

MICROSOFT FLOW



Corporate IT Course

LEARNING OUTCOMES

- Harness Microsoft Flow to automate repetitive tasks and streamline business processes across Office 365 and other apps.
- Build smart approval workflows that save time and reduce manual effort.
- Apply conditions, triggers, and actions to create dynamic, intelligent flows tailored to your needs.
- Design multi-step workflows that seamlessly connect apps and services for maximum efficiency.
- Edit, test, and optimise flows to ensure smooth, reliable automation every time.

COURSE OVERVIEW

Microsoft Flow is a powerful cloud-based tool within the Office 365 suite that enables you to automate tasks and workflows across multiple applications — all without writing a single line of code. With Flow, you can connect apps and services to streamline processes such as sending notifications, syncing files, and collecting data automatically. This course is ideal for users looking to implement, manage, or support automated workflows within their organisation. A basic familiarity with Microsoft Office 365 is recommended.

TOPICS COVERED IN THIS COURSE

Introduction to Flow

Discover how Microsoft Flow automates tasks across apps and services, saving time and improving productivity without coding.

Navigating the Flow Interface

Learn to use My Flows, Team Flows, Templates, Connectors, and the Approvals Centre to create, manage, and monitor workflows effectively.

Designing a Flow

Build workflows using triggers, actions, conditions, and connectors, while testing and debugging to ensure reliability.

Approval Flows

Set up approval processes for documents and requests, manage them via email or the Approvals Centre, and implement escalation rules.

Planning Custom Flows

Analyse business needs, map processes, and identify connectors to design workflows tailored to your organisation.

Creating Custom Flows from Scratch

Build end-to-end workflows for approvals, notifications, and escalations, testing each step to ensure accuracy.

Combined Multistep Flows

Integrate multiple conditions, approvals, and actions across teams to streamline complex processes.

Administering and Managing Flows

Control and maintain workflows by copying, exporting, deleting flows, and managing connections efficiently.