Types of Flows Power Automate

An automated workflow called a flow in Power Automate integrates your preferred apps and services to streamline your business activities. Flows can be executed manually or in response to events like the arrival of a new email or the creation of a file. Numerous actions, like sending emails, producing documents, and connecting to other cloud services, can be automated using flows.

Different types of flows in Power Automate:

1. Automated flows: Automated flows are initiated by events, such as the arrival of a new email, the creation of a file, or the modification of a database entry.
2. Instant flows: Instant flows can be started manually by pressing a button or giving a bot instruction.
3. Scheduled flows: Scheduled flows are triggered at defined intervals, for as every day at 9:00 AM or once a week on Wednesday.
4. Desktop flows: On your desktop computer, desktop flows are automated workflows. They can be used to automate operations like launching applications, completing forms, and moving data that you would typically perform by hand.
5. Business process flows: Business process flows are diagrams that show how various business processes are carried out. They can be applied to direct users through a procedure and guarantee that all required steps are taken. To automate portions of the process, business process flows can be combined with desktop and cloud flows. Like Onboard a new employee.

Create First Automated Cloud Flow in Power Automate

Now we will create first automated cloud Flow in Power Automate.

For example, i have a SharePoint list called Task list, when an item is created the flow will trigger and we will send an email to the person assigned to that task. The task list contains below columns:

- Title- Single line of text
- Assigned to-person
- Description-Multiple lines of text
- Start date-Date
- End date-Date
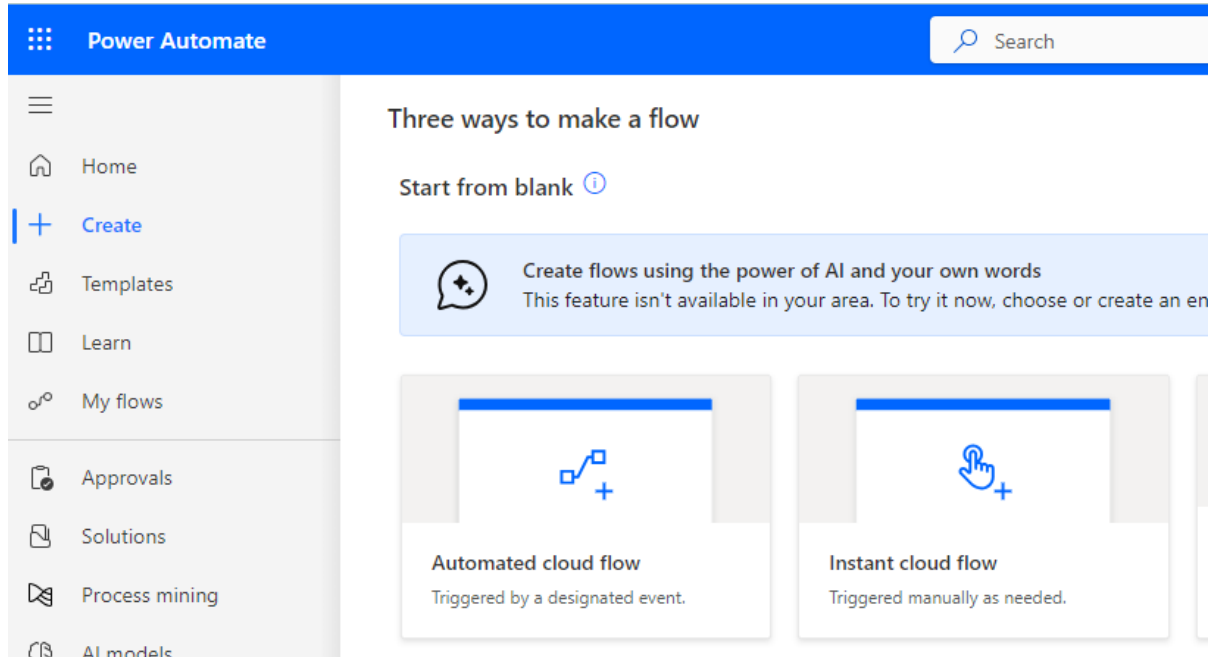
Tasks ☆

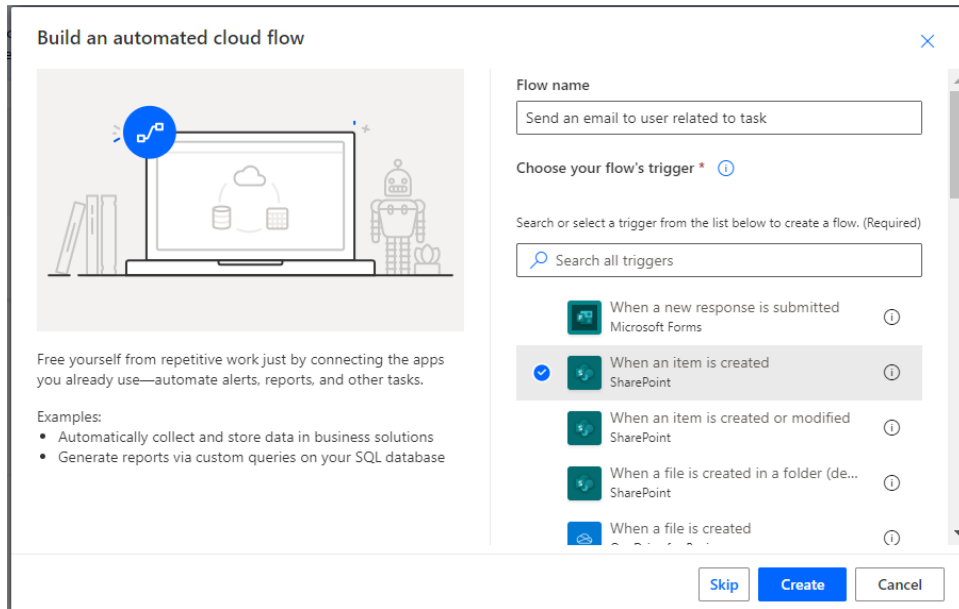| Title ⌄	Description ⌄	Assigned to ⌄	Start Date ⌄	End Date ⌄

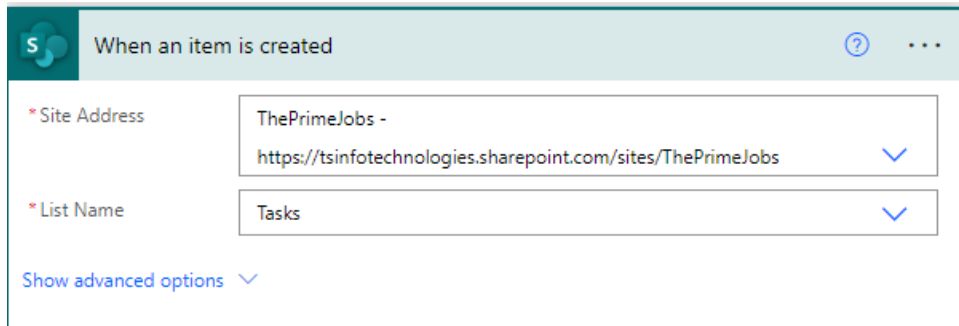Next follow the below steps to create the flow in Power Automate.

Step 1- In Power Automate, click on + Create -> select Automated Cloud Flow.

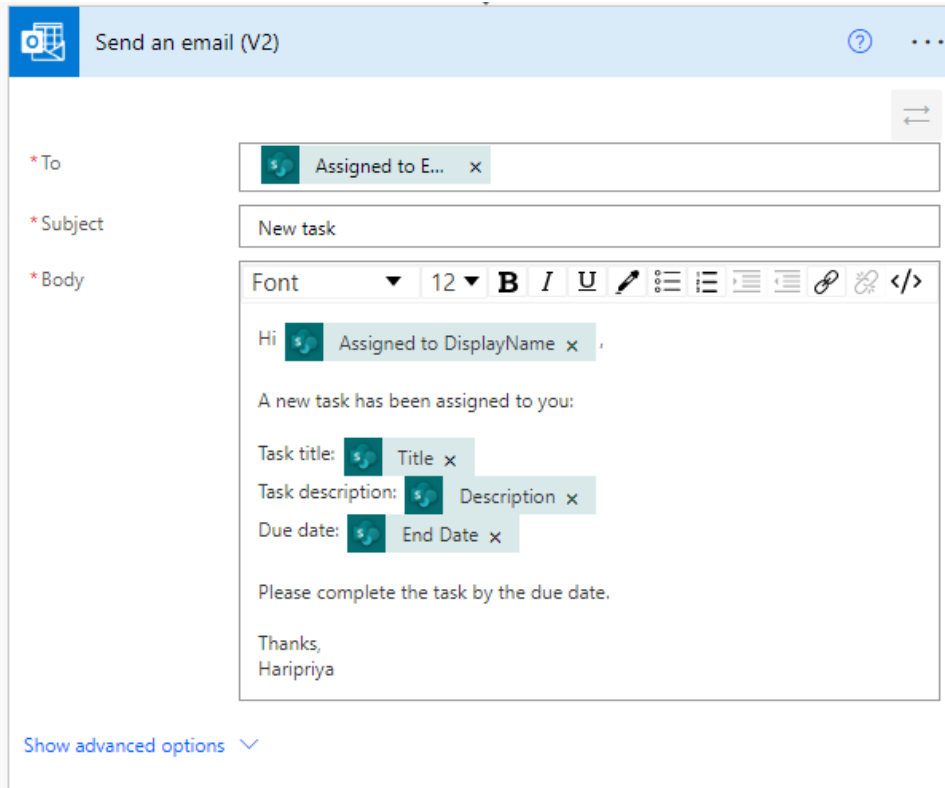Step 2-Provide the flow name, select When an item is created action then click on Create.

Step 3 Now when an item is created action added to the flow, provide the Site address and list name

Step 4: Next we will send an email, for this click on +New step -> select Send an Email (V2) action. Then provide the To, Subject and body field like below image.

Send an email (V2)

*To	[Assigned to E...] ×
*Subject	New task
*Body	Font ▾ 12 ▾ **B** *I* U ✎ ☰ ☰ ☰ ☰ 🔗 🔗 </>

Hi [Assigned to DisplayName] ×ㅤ,

A new task has been assigned to you:

Task title: [Title] ×
Task description: [Description] ×
Due date: [End Date] ×

Please complete the task by the due date.

Thanks,
Haripriya

Show advanced options ∨

Step 5: Now run the Flow and create item in SharePoint list, you can see flow run successfully. Now you can see the outlook you got an email like below.

New task

Haripriya Dhall
To: Haripriya Dhall

Hi Haripriya Dhall,

A new task has been assigned to you:

Task title: SharePoint Migration
Task description: It is a SharePoint task
Due date: 2023-09-29

Please complete the task by the due date.

Thanks,
Haripriya

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