



# Power Automate

Use Power Automate to develop a simple flow to automate a process. Automation may sound intimidating, but Power Automate allows you to build automated processes using low-code, drag-and-drop tools. With thousands of templates, hundreds of pre-built connectors to apps you use daily (Outlook, Word, Forms), and AI assistance, it's easy to automate repetitive tasks.

Here are a few videos from ANR's John Sears to introduce you:

## Videos

[Office Essentials Training: Power Automate](#) (29:47)

[Power Platform Demo: Weekly Reporting](#) (6:03)

[Power Platform Demo: Forms and Dashboard](#) (34:08)

[Power Platform for District Budgets](#) (13:21)

## Not sure where to start?

Lots of people feel the same way at the beginning! Here are a few simple things you can start automating. There are also [numerous templates you can explore here](#) to get started.

|                    |   |
|--------------------|---|
| <b>REMINDERS</b>   | <a href="#">Automatically send emails</a> to remind internal or external partners or recurring deadlines, such as weekly reports or quarterly reports. This helps avoid missed deadlines and setting yourself a reminder to email a reminder. |
| <b>ATTACHMENTS</b> | <a href="#">Automatically save email attachments</a> to SharePoint or OneDrive. This saves time searching through emails to find what you need, as it will be stored within the correct document library.                                     |
| <b>FOLLOW-UP</b>   | <a href="#">Automatically get reminded to follow up</a> on a message at a time you choose. This helps you avoid missing important follow up on emails or Teams messages.  |
| <b>PLANNER</b>     | <a href="#">Automatically send email or Teams message</a> when a task is completed. This eliminates you having to constantly check in on task status.   |

This guide was made in collaboration between LiveWell Vermont and the Chief Performance Office.



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## Join the Community

There are also two Microsoft communities of practice in the State of Vermont that you can join to learn more about Power Automate and all the other tools available to you. You may learn more on our [Microsoft page on our SharePoint site](#).

## Share your Flows!

If you develop a flow, tell us about it in the [Improvement Sharing form](#)! Your submissions can help inspire others to automate similar processes.

## AHS Users

Please [see here for Power Automate guidance](#). If a process you develop becomes part of an SOP, please reach out to your IT lead so it can be documented and moved to a service account.

