10 Ways You Can Put Your Business on Auto-Pilot Overnight Using Power Automate

Automate daily operations, free up more time for other vital tasks and allow your team to enjoy greater productivity with minimal effort

94% of small and medium-sized businesses (SMBs) do tedious, repetitive work. Because of this, automation will play a significant role in 2023 and is expected to become bigger.

Workflow automation has become an essential tool for businesses, helping to boost productivity, increase performance, and reduce operating costs. Successful implementations of workflow automation allow companies to enjoy a good return on investment and an improved customer service experience.

Here are ten automated workflows for Power Automate that gear your Business into Autopilot Overnight:

1. Set up Outlook.com emails to serve as daily reminders.

This flow will send a daily email reminder from your Outlook.com account. You can customize the content of the reminder email.

Set up this template

2. Attachments received via email in Office 365 can be stored in a chosen location on OneDrive for Business.

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4. Send an email when a particular keyword is used in a new Tweet.

Send out email notifications whenever someone tweets about a particular keyword that interests you. When a tweet contains your keyword, Power Automate will notify you via email with some basic information about the individual along with the tweet.

Set up this template

5. On submitting a Microsoft Form, please initiate an approval process and notify the recipient through email.

When an answer is sent to Microsoft Forms, you can go ahead and initiate an approval procedure, and if accepted, send an email letting you know that you've received it.

Set up this template

6. Save attachments from Gmail to Google Drive.

This template will download any Gmail attachments sent to your inbox to a Google Drive folder of your choosing.

Set up this template

7. Save attachments from Gmail to Google Drive.

Emails should be forwarded based on the text category that AI Builder has identified when receiving a new email. The predefined types include Staff, Pricing & Billing, Documentation, Customer Service, Problems, Compliments, and Customer Service.

Set up this template

8. Request for approval for a Microsoft Teams channel

Adding an item to a SharePoint list will send a request for approval, and upon the request getting approved, a Microsoft Teams channel will be created. To use this template, you should set up a SharePoint list with fields Channel Name and Channel Purpose.

Set up this template

9. With AI Builder Text Recognition, extract text from photos and PDF documents

Using AI Builder's Text Recognition, you can quickly and easily extract text from pictures and PDFs with a button.

Set up this template

10. Email me with a list of upcoming Calendar events

Never miss a thing about your upcoming whereabouts. Get an analysis of your calendar regarding your next week's location, hotels, weather, and flights. It will also include an email summary about your upcoming week.

Set up this template

Work Smart and Keep Your Business One Step Ahead with ECF Data

As a Microsoft Power Automate Expert and Partner, ECF Data does not believe in a one size fits all solution. If you need assistance exploring Power Automate's capabilities, our specialists are here to help.

ECF is a 100% Microsoft shop with 9 Gold competencies and five specialized areas of expertise, offering agile, efficient solutions to organizations. Our team is highly experienced and equipped with regulatory knowledge of HIPAA, FDA, CMMC, and NIST standards, thus, enabling us to provide enterprise-level services to mid-market, government, and hybrid-managed organizations. With great pride, Microsoft has selected us as one of only 12 Black Partner Growth Initiative members — a testament to our commitment to excellence.

Free Power Platform Training

ECF Data offers a free Discover call which will provide the following:

Identification of areas where Power Automate could improve your present workflow

Identification of gaps, current systems, and business goals

Prepare plans to present our findings back to you