

Microsoft 365

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 - Power Automate - Email Trigger Demo

Power Automate

Application, Package, and Platform Documentation, Knowledgebase, and Articles related to Microsoft 365's Power Automate

Power Automate - Email Trigger Demo

Capture Email Body from a New Email Trigger

This tutorial will create a new Power Automate Flow triggered by a new email in the account ib-notification@8mlw67.onmicrosoft.com. The email body will be captured converted to plain text and stored in a Compose object

Create a new Power Automate Flow

- Go to <https://make.powerautomate.com/>
- Click **Create** from the left navigation pane
- Click **Instant cloud flow** from the **Start from blank** category
- Click the **Skip** button
- Give a name to the flow by renaming the **Untitled** on the top-left corner of the screen. Set the name **New-Email**
- Click **Add a trigger** and search for **new email**
- From under the **Office 365 Outlook** group select **When a new email arrives (V3)**
- Click the **Change connection** to add a Target 365 account email
- Click the **Add new** button
- Click the **Sign in** button
- On the new short browser windows login with the ib-notification@8mlw67.onmicrosoft.com account
- Collapse Trigger properties with **<** icon

Add the Variable action

- Click **+** to **Add an action**
- Search for **Initialize**
- Select **Initialize variable** from the **Variable** group

- Name: **var_email_body**
- Type: **String**
- In **Value** select the **Power-Automate** icon to enter data from the previous step
- Select **Body**
- Collapse Action properties with **<** icon

Add the HTML to text action

- Click **+** to **Add an anction**
- Search for **Html**
- From the **Content Conversion** group select **Html to text**
- Click **Create new**
- Click inside the **Content** field and select the **Power-Automate** icon to enter data from the previous step
- Select **var-email-body** variable
- Collapse Action properties with **<** icon

Add the Compose action

- Click **+** to **Add an anction**
- Search for **Compose**
- Select 'Compose' from the **Data Operation`** group
- In **Inputs** select the **Power-Automate** icon to enter data from the previous step
- Select the **The plain text content**
- Collapse Action properties with **<** icon

Save and Test the Flow

Click the **Save** button to save the Flow. Click the **<-** Back arrow on the top left corner of the screen. The following pop-up appears:

Your flow is ready to go ✕



It's turned on and will trigger when you send a new email in your inbox.

☐ Don't show me this again

Got it


Click the **Got it** button. This is a trigger that is Automatically activated. So manually running it with the **Test** option will not work. The **Automatic** attribute can be viewed by clicking the **My flows** from the left navigation pane

Power Automate Search Environments MSFT (default)

[+ New flow](#) [← Import](#)

Flows

[Cloud flows](#) [Desktop flows](#) [Shared with me](#)

| | Name | Modified | Type |
|---|-----------|-----------|-----------|
|  | New-Email | 5 min ago | Automated |

Send an Email

We send an email

“ To: ib-notification@8mlw67.onmicrosoft.com From: salam@dcl-online.com
Subject: Test Email Body: Test Email from salam@dcl-online.com

Check Flow history

On the **Power Automate** home page, from **My flows** we click on the newly created **New-Email** flow. In the **28-day run history** section, we see a new entry:

| 28-day run history ⓘ | | | Edit columns | All runs |
|------------------------------|----------|-----------|------------------------------|--------------------------|
| Start | Duration | Status | | |
| May 19, 12:11 PM (4 min ago) | 684 ms | Succeeded | | |

We click on the Date/Time entry below the Start column. We get the following page with a successful run notification

←

New-Email • Ran at 5/19/2024 12:11:06 PM

✔ Your flow ran successfully.

When a new email arrives (V3)

0s

✔

↓

Initialize variable

0s

✔

↓

Html to text

0s

✔

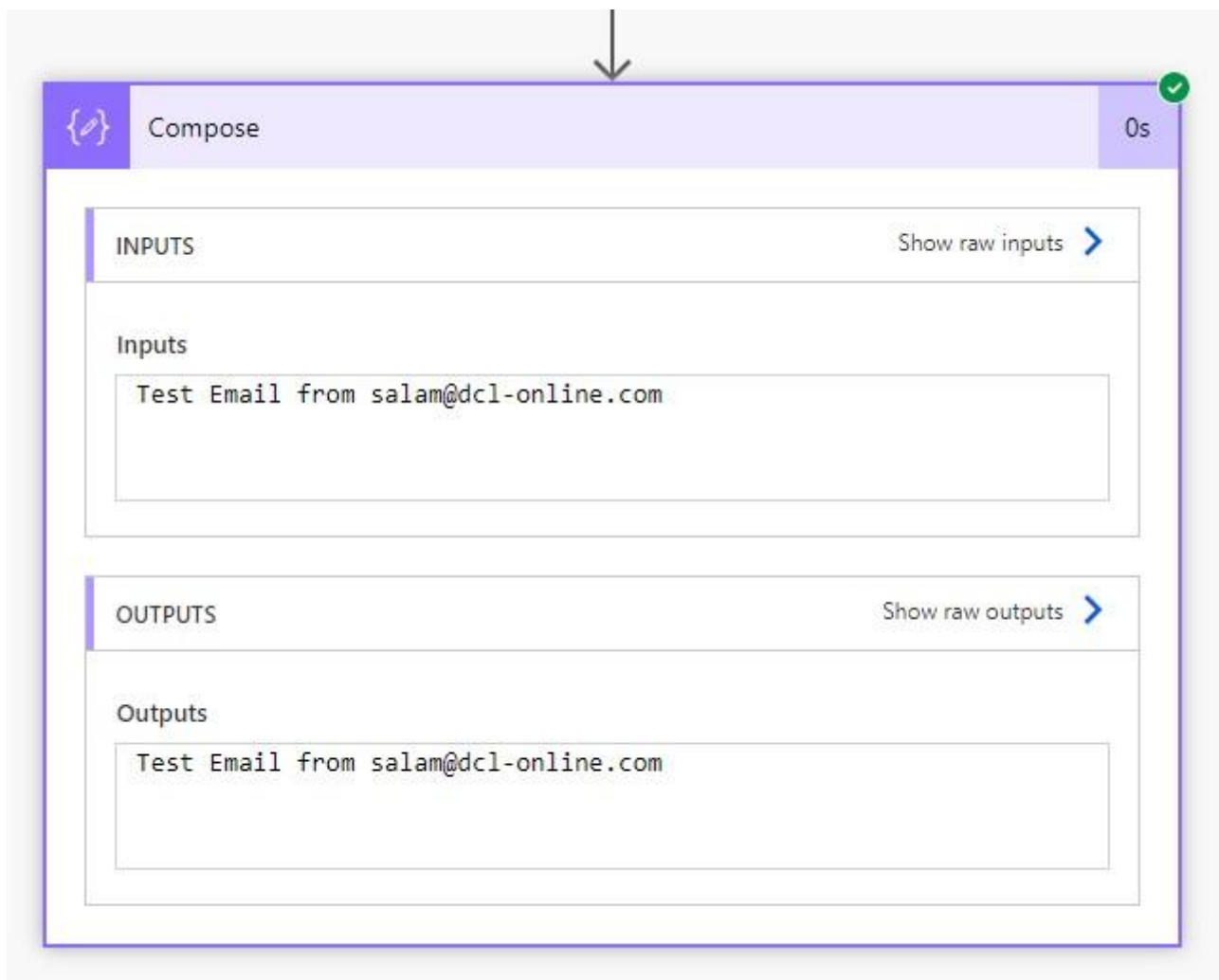
↓

Compose

0s

✔

We click the **Compose** action to check its detail



The Email message body has been converted to plain text and stored here.