

Power Automate Automated Email Reminders Workshop: Prerequisites and Curriculum



About the Workshop

In this **2-hour hands-on workshop**, you'll learn how to use Microsoft Power Automate to build an **automated email reminder workflow** that helps you stay on top of deadlines, due dates, and incomplete tasks—no coding required.

This session will focus on creating a practical business automation that uses data stored in **Microsoft Excel** to automatically identify records that require follow-up and send customized email reminders. You'll learn how to schedule your workflow, retrieve Excel data, work with multiple records, apply conditions based on dates and status, and automatically send emails to the appropriate recipients using **Microsoft Power Automate**.

Prerequisites

Basic Excel navigation skills and knowledge

Topics Covered

Sending customized automated emails with Microsoft Outlook based on certain conditions

Using **Dynamic Content** to personalize emails for each recipient

Using due dates and status fields to identify records requiring follow-up

Creating Conditions (IF/THEN logic) to determine when a reminder should be sent

