**Microsoft Power Platform**

# 4 Ways Your Employees Can Get Started with Microsoft Teams and Power Automate

The creativity of your employees can give your business a competitive edge in challenging times, sparking new ideas and driving growth.

But how can you tap into that innovation when employees spend so much time on manual, repetitive tasks, switching constantly between different tools?

## Get started fast

These are just a few ways that employees can use Teams and Power Automate. The new Power Automate app for Teams makes it more approachable and straightforward than ever to automate routine tasks.

A simplified flow designer makes it easy for anyone to get started automating, using thousands of prebuilt templates.
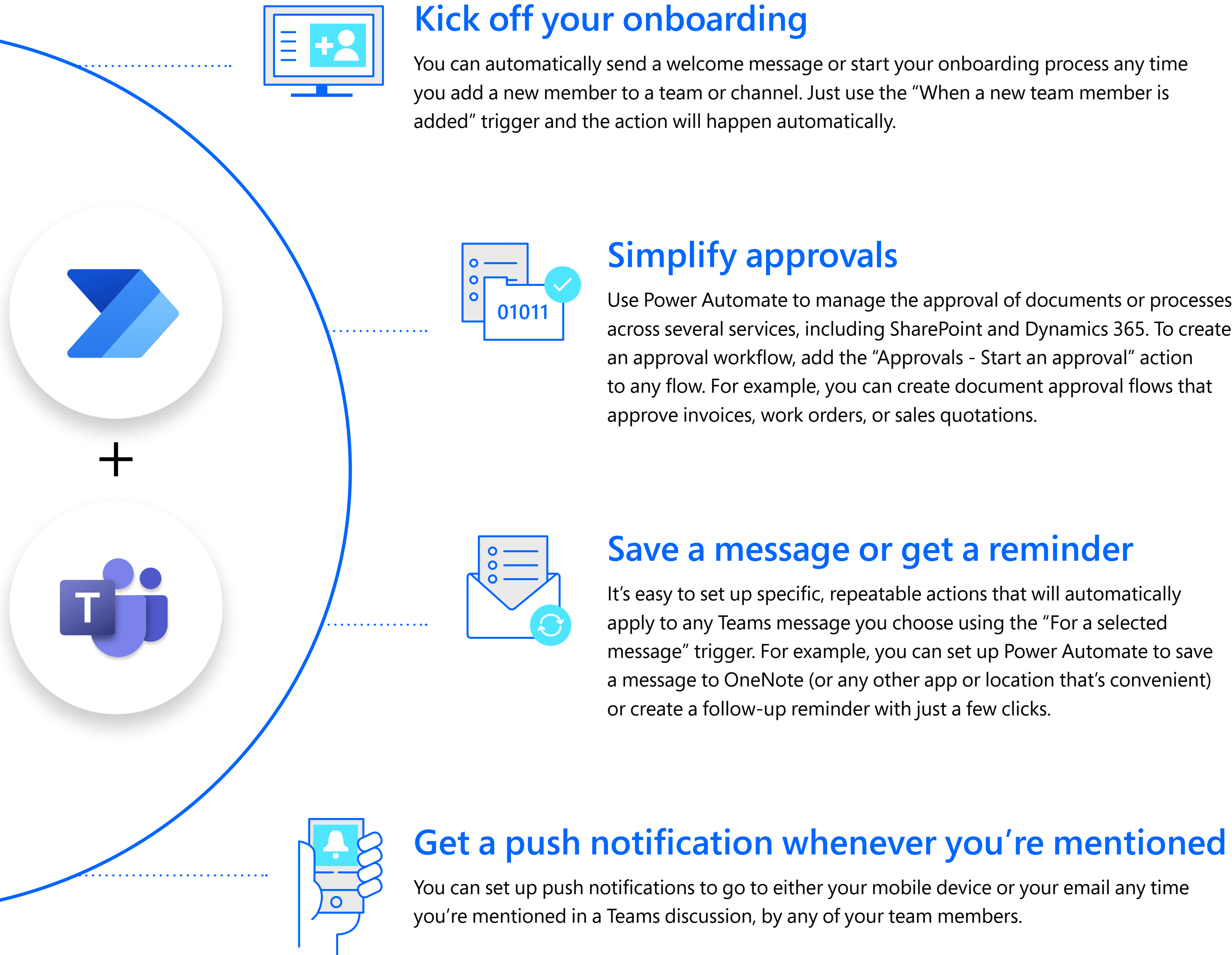
## To learn more, read the e-book:

Modernize business processes with Microsoft Teams + Microsoft Power Platform >

## Automation for everyone

Here are four processes that Power Automate can help streamline in Teams:

### Kick off your onboarding

You can automatically send a welcome message or start your onboarding process any time you add a new member to a team or channel. Just use the "When a new team member is added" trigger and the action will happen automatically.

### Simplify approvals

Use Power Automate to manage the approval of documents or processes across several services, including SharePoint and Dynamics 365. To create an approval workflow, add the "Approvals - Start an approval" action to any flow. For example, you can create document approval flows that approve invoices, work orders, or sales quotations.

### Save a message or get a reminder

It's easy to set up specific, repeatable actions that will automatically apply to any Teams message you choose using the "For a selected message" trigger. For example, you can set up Power Automate to save a message to OneNote (or any other app or location that's convenient) or create a follow-up reminder with just a few clicks.

### Get a push notification whenever you're mentioned

You can set up push notifications to go to either your mobile device or your email any time you're mentioned in a Teams discussion, by any of your team members.

**Power Automate can help employees take what they're doing in Teams and make it even easier. Together, Teams and Power Automate give employees more ways to get even more done.**

## Remote work has only increased distractions and inefficiencies

> My team still struggles day-to-day with remote work. We spend so much effort on just staying connected and organized."—Team manager

### The solution: Using Teams with Power Automate

Using technology to automate repetitive tasks can help people get more done in a new work landscape—and using Teams with Power Automate is a great place to start:

- Use the logic-based building blocks in Power Automate, without writing a single line of code.
- Set triggering events and actions in different apps to perform tasks within their normal workflow.

**Repetitive, time-consuming tasks get done automatically—for the employee and their team.**

## Power Automate, RPA, and beyond

Power Automate works with much more than Teams, too. You just start with a trigger that sets one or more actions in motion, using one of the hundreds of connectors to other apps and data sources—everything from Outlook and SharePoint to Twitter and GitHub.

Employees can even use powerful robotic process automation (RPA) capabilities with drag-and-drop simplicity. An intuitive visual designer and web or desktop recorders help them capture the steps of their workflow with ease.

**Power Automate can automate almost any process— whether an app is old or new, API-based or legacy, on-premises or in the cloud.**

Get the app