

AUTOMATE **Intermediate** 25 MIN · UPDATED 2026-09-30

Build a multi-step flow with the Workflows agent.

Describe an automation across Microsoft 365 in plain language and let the Workflows agent build the working flow.

MICROSOFT 365

Power Automate

Teams

WORKS WITH

Copilot

Business Outcome

A working cross-app automation built without touching Power Automate's flow designer.

Workflow Steps

Step 1: Describe the automation in plain language

Copilot

Write out the trigger, the steps, and the result you want as you'd explain it to a colleague — for example, "when someone submits the intake form, post a summary to the project Teams channel and add a row to the tracking list." Be specific about which form, channel, and list.

Step 2: Let the Workflows agent draft the flow

Copilot

Open the Workflows agent in Copilot and paste your description. It maps your steps onto real Power Automate connectors and trigger conditions, then shows you the proposed flow before building it.

PROMPT

When a new response arrives on the "Vendor Intake" Forms form, post a summary of the answers to the "Vendor Onboarding" Teams channel and add a new row to the "Vendor Tracker" SharePoint list with the vendor name, contact, and submission date.

Step 3: Review the generated flow

Power Automate

Open the flow in Power Automate's designer and check every step: the exact form, channel, and list the agent picked, and any field mappings it guessed at. Fix anything that points at the wrong resource before it goes live.

Step 4: Test with a real submission

Power Automate

Run the flow once with a real or test submission and confirm the Teams post and the list row both land correctly, with the right values in the right fields.

✓ Check the work

- Confirm the trigger fires on the exact form/list/mailbox you intended, not a similarly-named one.
- Check field mappings against a real test run, not just the flow's summary view.
- Re-test after any manual edit to the generated flow.

Expected Outcome

A published, tested flow that runs on the trigger you described, visible in your Power Automate flow list.



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