Document Title: How to Import and Export a Flow

I.   How to Export a Flow

To switch owners, the developer or current manager of the flow will need to export the flow as a zip file and upload it to SharePoint.

1. To export a flow, navigate to Power Automate, My Flows or Shared Flows. Click the Intake Process Flow. Select **Export**. Select **Package (.zip).** See Figure 1.
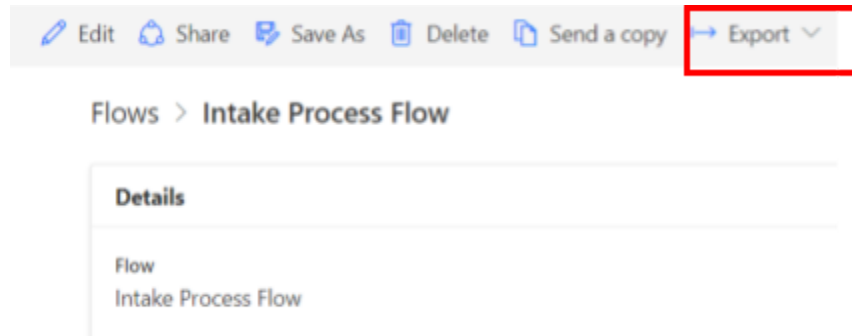

Figure The export option.

2. Include Package Detail notes. Copy the flow description and add it to the Package Details. List the connections from the Scope section of this document into the Environment field.

3. Select **Update** under Import Setup. A dialogue box will appear from the right. Select **Create as New**. Click **Save.**