Microsoft

Getting to know

Microsoft Power Automate

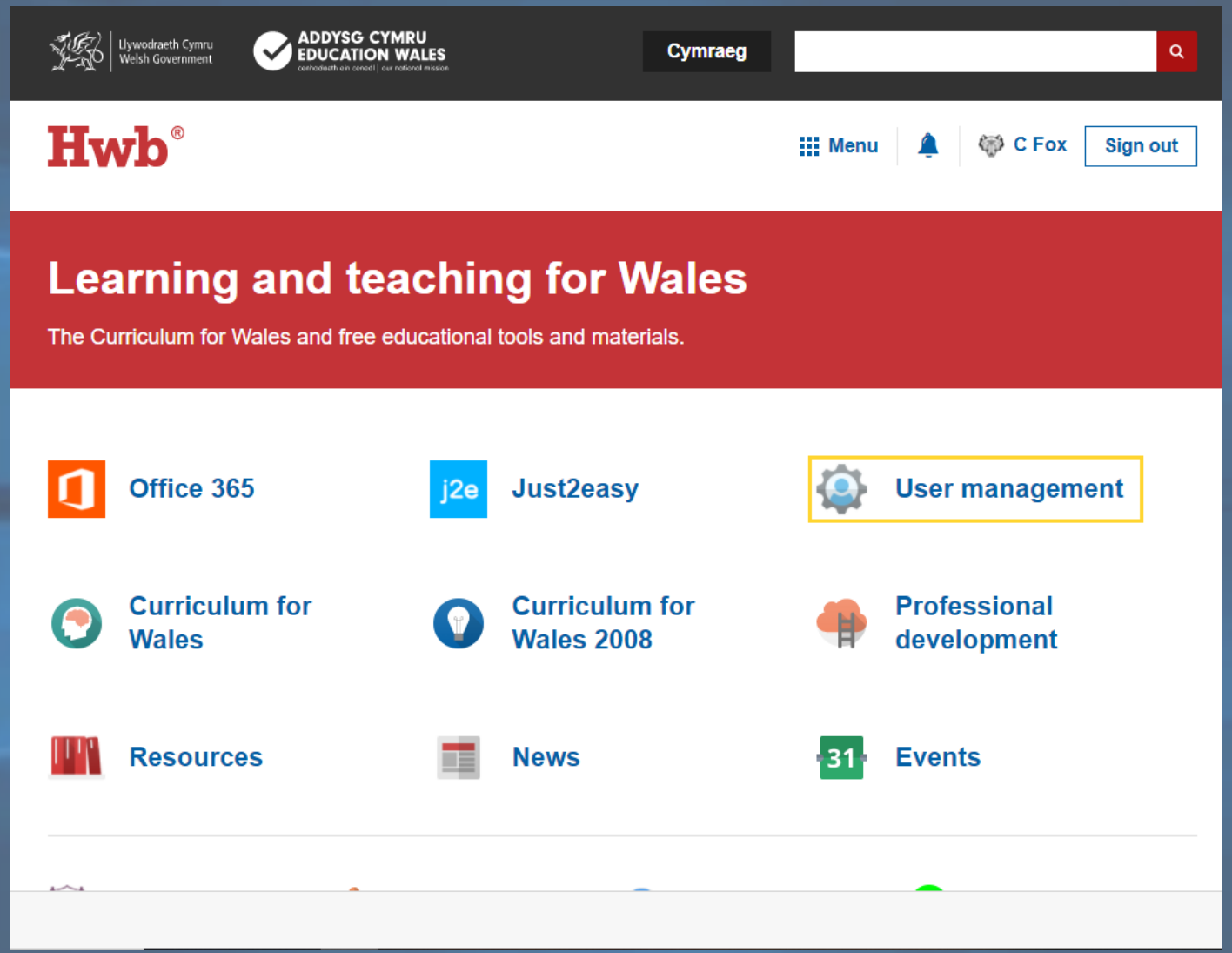


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

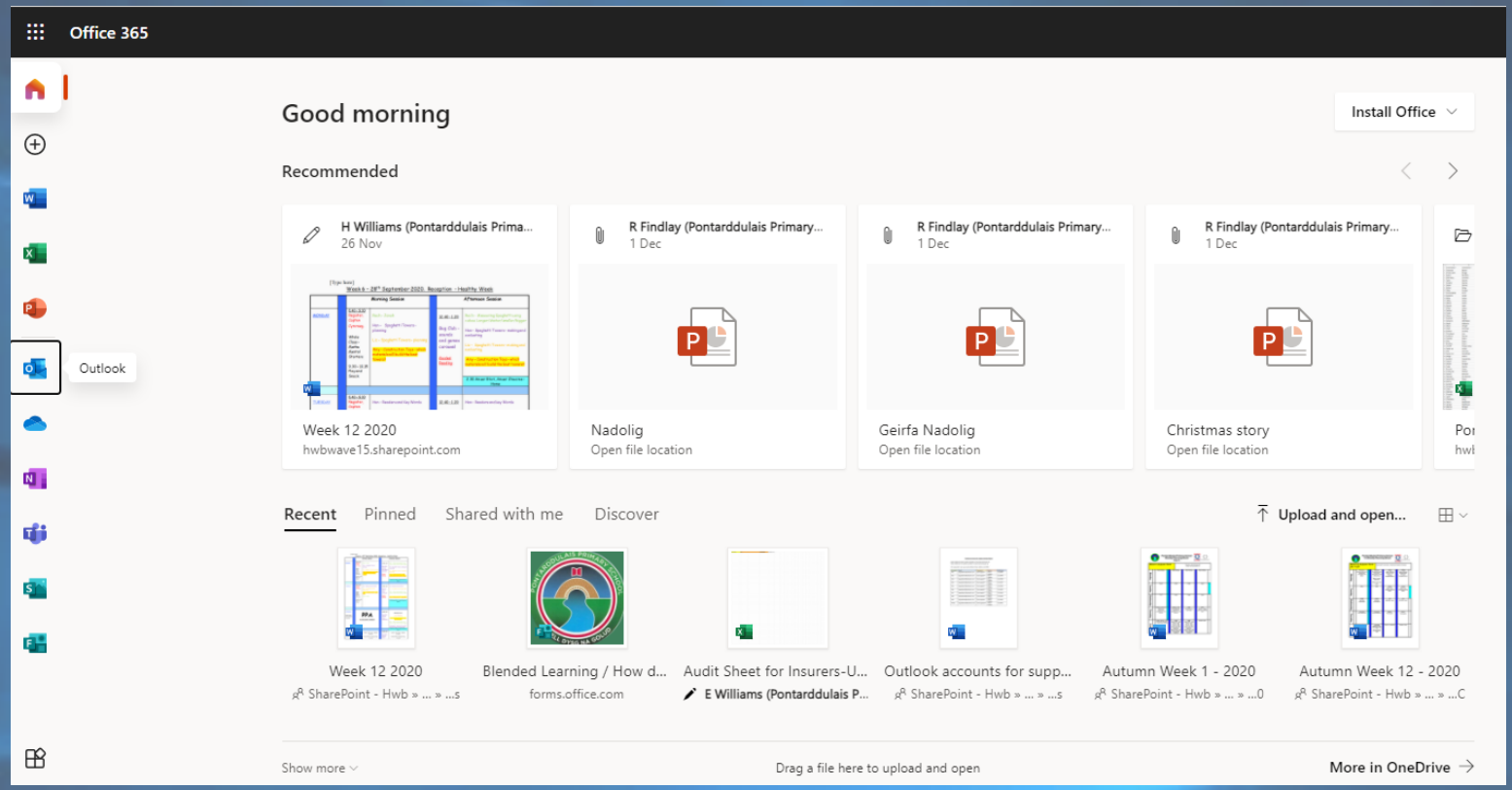
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

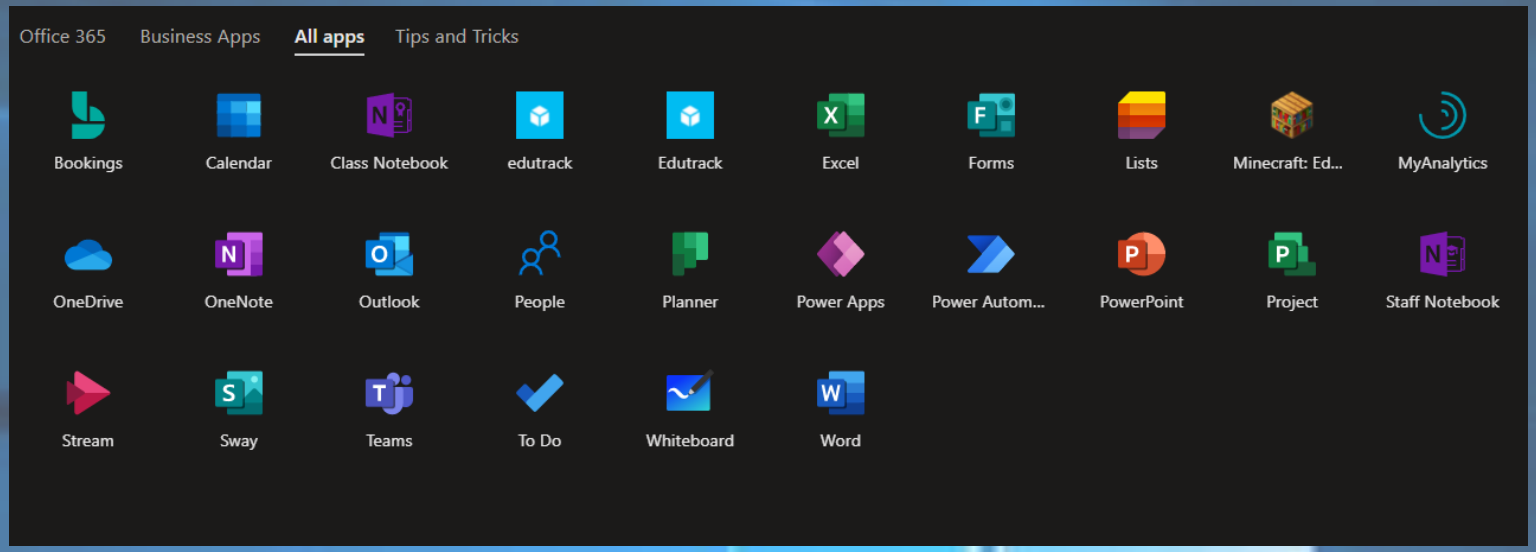
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



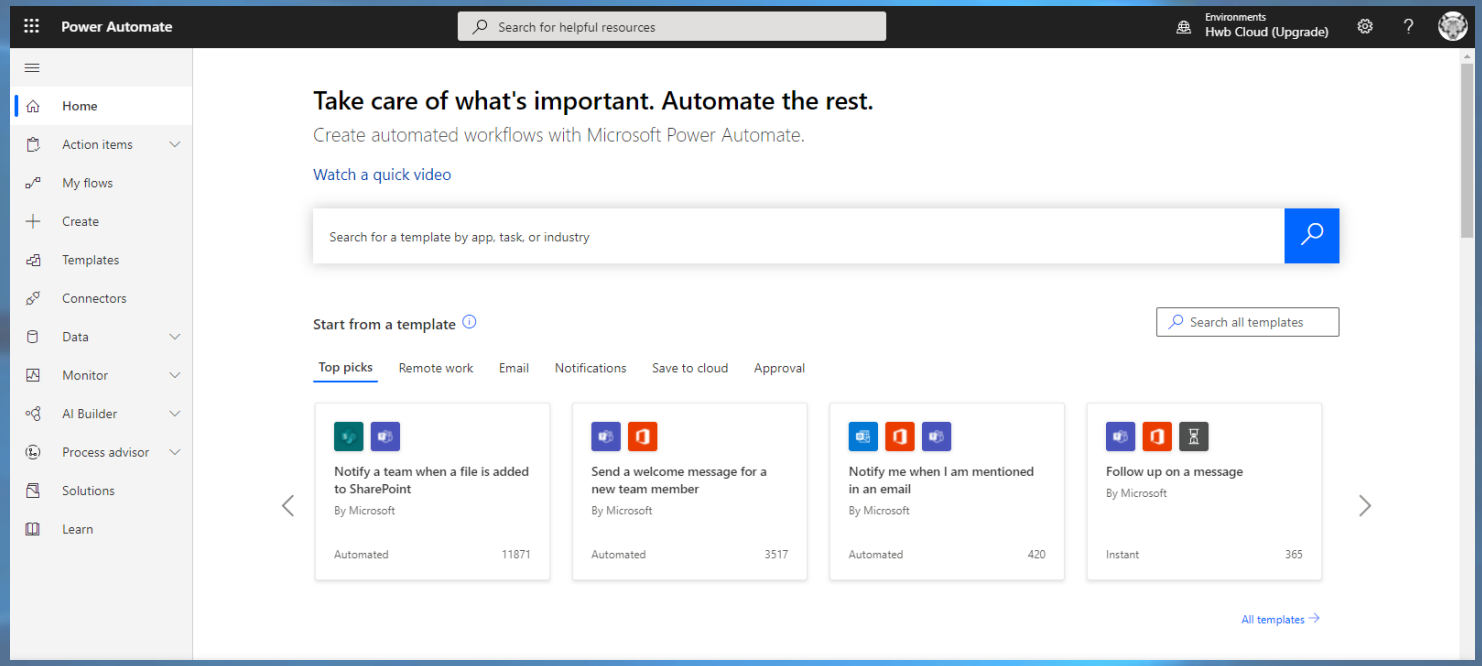
More Appening

Click on the boxes below the pre-set icons to view all apps and select Power Automate.



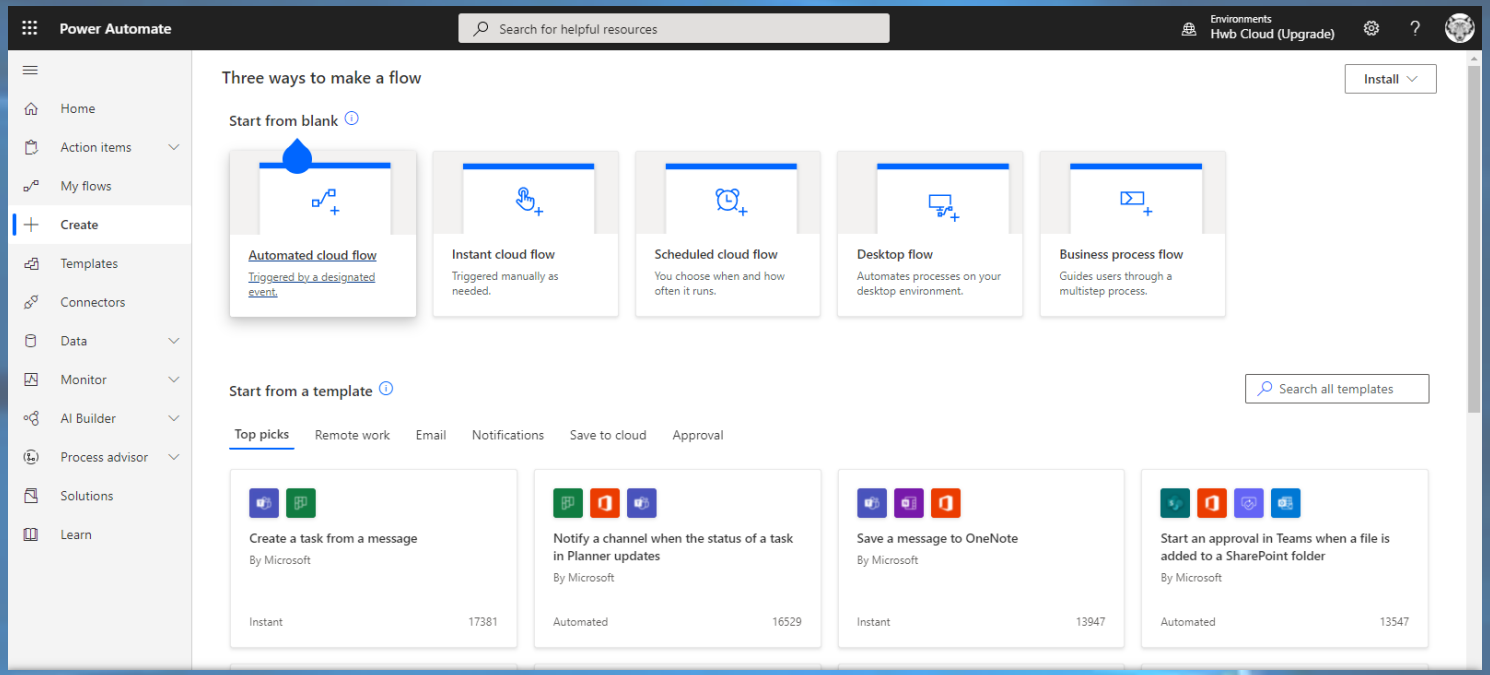
Stay Connected

Power Automate allows you to connect multiple apps and documents together so that if one thing happens, it affects the other, giving you more time.



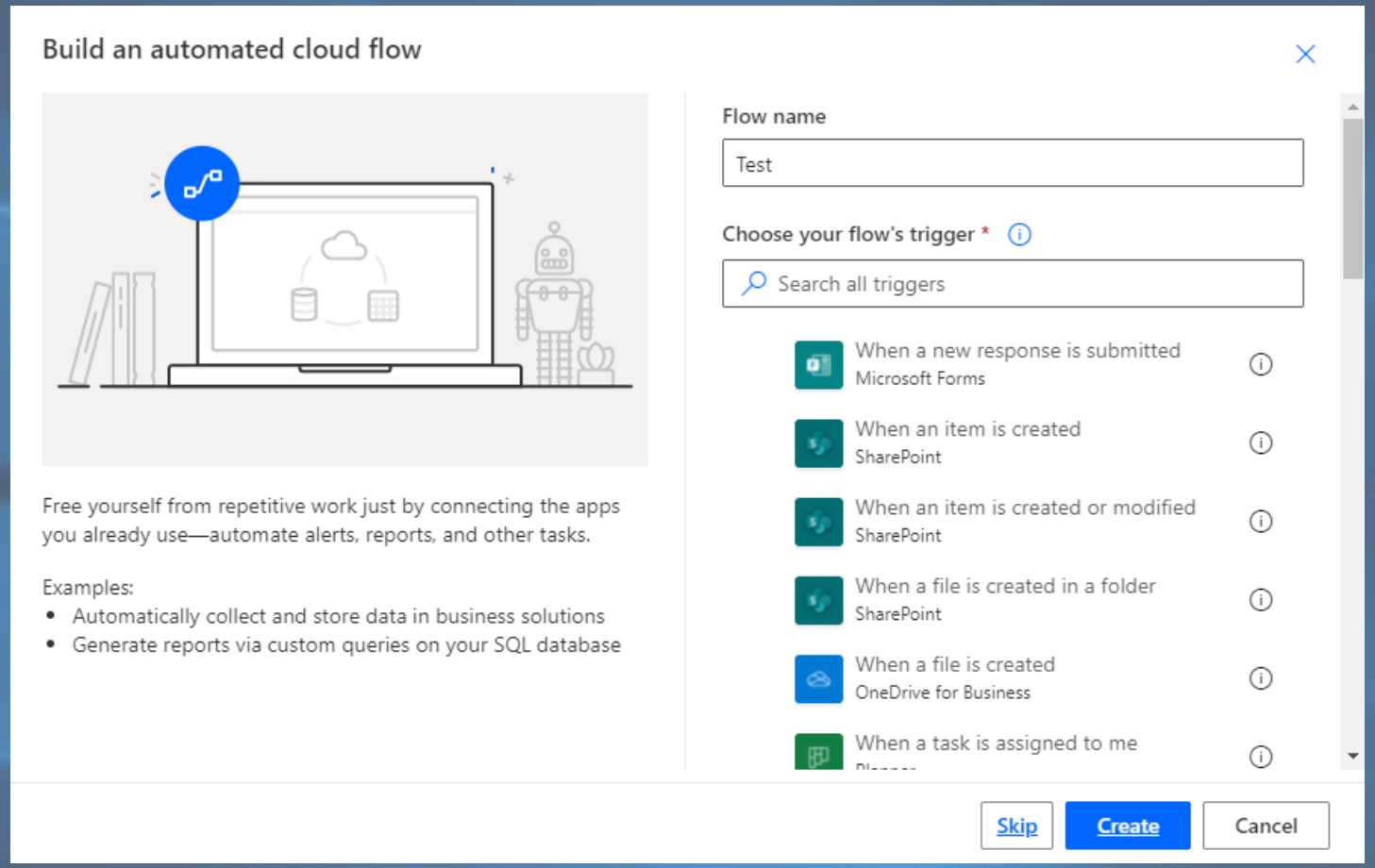
Auto Start

Click create and choose what kind of flow you want or use a template. For this guide, I will do a simple cloud based flow.



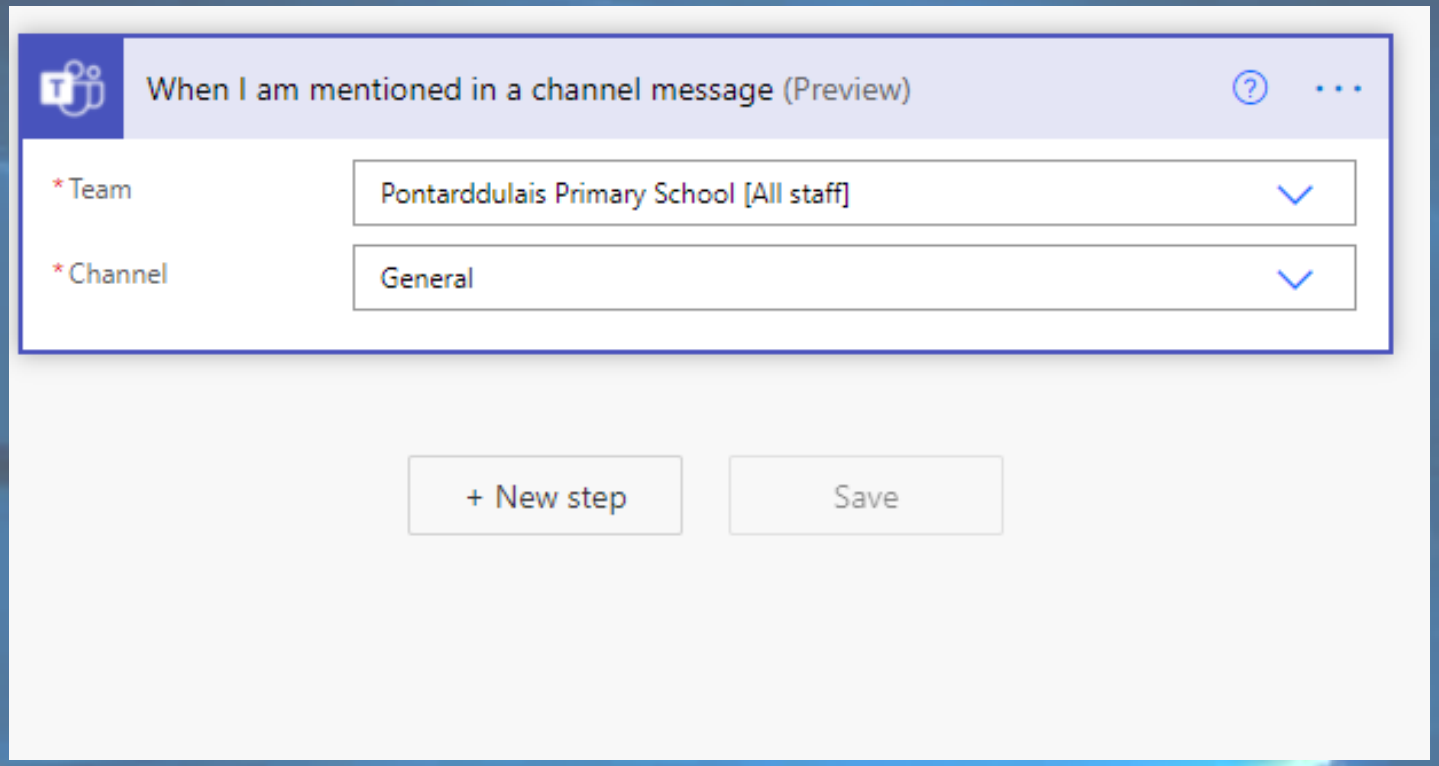
Start Point

Name your flow and select a trigger. I have chosen if I am mentioned in Teams.



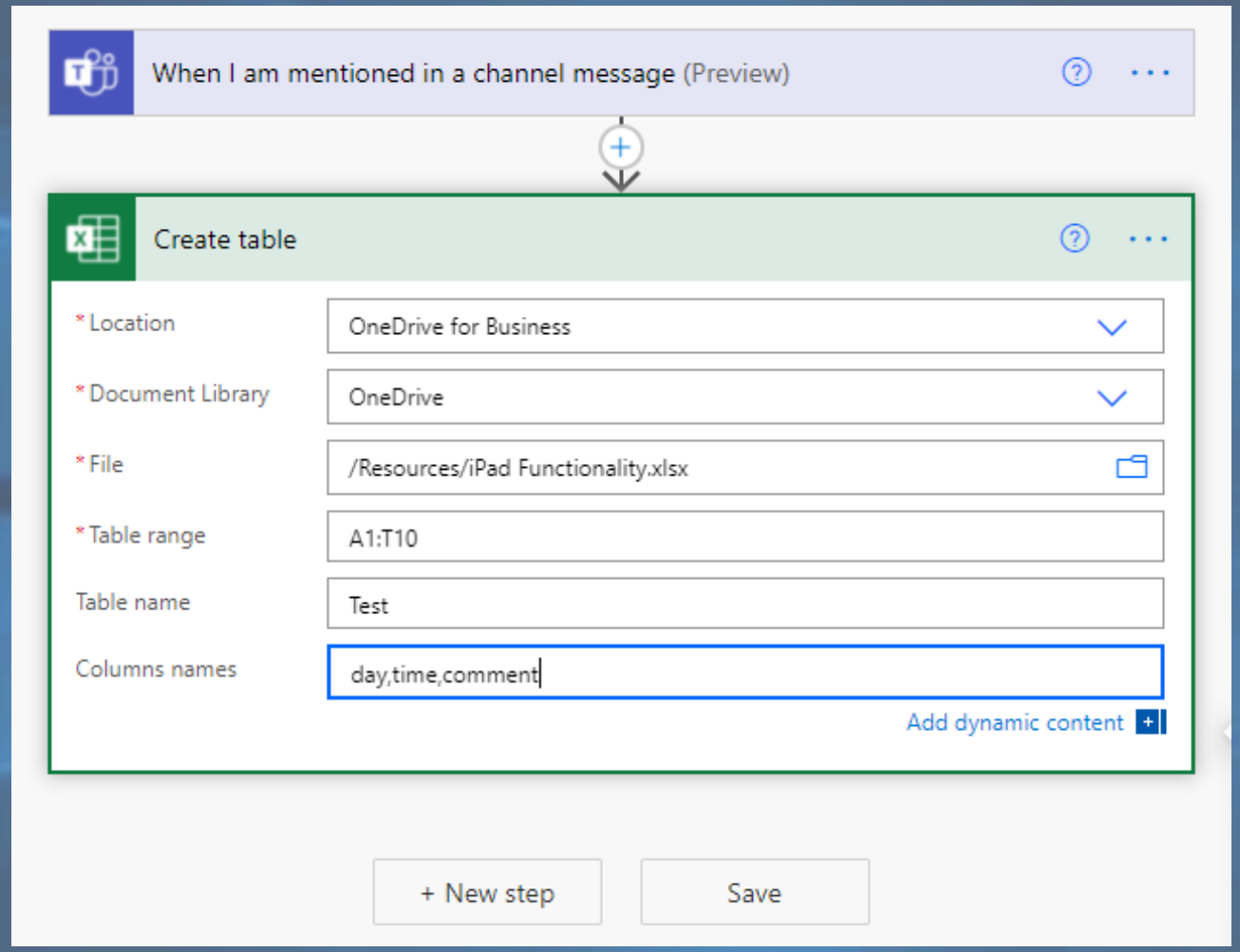
Be Specific

Depending on what you have chosen, be specific and then move onto New Step.



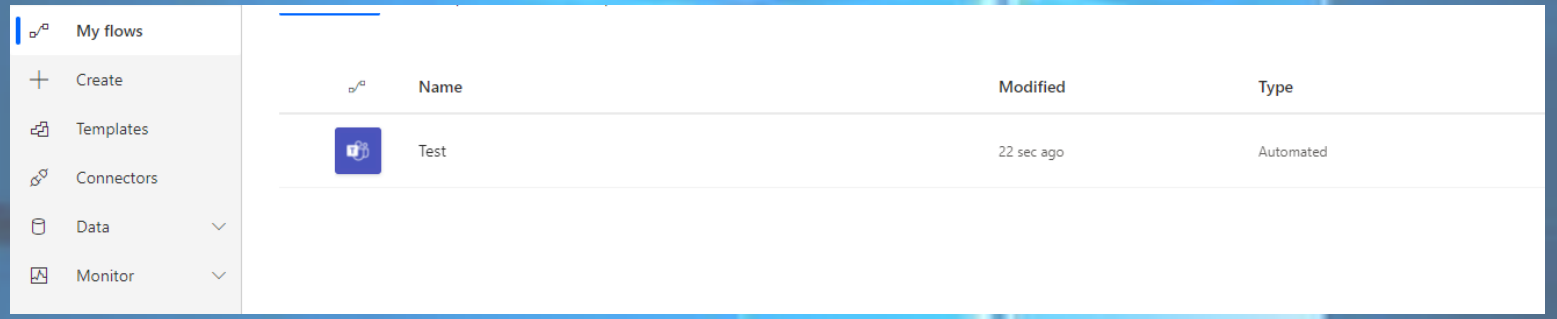
Next Step

Choose what to happen. Here I have chosen for an excel document to be updated (you must have one read). Click new step or save.



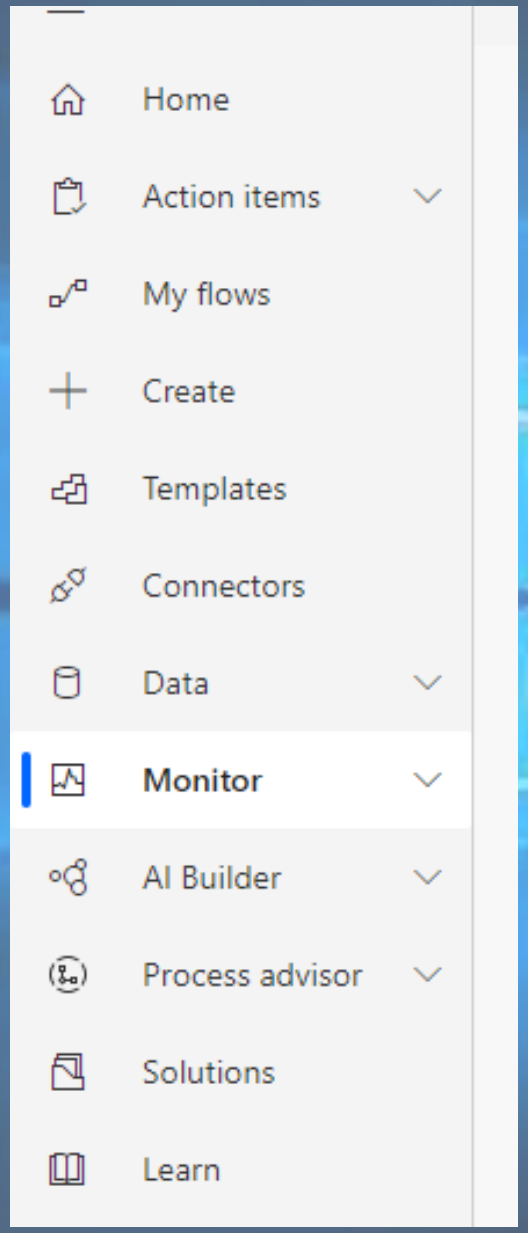
All Done

Your flow is complete. You view it, edit or share.



Many More

There are many more options to expand your flow such as connectors, data and so on, as well as being able to monitor your workflow.



Microsoft

