

Automated Email in Outlook

Step-by-step setup guide using Power Automate (M365)

What this automation does

Once set up, this flow runs continuously in the cloud with no computer needing to be on. Every time a specific person sends an email with a matching subject where you are CC'd, Power Automate will automatically send your chosen email with the OneDrive file attached to both the original sender and the To: recipients.

Before you start — collect these details

M365 licence	Any plan that includes Power Automate
Trigger sender	The exact email address of the person whose emails start the flow
Subject to match	The exact subject line text to watch for
OneDrive file	The file you want to attach, stored in your OneDrive
Your email body	The message text you want to send automatically

Part 1 — Open Power Automate

- 1 Go to Power Automate**
Open your browser and go to: make.powerautomate.com
- 2 Sign in**
Use your AAU Microsoft account — the same one you use for Outlook and Teams.
- 3 Create a new flow**
In the left sidebar click Create, then choose Automated cloud flow from the options.
- 4 Name your flow and choose a trigger**
Give the flow a descriptive name such as Auto-reply CC emails. In the trigger search box type: When a new email arrives — and select the Outlook option. Click Create.

Tip: You are now inside the flow editor. Each block is a step that runs in sequence from top to bottom.

Part 2 — Configure the trigger

Click on the trigger block to expand it. Fill in the fields as follows:

Folder	Inbox
Include Attachments	No
Subject Filter	Type the exact subject line you want to match
From	Type the exact email address of the trigger sender

Tip: The subject filter checks if the subject CONTAINS your text, so a partial match works fine.

Part 3 — Check that you are in CC

The trigger fires for any matching email, including ones where you are in To: rather than CC. Add a condition to make the flow only continue when you are actually in the CC field.

1

Add a Condition action

Click New step, search for Condition, and select it.

2

Set the condition

In the left box click inside it and choose CC from the dynamic content panel. Set the operator to contains. In the right box type your own AAU email address.

Tip: All the remaining steps go inside the If yes branch of this condition.

Part 4 — Get the OneDrive file

1

Add Get file content

Inside the Yes branch click Add an action. Search for Get file content and choose the OneDrive for Business version.

2

Select your file

Click the folder icon in the File field and browse to the file in your OneDrive. Select it.

Tip: Power Automate fetches a fresh copy of the file each time the flow runs, so if the file is updated in OneDrive, the latest version is always sent.

Part 5 — Send the automated email

1

Add Send an email

Click Add an action inside the Yes branch. Search for Send an email (V2) and select the Outlook version.

2

Fill in the To field

Click inside the To field. From the dynamic content panel insert From (the original sender's address). Type a semicolon, then insert To (the original To recipients). Both will now receive your reply.

3

Fill in Subject and Body

Type your reply subject line and your message body. You can use plain text or switch to HTML for richer formatting.

4

Attach the OneDrive file

Click Show advanced options at the bottom of the email action. In the Attachments section, set Attachments Name to the filename including extension (e.g. document.pdf), and set Attachments Content to the File Content output from the Get file content step above.

Tip: If you do not see the Attachments fields, click Show advanced options below the Body field.

Part 6 — Save and test

1

Save the flow

Click Save in the top right corner. Power Automate will validate the flow and highlight any errors.

2

Test manually

Click Test in the top right, select Manually, then click Test. Ask the trigger sender to send a matching email (or send one from another account). Watch the flow run in real time.

3

Check the run history

After testing, go to the flow detail page. Under 28 day run history each run is shown in green for success or red with error details.

Tip: Once saved, the flow is always on. It runs automatically in the Microsoft cloud 24/7 with no further action needed.

Troubleshooting

Problem	Solution
Flow does not trigger	Check that the From and Subject Filter fields exactly match the incoming email. Also confirm the email lands in Inbox and not a subfolder or junk.
Email sent but no attachment	Make sure both Attachments Name and Attachments Content are filled in the Send email action. The content must come from the File Content dynamic output of the Get file content step.
Flow fires when not CC'd	Double-check the Condition step. The CC dynamic value must contain your exact email address, and all send actions must be inside the If yes branch.
Power Automate licence error	Contact AAU IT. Most staff M365 plans include Power Automate but some may need the licence activated.

Once saved and tested, the flow runs entirely in the Microsoft cloud with no maintenance needed.