Power Automate

T01 / ST1512 MODULE 03

New Training Enquiry Notification

Create an automation that sends an email when a new training enquiry is submitted.

What you are going to build

Forms response → Get response details → Outlook email

A new enquiry to fictional provider CurriculumReady Training sends one notification to your test mailbox, with the name, organisation, programme and message from the form.

Before you start

□ Microsoft work or school account with Power Automate

□ Microsoft Forms and an Office 365 Outlook mailbox

□ An email address you can safely use for testing

Check account access and connector permissions first. Availability and usage allowances vary. If access is blocked or an upgrade is requested, contact your administrator or platform support before continuing.

Use the fictional details in this tutorial. Do not use real personal or confidential data.

Part 1 Create the form

01 Start a blank form

Open forms.office.com with your work or school account. Select New Form, not New Quiz. Name it T01 Training Enquiry Form.

Select Add new (or Add question), choose a type and enter its title. Repeat for each question. Set all four questions to Required.

Question	Type	Test value
Name	Text	Alex Test
Organisation	Text	Northbank Services
Programme of interest	Choice	Level 4 AI & Automation Practitioner
Question or message	Text with Long answer on	Please send me information about the next available cohort.

For Programme of interest, add three choices: Level 4 AI & Automation Practitioner; Data Technician; Digital Support. Allow one selection only. These are fictional tutorial options, not a list of available programmes.

02 Open the response view

Select Collect responses, choose the appropriate audience within your organisation and open the copied responder link in a separate tab.

Keep the responder tab open. Submit the Alex Test values in Part 4, after the cloud flow is saved.

Part 2 Build the automation

03 Create an automated cloud flow

Open make.powerautomate.com and sign in with the approved account. Check the environment is an environment approved for testing. Select Create, then Automated cloud flow. Name it T01 Training Enquiry Notification – Power Automate.

A trigger search in the creation dialogue. Do not choose an instant/manual or scheduled flow.

04 Choose the submission trigger

Search Microsoft Forms and select When a new response is submitted, then Create. Open the trigger's parameters and select T01 Training Enquiry Form in Form Id. Sign in to the approved Forms connection if requested.

The correct Form Id on the first card. The four answer fields are not yet available from this trigger.

05 Retrieve the answers

Select + beneath the trigger, then Add an action. Search Microsoft Forms and choose Get response details. Set Form Id to the same form. Click Response Id and open dynamic content (the lightning icon in the new designer). Select Response Id from When a new response is submitted.

Two Forms cards. The second contains the same Form Id and a dynamic Response Id token from the trigger.

The trigger identifies the submission. Get response details retrieves the answers entered in that submission. Use the Response Id token, not a typed response number.

06 Add the email action

Select + below Get response details, then Add an action. Search Office 365 Outlook and choose Send an email (V2). Sign in to the approved mailbox connection if needed.

Three cards in order: submission trigger, response details, email. Do not add Apply to each, a condition or an approval.

Part 3 Build the email

07 Enter the approved recipient

Open Send an email (V2). In To, type your test email address. Leave Cc and Bcc empty. Do not use Responder's Email or any answer as the destination.

One fixed approved recipient.

08 Insert the subject answers

In Subject, type New training enquiry – followed by a space. Open dynamic content beside the field. Under Get response details, select Name. Type space–space, then select Programme of interest from Get response details.

Two answer tokens in the subject. Response Id is not used as a name or programme.

09 Write and map the body

In the email Body editor, type the fixed lines in the email template below. Use dynamic content from Get response details to insert each answer beneath its label. Use the editor's normal paragraph breaks. Leave optional attachments and other fields empty, then Save.

Four mapped answer tokens and the fictional-exercise statement. If questions are missing, check both Form Id selections and reopen dynamic content.

Email template

Type the plain text. Insert the coloured bracketed fields from the data picker; do not type the brackets or sample answers.

Subject: New training enquiry – **[Name]** – **[Programme of interest]**

New training enquiry received

Name:
[Name]

Organisation:
[Organisation]

Programme:
[Programme of interest]

Question:
[Question or message]

This is a fictional training exercise using test data.

Part 4 Test it

Every email action test can send a real message. Check To before starting, then use only the Alex Test record.

10 Review the saved flow

Check both Form Id fields, the dynamic Response Id and the email destination. Save and resolve any reported missing required fields. Confirm the flow is on in its details page; return to the designer.

Three configured cards and no missing required fields.

11 Submit the test response

Select Test, choose Manually and select Test again. In another tab, open the form's responder link and submit the Alex Test record from this guide. Return to Power Automate and wait for the run result.

The trigger, Get response details and Send an email (V2) complete in sequence.

12 Inspect the mapped values

Open the completed run. Expand Get response details to check the four answers. Expand Send an email (V2) to check its input recipient, subject and body, then inspect its result. Open the approved mailbox and compare the notification.

Alex Test and the matching answers in the run and mailbox. Do not rerun until you have checked whether the first email arrived.

Check before running again

Confirm the response contains all four values, the email action succeeded and one notification arrived for that run. Compare it with the completed email on the next page. If anything differs, use the troubleshooting table before sending again.

Expected result

Open the test mailbox. The subject and message should contain the following information; minor spacing may differ.

New training enquiry – Alex Test – Level 4 AI & Automation Practitioner

New training enquiry received

Name:
Alex Test

Organisation:
Northbank Services

Programme:
Level 4 AI & Automation Practitioner

Question:
Please send me information about the next available cohort.

This is a fictional training exercise using test data.

Check the run

Leave the designer using its Back control. Under My flows, open T01 Training Enquiry Notification – Power Automate. Find Run history, select the latest run and expand each card to view its inputs, outputs and status. Match the timestamp to your submission. Your interface may label this 28-day run history; retention can vary.

On the flow's details page, choose Turn off when testing is complete. Leave the definition saved. Turning it off prevents later form submissions from sending further test notifications.

Troubleshooting

Problem	What to check
Form not listed	Check the signed-in account owns the form and the selected form is T01 Training Enquiry Form.
No test response found	Save and enable the flow, then submit a new response.
Email field is blank	Check the response has an answer. Select that answer from the correct source step.
Wrong response inserted	Check the sample values. Insert the answer value, not a question ID, response ID or whole collection.
Email did not arrive	Check the action status and To address, then Inbox, Junk/Spam and the sending account's Sent folder.
Automation did not run	Check the flow is on and both Form Id fields match.
Connection needs attention	Reconnect the correct account through the platform. If permission is blocked, contact support; keep security controls in place.

Finished

Form submission → Mapped data → Email notification

You have built a notification from a new training enquiry. Try the same T01 workflow in the other platforms to compare how each tool represents the same automation.

Product references

Product wording checked 24 September 2026. Labels and history retention can vary. Match the service and action names if a button moves.

Microsoft form creation
Microsoft Forms connector
Microsoft form workflow
Microsoft Outlook connector
Microsoft cloud flow testing
Microsoft run results