

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

The screenshot shows the Power Automate interface. The top navigation bar includes 'Power Automate', a search bar, and 'Environments: MSFT (default)'. The left sidebar contains navigation options: Home, Create, Templates, Learn, My flows (highlighted), and Approvals. The main content area shows a list of flows under the 'Flows' section, with tabs for 'Cloud flows', 'Desktop flows', and 'Shared with me'. The 'Cloud flows' tab is active, displaying a table with columns for Name, Modified, and Type. A single flow named 'New-Email' is listed, modified '5 min ago', and its type is 'Automated', which is highlighted with a purple box.

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:

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

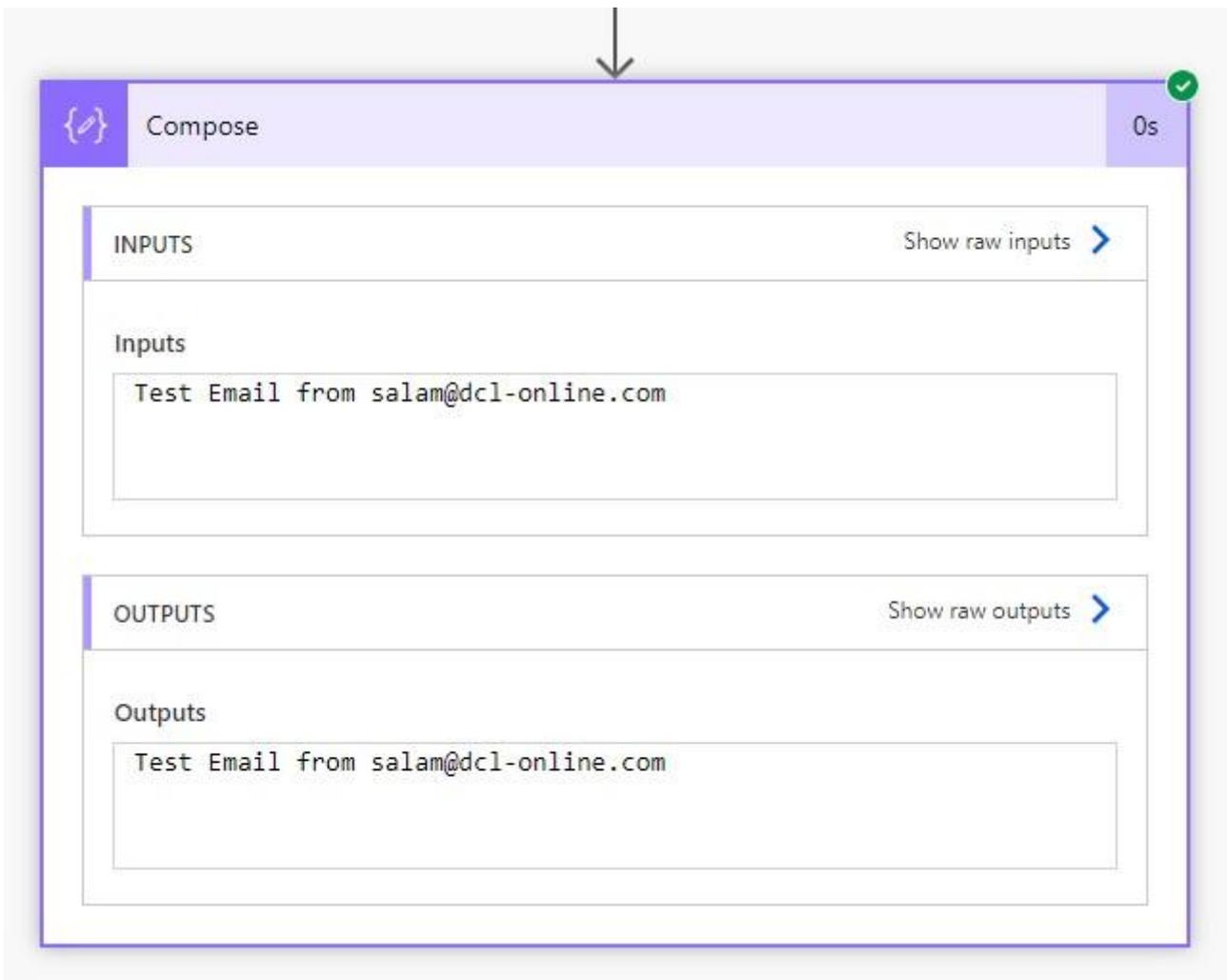
✓ Your flow ran successfully.

```
graph TD; A[When a new email arrives (V3)] --> B[Initialize variable]; B --> C[Html to text]; C --> D[Compose];
```

The diagram shows a vertical sequence of four flow actions, each with a green checkmark and a 0s duration:

- 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.

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