

How to Export and Import a Flow

If you are sharing a Flow with others, you need to complete the following steps.

1 - Determine How to Share

- If you are sharing a regular Flow (not a group Flow), export the Flow, email the Flow, and include a copy the import instructions in the email (see below).
- If you are sharing a group (Team) Flow, make sure they are an [owner](#) of the flow, then have **them** export the flow to their computer.

2- Export Flow

- Find the Flow in Power Automate
- Select the **Export** button and select *Package (.zip)*
- Fill in the Package details (just enter a Name)
- Select **Update** link located in *Import Setup* column (first row)
- Select **Create as new** and Save
- Leave the rest of the “Actions” set to *Select during import*
- Select **Export** button
- Select *Save File* (from window) and Download

3 – Import Flow

- Log in to *Power Automate* and select **My flows**
- Select **Import** button
- Select **Upload** button
- Locate the flow zip file and select *Open* button
- For each item in the **Related resources** section do the following (items are tagged with a red exclamation icon):
 - Select the *Select during import* link
 - Select **Create New** button (or **skip to next step** if your email is already there)
 - Select your email from the list
 - Select **Save** button (items are tagged with a dark gray “X” icon)
- Select **Import** button (button only becomes active once all *Related resources* have been updated).
- Wait until import is complete.

4 - Add an Owner to a Flow

If the Flow is a team (group flow), you'll want to add the Team (and maybe other individuals) as owners.

- Log in to *Power Automate* and select the Flow
- Select **Edit** in the *Connections* window
- Enter your groups "Teams" name in the Owners entry-box
- Select OK
 - (Optional) Enter an individual's email address in the Owners entry-box
 - Select OK

You can also watch [Microsoft Power Automate Tutorial - Export Import](#) for instructions.