

This guide provides an overview of how to get started using Microsoft PowerApps to create your own applications.

Accessing Microsoft PowerApps

1. Log in to the Office 365 portal (<https://www.office.com/>) with Northwestern University credentials, or go to your Microsoft apps.
2. Select **PowerApps**.



Menu Overview

Navigation Options:

Learn: Access a guided tour of the platform, help topics or see what's new.

Apps: View apps that you have created or have been shared with you.

Create: Create a new app from a template or from scratch.

Flows: View and update Power Automate workflows.

Premium Features: Data, AI Builder and Solutions are premium features. Contact IT for more information.

The screenshot shows the Microsoft PowerApps home page. On the left is a navigation menu with options: Home, Learn, Apps, Create, Data, Flows, AI Builder, and Solutions. The main content area is titled "Build business apps, fast" and includes a sub-header "Start from data" with five icons: SharePoint, Excel Online, SQL Server, Common Data Service, and Other data sources. Below this is a "Make your own app" section with a "+ New" button and four app templates: PowerApps Training, PowerApps Training for Office, Leave Request, and Meeting Capture. An "All templates" link is at the bottom right. Three callout boxes provide additional information: "Start from Data" points to the data source icons, "App Templates" points to the template cards, and "Navigation Options" points to the left-hand menu.

Start from Data:
Create a new app from an existing source, pre-populated with basic tools.

App Templates:
Create an editable app from a template. Select "All templates" to see the full library of template apps. Click "New" to create your own canvas app from scratch.

Designer Overview

The image shows a screenshot of the Designer Overview interface. The interface includes a menu bar (File, Home, Insert, View, Action), a ribbon with various tool icons, a central canvas with a blue prompt "Add an item from the insert pane or connect to data", a left sidebar with a tree view, a top formula bar, and a right property panel. Callout boxes with arrows point to these elements: the Action Ribbon, Formula Bar, Tree View, Action Controls, and Property Panel.

Action Ribbon: Main navigation bar. Access options insert new items, view data sources, edit app actions.

Formula Bar: Select and update the formula for a specific property of an item.

Tree View: View and select screens, forms or items to be edited. Screens and components can be expanded to see all items in your app.

Action Controls: Undo changes, preview your app or share with others.

Property Panel: View and update the properties of the selected item.

Development Reminders:

- Apps autosave periodically, but apps can also be manually saved at any time.
- Changes made to an app will not be seen by end users until the app is published. You can save updates to an app without publishing.
- Sharing Levels:
 - Can Use: User can use the app, but the user cannot edit the app.
 - Co-Owner: User can use or edit the app.

Support

While Northwestern IT supports the installation of Office 365, support is not offered for individual applications. If you do not find resources here directly related to your needs, please visit [LinkedIn Learning](#), or [Microsoft support](#) and search for specific information.