Tip #1:
Rename Your Actions

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**.

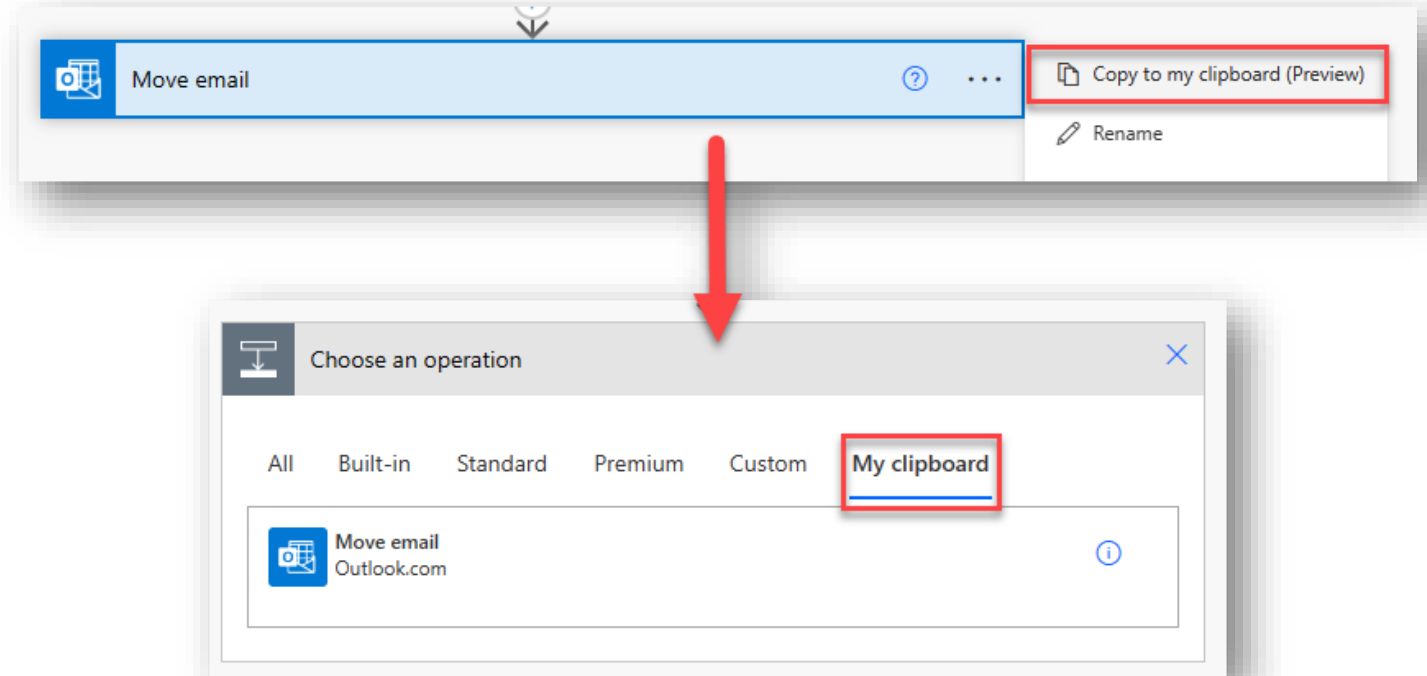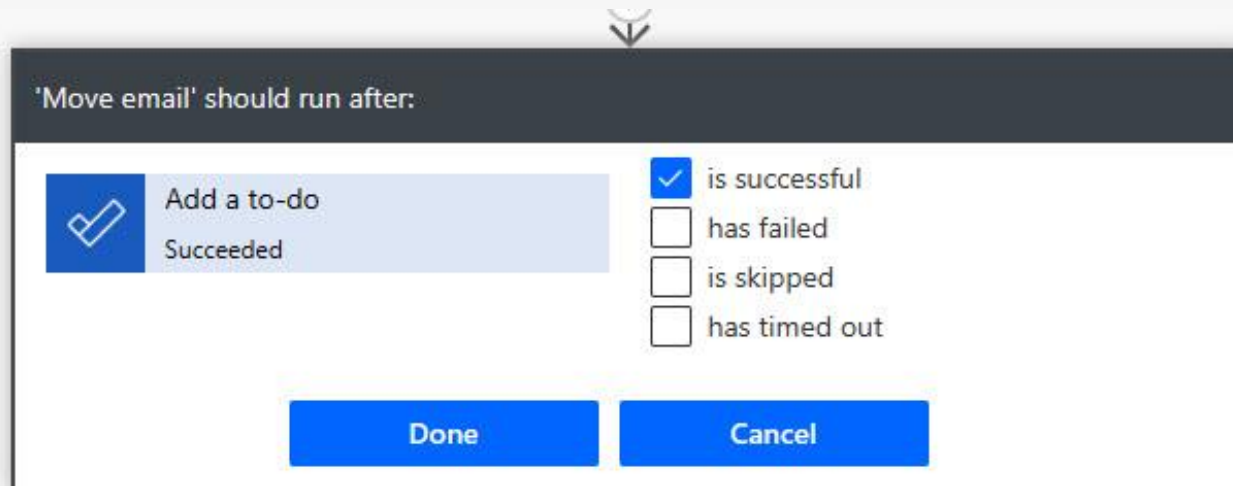3. Add helpful details to your actions.

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

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!

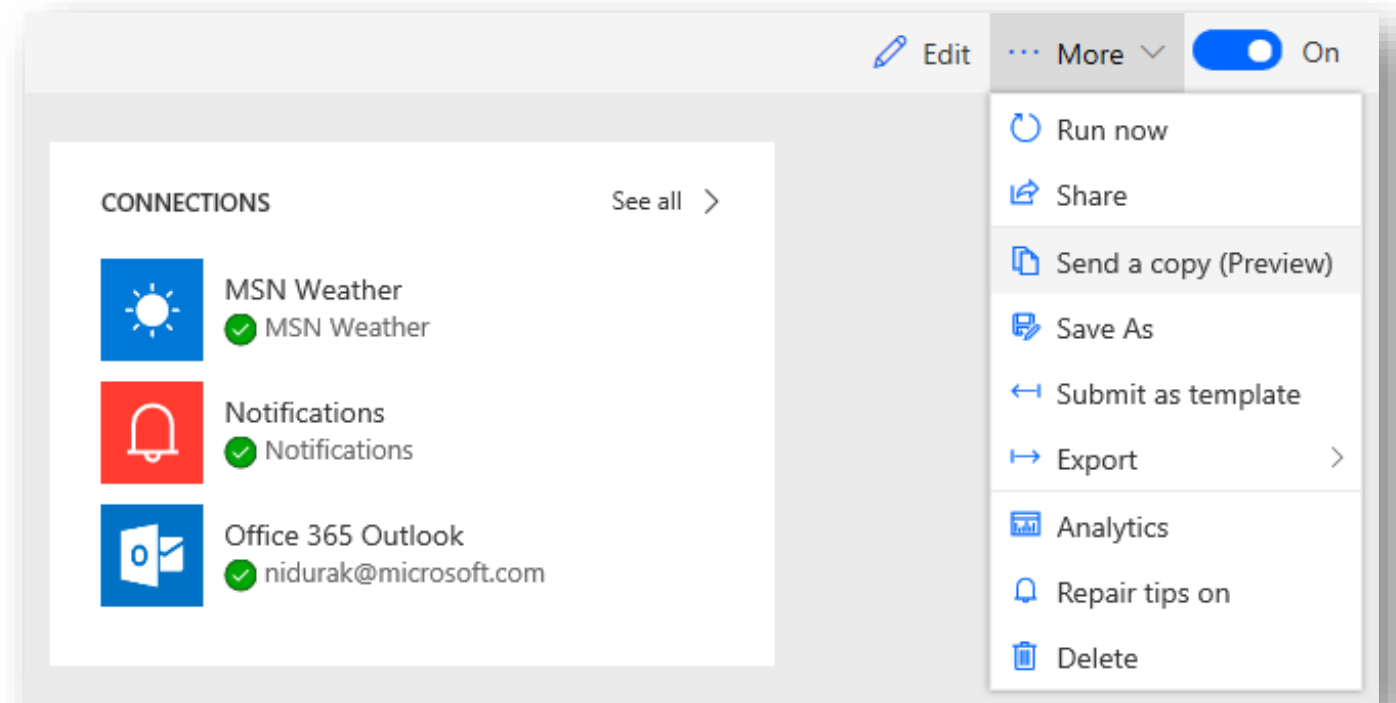On the main page of your flow,

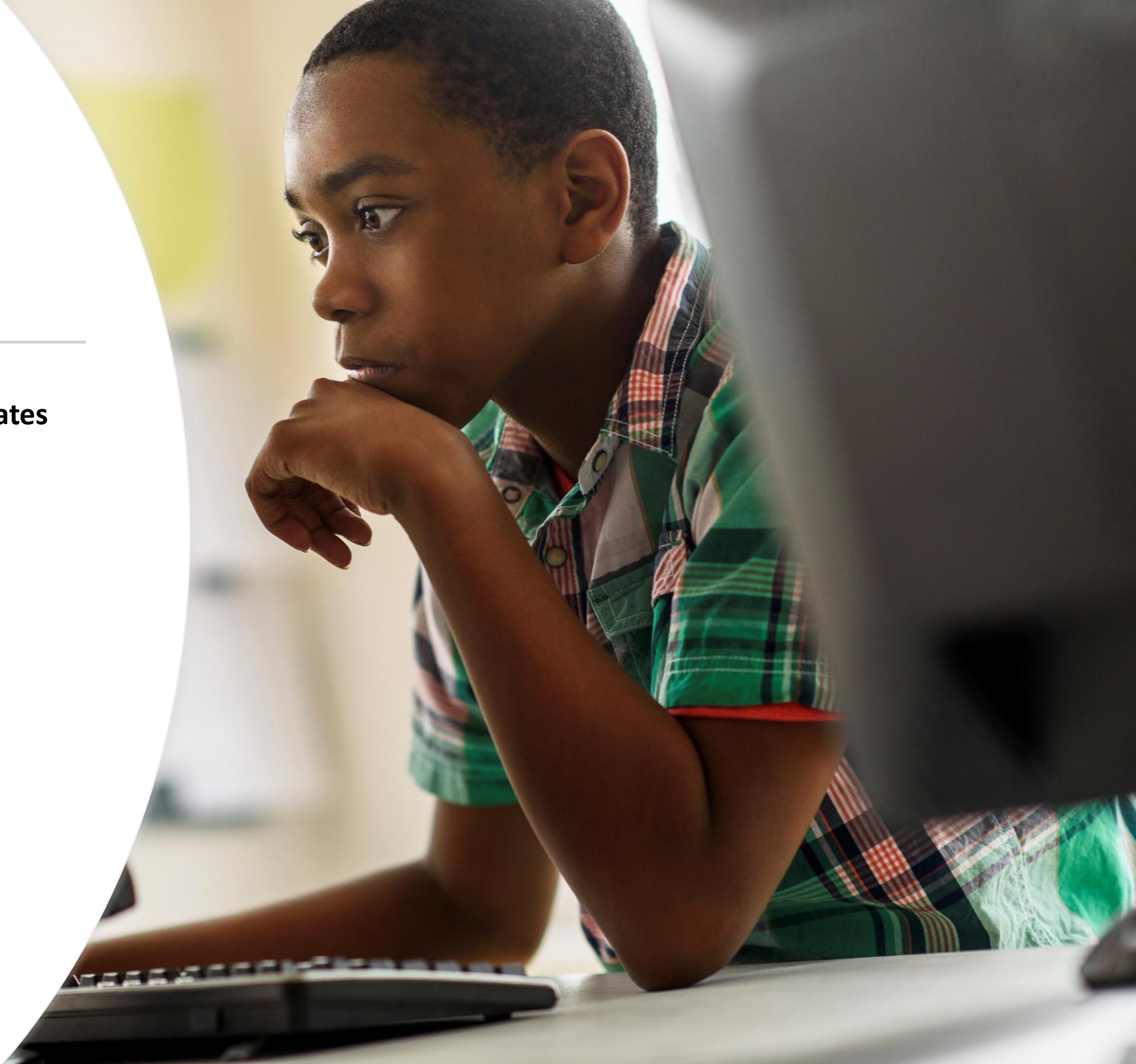- Select **Share**

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

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