Transferring Flow Ownership

Since all flow actions run using the M365 account of the flow's "creator," any replies to flow emails go to the creator. The team member best equipped to answer these questions should normally be made the Creator-Owner of the flow. Remember, during the process of creating a flow, the Team was added as an owner of the flow. Any owner (any team member) can follow these instructions to transfer ownership to a new Creator-Owner.

Schedule Meeting

Schedule a 20-minute Teams meeting with the new Creator-Owner to transfer ownership. Ask them to make sure that their computer and browser (Firefox or Chrome) are updated.

Note: This process can be done by the team member, the new Creator-Owner, on their own. These instructions assume you are the original creator and are helping them through the process.

Step 1: Turn MS Form Off

At the start of the meeting, temporarily turn off the Microsoft Form if the flow is active.

- Go to the M365 Portal.
- Select the Waffle icon (top-left corner).
- Select **Forms**.
- Scroll down to *My groups* and select **Show more**.
- Select your team.
- Select your form.
- Select **…More** button (top-right corner).
- Select **Settings** button.
- Deselect **Accept responses** button.

Step 2: Use Save As to Copy Flow

The new Creator-Owner needs to copy the flow. Guide them through these steps during the meeting.

- Go to the M365 Portal.
- Select the Waffle icon (top-left corner).
- Select **Power Automate**.
- Select **My flows** from left menu.
- Select **Shared with me** from tabs.
- Select the Flow (by selecting the name) to open the *Details* page.
- Select **Save As** from top menu (the "We'll create these connections for you" window will display).
- Confirm each connection has a green check mark.
    - If you see **Sign in** or **Create**:
        - Select each one to create a connection.
- Select the **Continue** button.
- Remove "Copy of -" from the name.
- Select **Save** button.

Step 3: Rename and Turn Off Old Flow

Ask the Creator-Owner to wait while you do the following:

- Select the Flow (by selecting the name) to open the *Details* page.
- Select **Edit** in *Details* window (top-middle box).
- Update the Flow name:
  - Add a suffix in the following format: **(OLD 11-14-25)**
    - **Sample:** Mid-Semester Course Evaluations (OLD 11-14-25)
  - Select **Save** button.
- Select **Turn off** from top menu (to turn off the flow).

Note: If the flow still has actives runs, they will continue to run until they have completed (even when the flow is turned off).

Step 4: Add Team and Turn On Flow

The new Creator-Owner needs to add the Team to the flow. Guide them through these steps.

- Select **My Flows** from the left menu.
- Find the flow in the *Cloud flows* tab.
- Select the Flow (by selecting the name) to open the *Details* page.
- Select **Edit** in *Connections* window (top-right box).
- Enter your Team name in the *Add a user or group as owner* search box.
- Select your Team from the results.
- Select **OK** button.
- Select blue arrow (top-middle) to return to the *Details* page.
- Select **Turn on** from top menu.

Note: You can follow these steps to add an individual as an owner to the flow (just search for their name).

Step 5: Turn MS Form On

If your flow is active, turn on the Microsoft Form.

- Go to the M365 Portal.
- Select the Waffle icon (top-left corner).
- Select **Forms**.
- Scroll down to *My groups* and select **Show more**.
- Select your team.
- Select your form.
- Select **…More** button (top-right corner).
- Select **Settings** button.
- Select **Accept responses** button.