

How to export your Power Apps



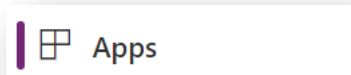
Follow the steps below to export your applications from Power Apps.

Step 1. Export your App

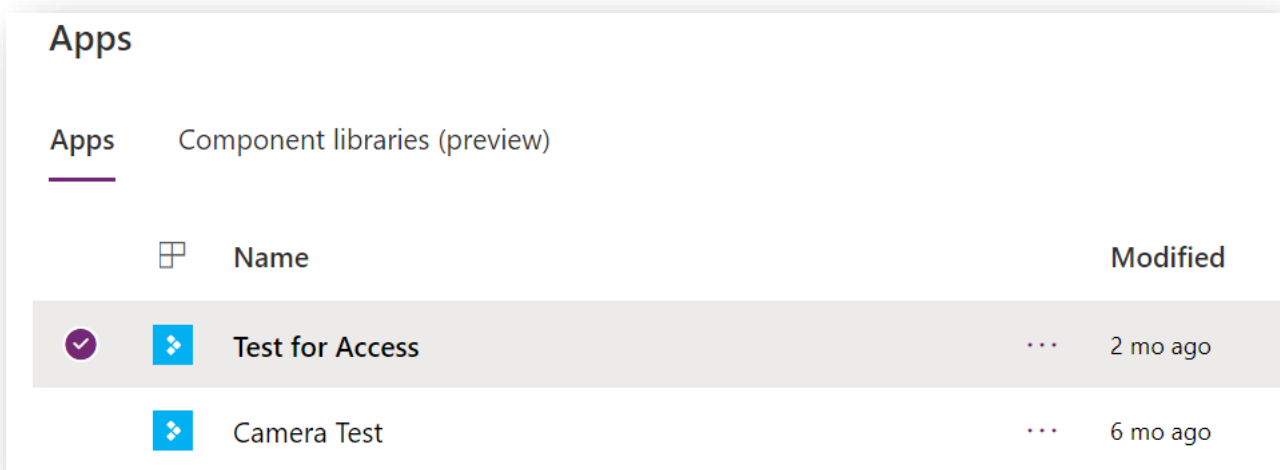
Save your app as an export file.




1. Go to Power Apps by clicking the **Power Apps** button in the App Launcher.

2. Click on **My Apps**.

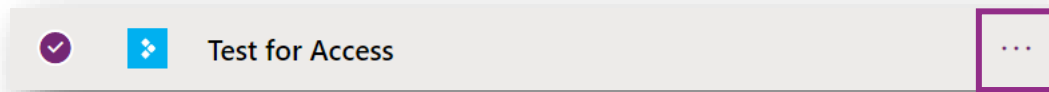


3. Select the **App** you want to export.

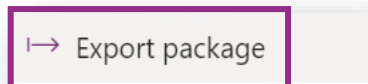
A screenshot of the 'My Apps' list in the Power Apps interface. The list is titled 'Apps' and has two tabs: 'Apps' (selected) and 'Component libraries (preview)'. The list contains two entries: 'Test for Access' and 'Camera Test'. The 'Test for Access' entry is selected, indicated by a checkmark in a purple circle. Each entry has a blue square icon with a white 'X' and a three-dot menu icon to its right. The 'Modified' column shows '2 mo ago' for 'Test for Access' and '6 mo ago' for 'Camera Test'.

Apps		
Component libraries (preview)		
	Name	Modified
<input checked="" type="checkbox"/>	 Test for Access	... 2 mo ago
	 Camera Test	... 6 mo ago

4. Click the **More commands (...)** button in the toolbar.



5. Click **Export package**.



6. The **Export Package** section provides a summary of the resources that will be included in your package.

Complete the package details by providing a **file name** plus environment and description details, if required.

Export package

Package details

Created by N/A on 07/01/2021

Name *

Environment

Description

7. Under Review Package Contents, click **Update**.

Review Package Content		
Choose your export options and add comments to provide instruction or add version notes.		
NAME	RESOURCE TYPE	IMPORT SETUP
Test for Access	App	Update

8. On the Import setup menu, select **Create as new**.

The package will contain instructions to import your app as a new instance within your new Microsoft 365 account.

Import setup ✕



Choose what will happen when each resource is imported to the new environment.

Create as new
This app or flow will be new to the environment when the package is imported.

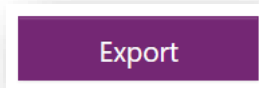
Update (default)
The app or flow already exists in the environment and will be updated when this package is imported.

Click the **Save** button.

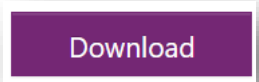
9. Optionally, you may add comments or instructions for each resource by clicking the **Comments** button.

IMPORT SETUP	ACTION
Create as new	 

10. Click the **Export** button at the bottom of your screen. **Do not close your browser or navigate away from the page.**



11. When your package is ready, click the **Download** button to save the file to your local PC or OneDrive.



We recommend saving files to your OneDrive so packages are automatically transferred to your new Microsoft 365 account.

Success! Your Power App has been exported as a zip file.

When you receive your new Microsoft 365 account details, you can complete the import process.

Step 2. Import your App

You can only complete this section once you have received your new Microsoft 365 account details.

1. Log into **Microsoft 365** using your new account details.
2. Go to Power Apps by clicking the **Power Apps** button in the App Launcher.
3. Click on **My Apps**.
4. Click the **Import canvas app** button in the toolbar.

5. Click the **Upload** button.

Choose the package file to import

Upload a .zip package file

Upload

Browse to the package file you created in Step 1 and click **Open**.

Wait until your package has uploaded.

Do not close your browser or navigate away from the page.

6. Review package contents.

It is likely that connections included in your package will refer to your old Microsoft 365 account and will need to be updated.



The error icon will indicate an issue with your resource connections.

7. To resolve connection issues, click the **Action** button or **Select during import**.

IMPORT SETUP

ACTION

Select during import



8. Review the connections included in your package. If you need to update a connection, click the **Create New** button.

9. Select an existing connection from the list or click **New Connection** to create an equivalent connection with your new Microsoft 365 account details.

Click **Save** when done.

10. Click **Import** when ready.

Success! Your Power App will now be imported to your new Microsoft 365 account.

You can now rename and make changes to the app.