Microsoft Power Automate Super User (55268AC)

Duration: 1 Day Course Code: M55268

Overview:

Learn to automate business processes by creating, managing, and integrating Power Automate workflows across Microsoft 365, cloud services, and third-party applications.

The course introduces Power Automate, its licensing model, environments, navigation, and the process of creating, editing, publishing, and triggering flows. No Power Automate experience is required.
Learners progress from core flow-building skills to advanced automation logic, including conditions, loops, parallel branches, variables, expressions, and error-handling structures. Through practical exercises, they also work with standard and premium connectors, web services, on-premises data, databases, the Power Automate mobile app, approvals, data policies, analytics, sharing, and solution-based deployment and maintenance.

Updated August 2026

Target Audience:

Microsoft Power Automate Super User is designed for professionals who want to build, manage, and maintain reliable automated workflows across Microsoft 365 and connected business systems.

Objectives:

- **After completing this course, students will be able to:**
- Understand how Microsoft Power Automate supports business process automation across Microsoft 365.
- Create, edit, publish, and trigger automated flows in Power Automate environments.
- Build process logic with conditions, switch actions, loops, parallel branches, scopes, variables, and expressions.
- Apply automation techniques to practical workplace scenarios, including Microsoft 365 processes and scheduled reviews.
- Use standard and premium connectors to integrate Power Automate with cloud services, web services, databases, and on-premises data.
- Create and manage flows, instant automations, and approvals with the Power Automate mobile app.
- Review flow run history and analytics to monitor performance and identify maintenance needs.
- Configure data policies, sharing settings, and administrative controls for Power Automate.
- Use solutions to export, import, organize, and maintain flows across environments.
- Develop sustainable practices for updating, troubleshooting, disabling, and deleting automated workflows.
- Use Copilot to build and troubleshoot flows.

Prerequisites:

- No previous experience of Power Automate is required

Testing and Certification

None

Follow-on-Courses:

- M55265 - Microsoft Power Apps for End Users
- M-PL400 - Microsoft Power Platform Developer (PL-400)
- M-PL900 - Introduction to Microsoft Power Platform (PL-900)

Content:

1- Introduction to Power Automate

- What is Microsoft Power Automate?
- Business processes and tools
- The benefits of automation
- Power Automate licensing
- How to get to Power Automate

2- Getting Started

- Create Power Automate flows
- Environments
- Navigate in Power Automate
- Edit a flow
- Publish and trigger a flow
- Lab A: Build processes in Microsoft 365

3- Automation Logic

- Add Condition actions
- Design Switch actions
- Use the Apply to each action
- Configure the Do until action
- Parallel branches
- Add a scope
- Terminate a flow
- Variables
- Expressions
- Lab B: Schedule documentation reviews

4- Integration

- Standard and premium connectors
- Connect to web services
- Use Power Automate with on-premises data
- Lab C: Use a database to review sales

5- The Power Automate Mobile App

- Download the mobile app
- Sign in and account management
- Build and manage flows
- Instant flows
- Approvals
- Lab D: Create and use a flow in the mobile app (optional lab)

6- Administration and Maintenance

- Administration for Power Automate
- Data policies
- View run history and analytics
- Share a flow
- Solutions
- Export and import solutions and flows
- Turn off or delete a flow
- Lab E: Maintain your flows

Additional Information:

Full Lab Environment Add-On:
Enhance and simplify your classes by providing an unparalleled learning platform that requires no setup. Your trainers and students can dive straight into a fully-prepared lab environment with just a click. This seamless integration means no time wasted on installations or configurations, allowing trainers and students to focus solely on the task at hand. The lab comes pre-loaded with all the necessary tools and resources, ensuring a smooth, hassle-free learning experience.

Further Information:

For More information, or to book your course, please call us on 0800/84.009

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