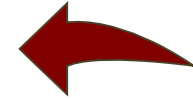


# Agenda

# Agenda

- 1 Why Automate?
- 2 Example - Rules+Automate flow
- 3 Outlook Rules
- 4 Power Automate Intro
- 5 Power Platform and 365

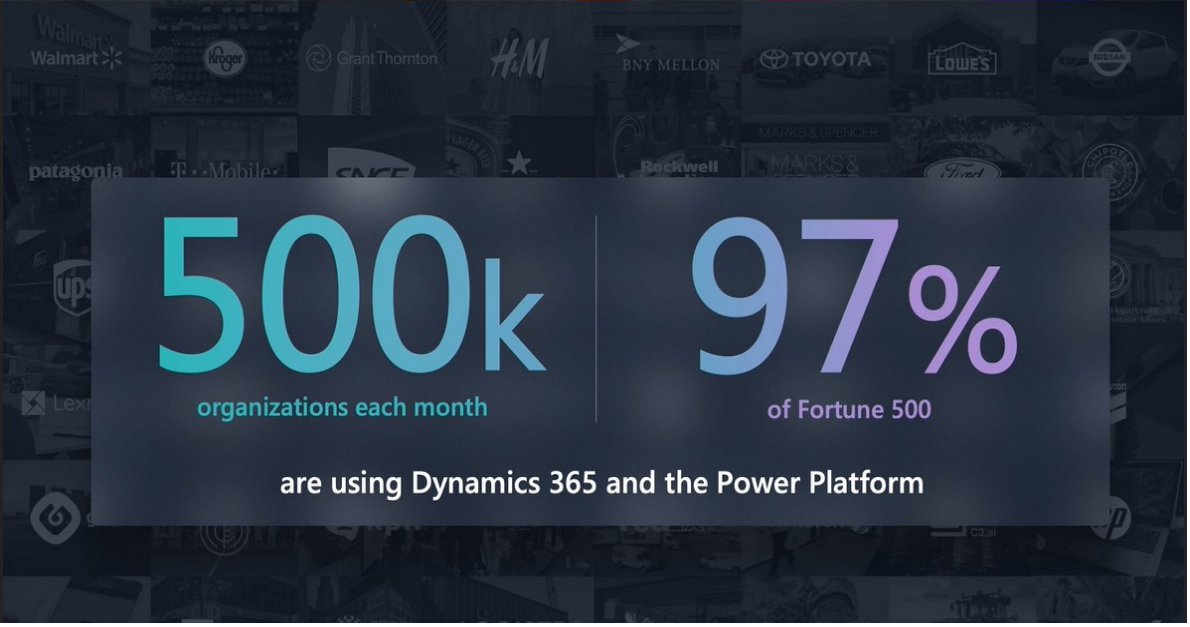
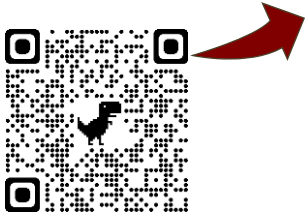


# 1 Why Automate?

- Saves time! Why do something manually when it can be automated?
- Runs automatically when you want it to (Time based or triggered by a condition)
- When flows run on the cloud, any task/file is open for collaboration. Its not just for you but the entire team

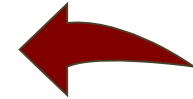
### Common Examples :

- Daily trackers
- Archival of documents in Teams shared folders
- Sending reminders
- Approvals / QCs



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## 2 Example - Rules+Automate flow

By the End of this session : If I receive an email with subject "*Send TLH file*" the sender will automatically be sent the files listed below through an email reply

Files to be sent :

Outlook rules Guide

This power point presentation

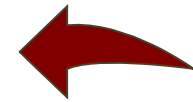
What we will see in this session :

Task 1 – Create an outlook rule for emails with subject "*Send TLH file*" – Move it to a folder 'TLH File'

Task 2 – Create Power Automate flow to trigger when the above happens and reply with the file

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# 3 Outlook Rules



When an email is received...

...satisfying set conditions

And does not contain any exceptions

Then move the mail to a folder (Or perform an action)

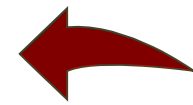
Why use rules?

- Organized inbox
- Easier to find emails
- Fewer notifications!
- Pre-Requisite for Power Automate flows



# Agenda

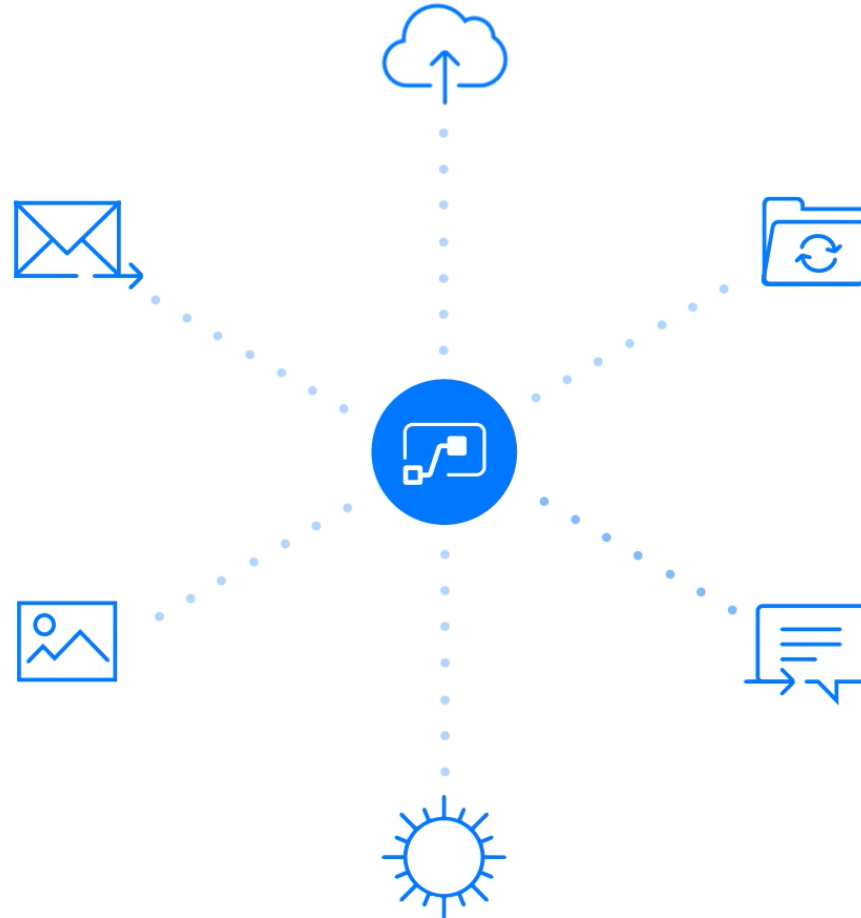
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# 4 Power Automate Intro

- Blocks of code that can be interconnected
- Digital LEGO maybe?
- Each block in most cases is just a well-crafted API call
- Blocks run successively and the meta data of a particular block is available to all blocks after it

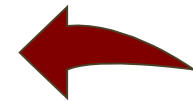


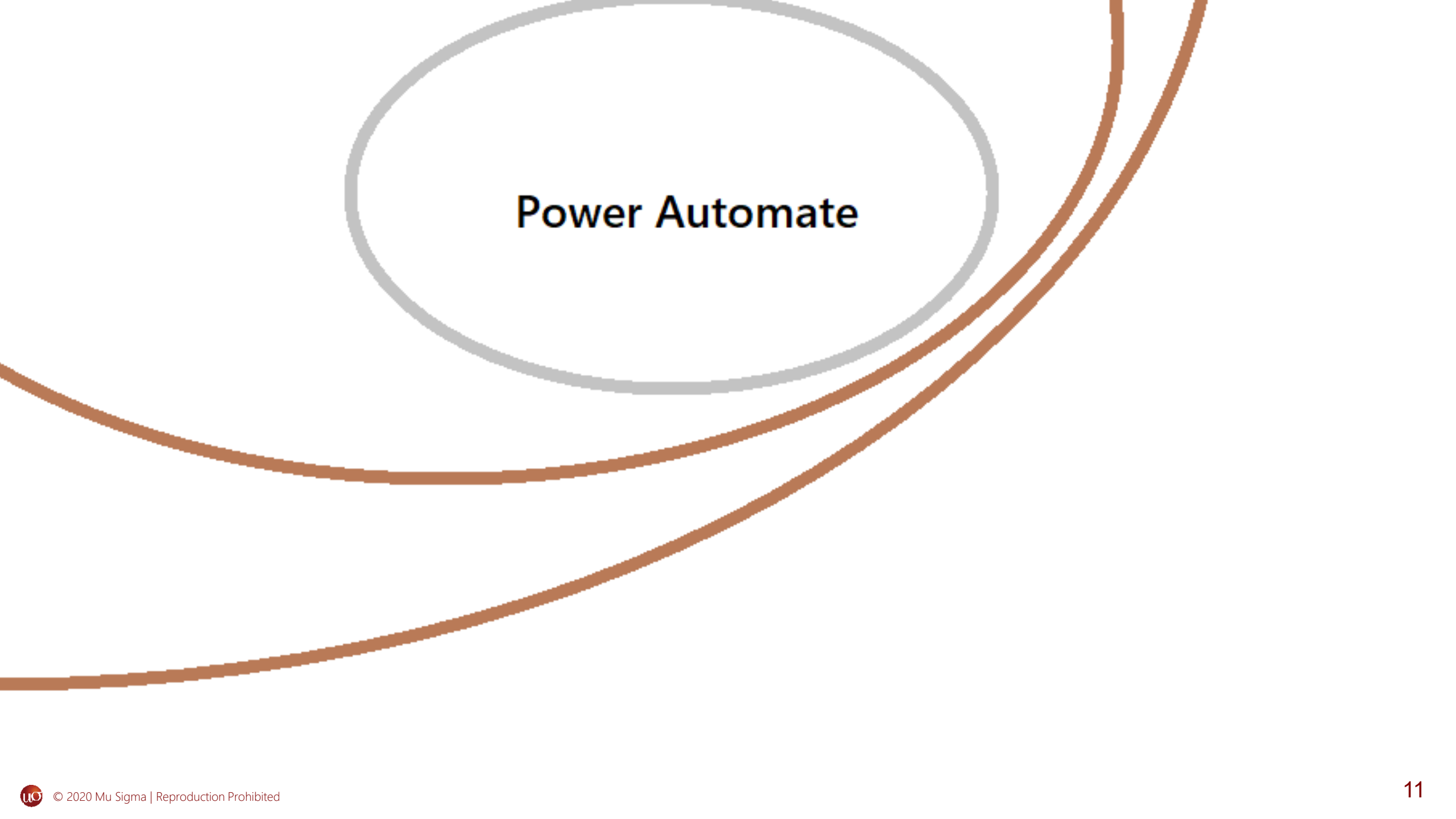
Flows can be

- Timed
- Triggered externally
- Run by custom menu option (Example SharePoint)
- Manual button on your mobile device
- BPF

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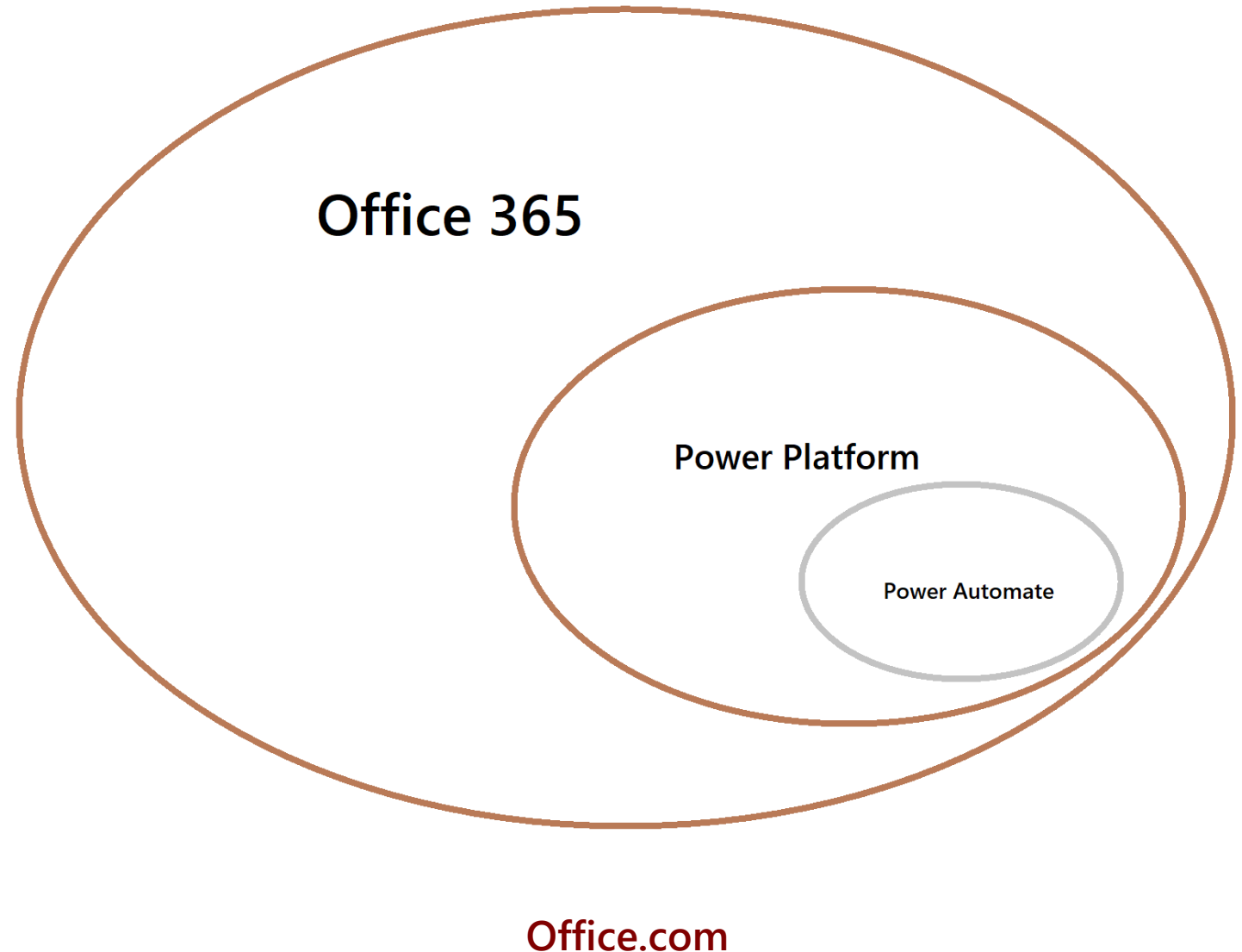
**Power Automate**

**Power Platform**

**Power Automate**

## Office 365 E3

Power Virtual Agents for Office 365  
Common Data Service for Teams  
Project for Office (Plan E3)  
Common Data Service  
Microsoft Bookings  
Microsoft Kaizala Pro  
Whiteboard (Plan 2)  
Information Protection for Office 365 - Standard  
Insights by MyAnalytics  
To-Do (Plan 2)  
Microsoft Forms (Plan E3)  
Microsoft Stream for O365 E3 SKU  
Microsoft StaffHub  
Power Automate for Office 365  
Power Apps for Office 365  
Microsoft Teams  
Microsoft Planner  
Sway  
Yammer Enterprise  
Azure Rights Management  
The latest desktop version of Office  
Skype for Business Online (Plan 2)  
Office for the web  
SharePoint (Plan 2)  
Exchange Online (Plan 2)





**Thank You!**