

# How to export your Power Automate Flows



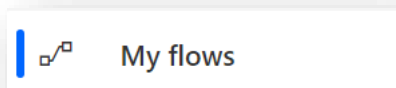
Follow the steps below to export your Flows from Power Automate.

## Step 1. Export your Flow

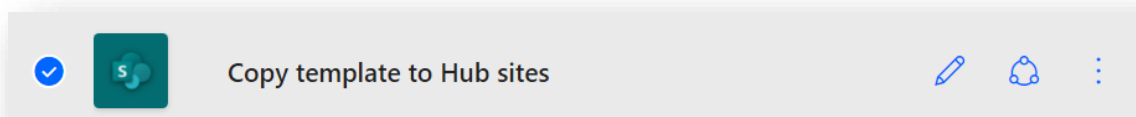
Save your Flow as an export file.

1. Go to Power Automate by clicking the [Power Automate](#) button in the App Launcher.

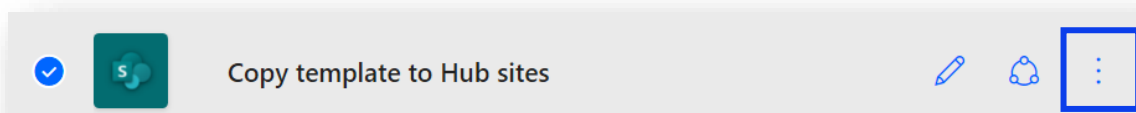
2. Click on [My Flows](#).



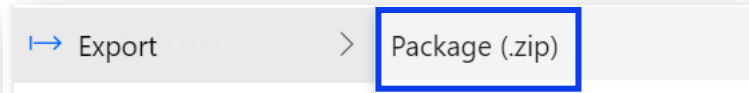
3. Select the [Flow](#) you want to export.



4. Click the [More actions \(...\)](#) button in the toolbar.

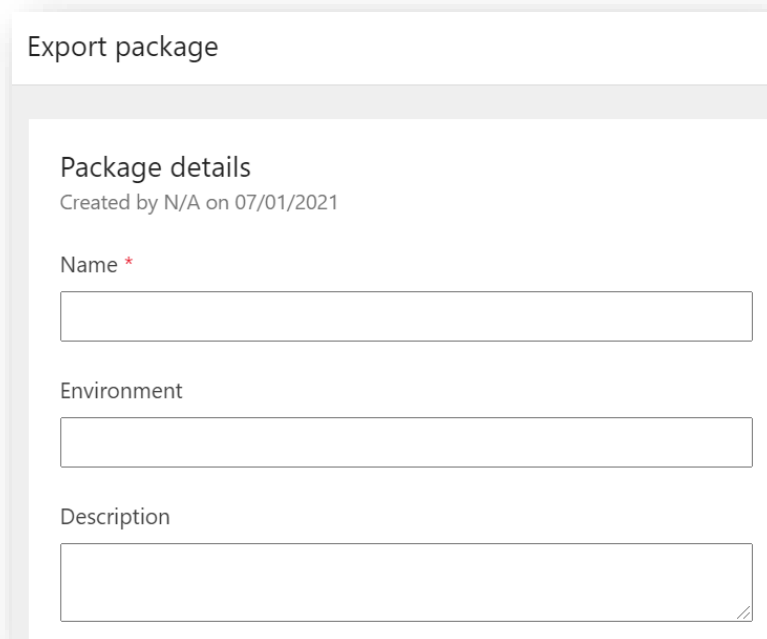


5. Click **Export** and select **Package (.zip)**.

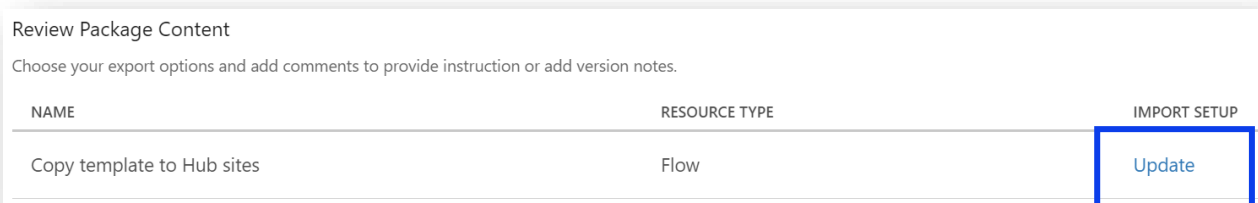


6. The **Review Package Contents** section provides a summary of the resources, such as Flow connections, that will be included in your package.

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

A screenshot of a dialog box titled 'Export package'. Inside the dialog, there is a section titled 'Package details' with the text 'Created by N/A on 07/01/2021'. Below this, there are three input fields: 'Name \*' (with a red asterisk), 'Environment', and 'Description'. Each field is currently empty.

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



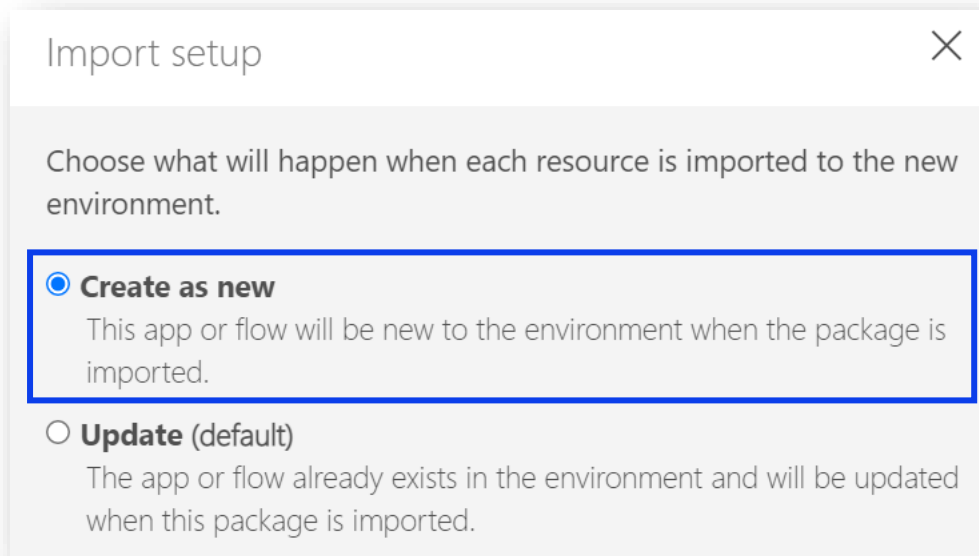
Review Package Content

Choose your export options and add comments to provide instruction or add version notes.

NAME	RESOURCE TYPE	IMPORT SETUP
Copy template to Hub sites	Flow	<b>Update</b>

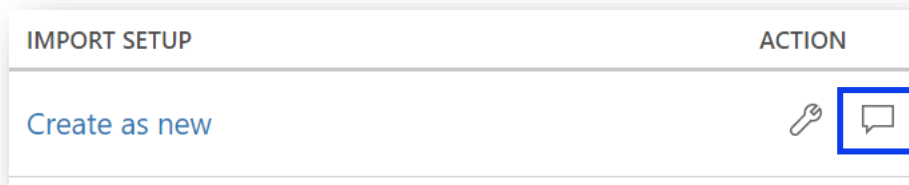
- On the Import setup menu, select [Create as new](#).

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

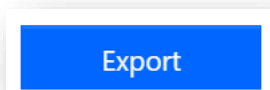


Click the [Save](#) button.

- Optionally, you may add comments or instructions for each resource by clicking the [Comments](#) button.



- Click the [Export](#) button at the bottom of your screen. **Do not close your browser or navigate away from the page.**



- When your package is ready, click the [Download](#) button to save the file to your local PC or OneDrive.

Download

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

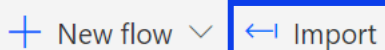
**Success!** Your Power Automate Flow has been exported as a zip file.

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

## Step 2. Import your Flow

*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 Automate by clicking the **Power Automate** button in the App Launcher.
3. Click on **My Flows**.
4. Click the **Import** button in the toolbar.



+ New flow ▾ ← Import

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](#).



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 package will now be imported to your new Microsoft 365 account.

You can now rename and make changes to the Flow.