

# Microsoft Power Automate

Power Automate is a workflow software offered by Microsoft.

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## Instructions

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## How to get Power Automate



### Signing in

Regardless of how you use it, sign in to Power Automate and other Microsoft cloud services as [userID@metropolia.fi](#) (not [firstname.lastname@metropolia.fi](#)). Read more about the [different forms of username](#) and how to sign in to [cloud services](#).

### Use directly in your browser

- You can access your files stored in Power automate directly from your web browser at <https://powerautomate.microsoft.com/>
- Log in with your Metropolia username in the form [userID@metropolia.fi](#) (see also the more detailed instructions for [logging in to the cloud](#)).

### Use the Windows application

- Access Excel on a Windows computer managed by Metropolia or on your own computer.
- On computers managed by Metropolia, such as workstations, Microsoft Office desktop software is pre-installed. If necessary, you can change the version of the desktop software using [the help](#).

## Targets of use

- collecting of data
- storing of data
- workflow

[Suomeksi/In Finnish.](#)

## Terms of Service

The application belongs to the authorized work and study tools in Metropolia.

Metropolia students and staff members use the service with their Metropolia accounts. [Links to guides.](#)

User support is provided by the Metropolia IT Services [Helpdesk](#). The user is responsible for backing up the files they store in cloud services. More information: [Saving Files](#)

[Terms of Service](#) of Metropolia cloud services must be applied by each user.

[Secure use of cloud services.](#)