

# Setting Up and Activating the NMBM Planner Comment and @Mention Notification Flow

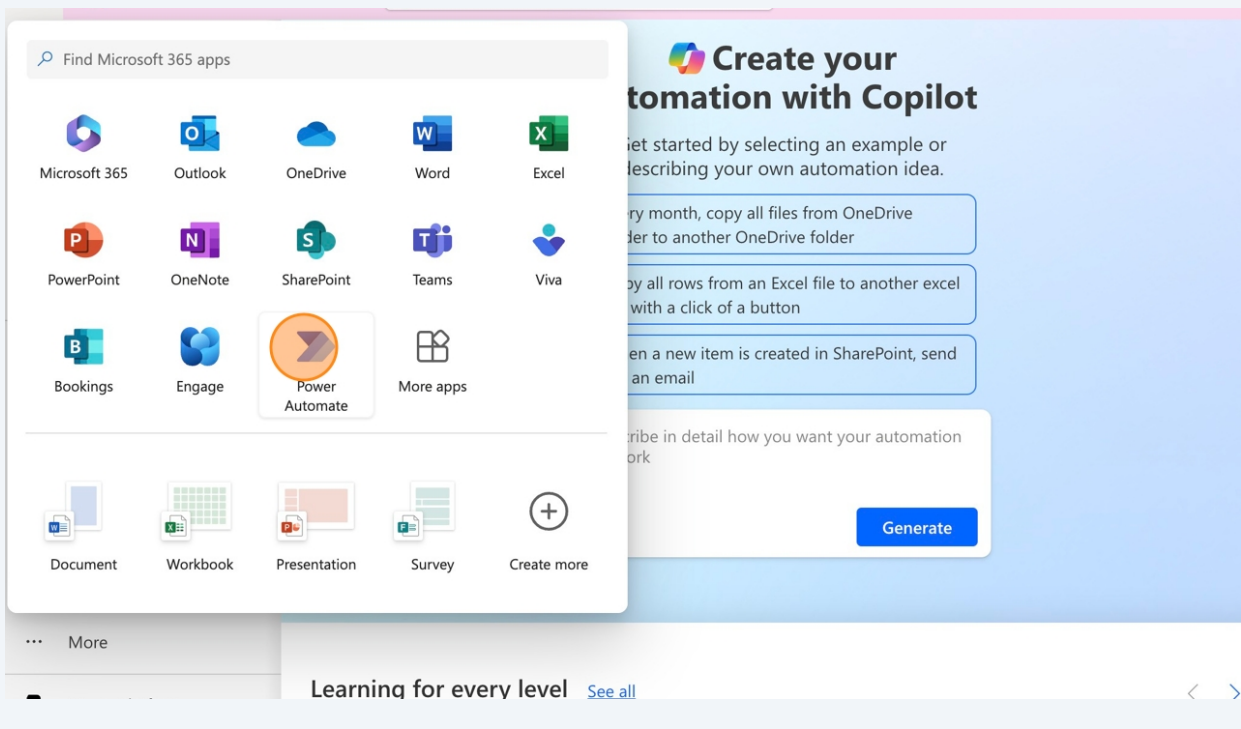


This guide walks you through the steps to set up, configure, and activate the NMBM Planner Comment and @Mention Notification flow, ensuring seamless notifications when users are @mentioned in Planner comments. Follow the instructions to customise the flow for your organisation and get started with automated task alerts.

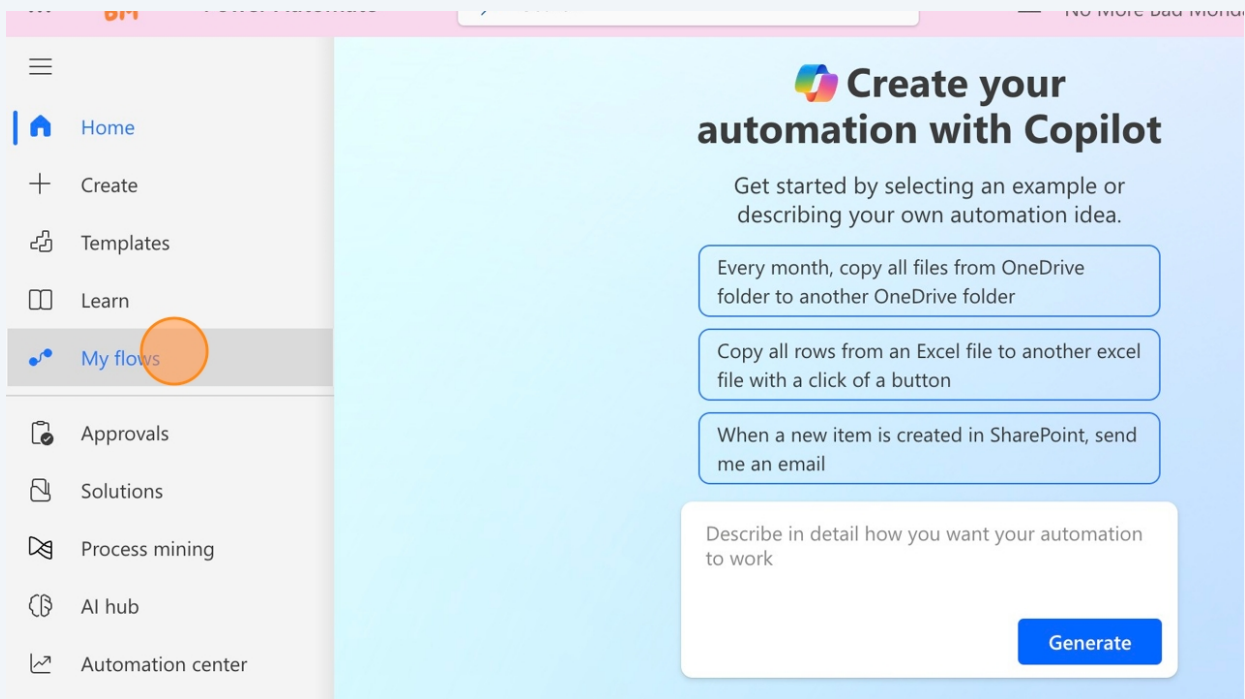
Please reach out to us at [support@nomorebadmondays.com](mailto:support@nomorebadmondays.com), visit [www.nomorebadmondays.com](http://www.nomorebadmondays.com), or message us on WhatsApp at +447874652132 if you have any questions.

## Import Installation

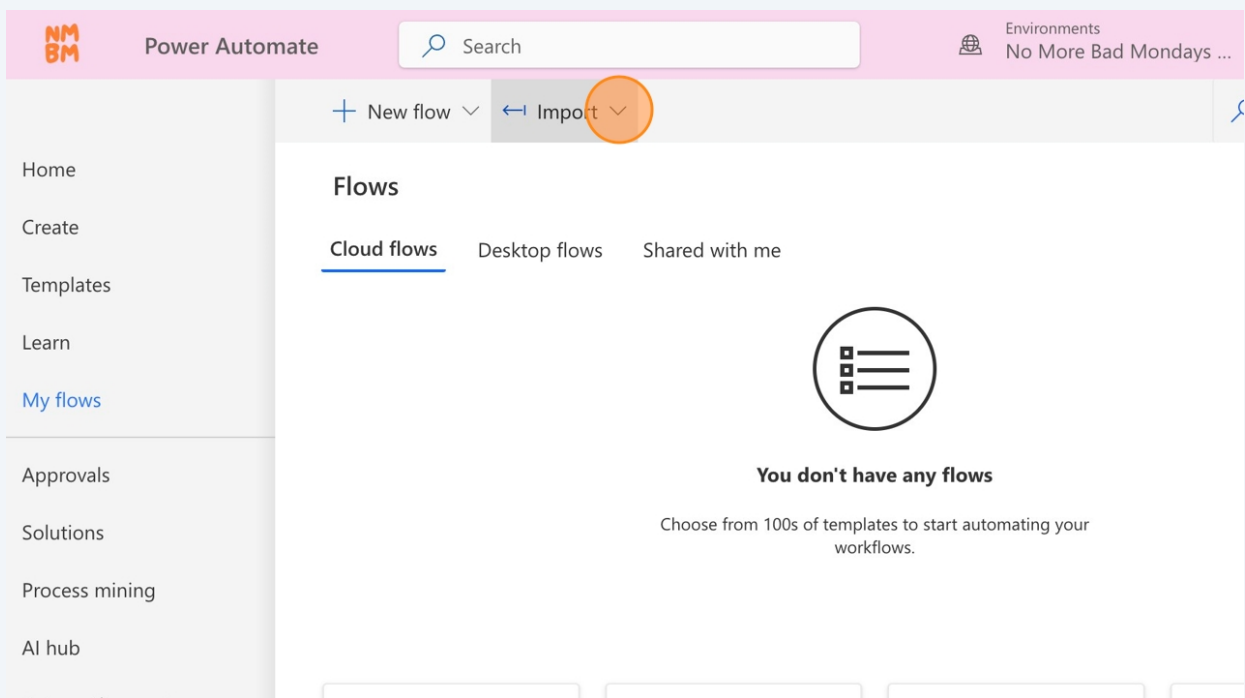
1 First, locate and select the Power Automate app.



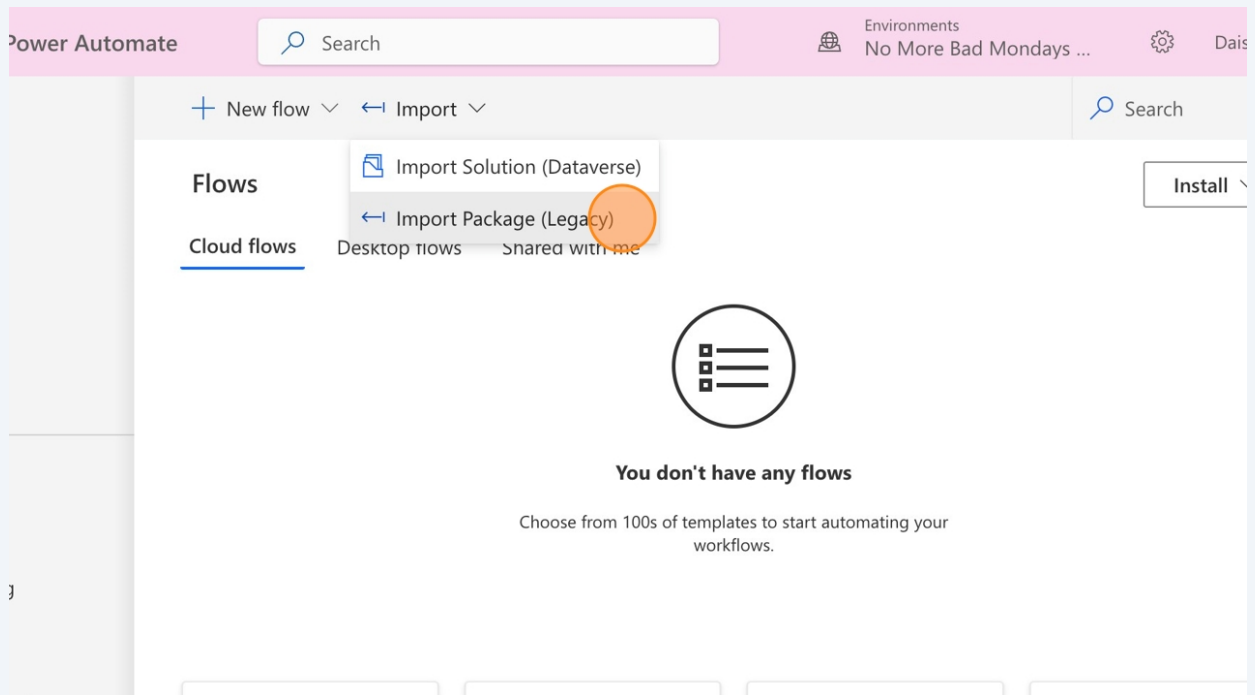
2 Next, click on "My flows" from the left-hand menu in Power Automate.



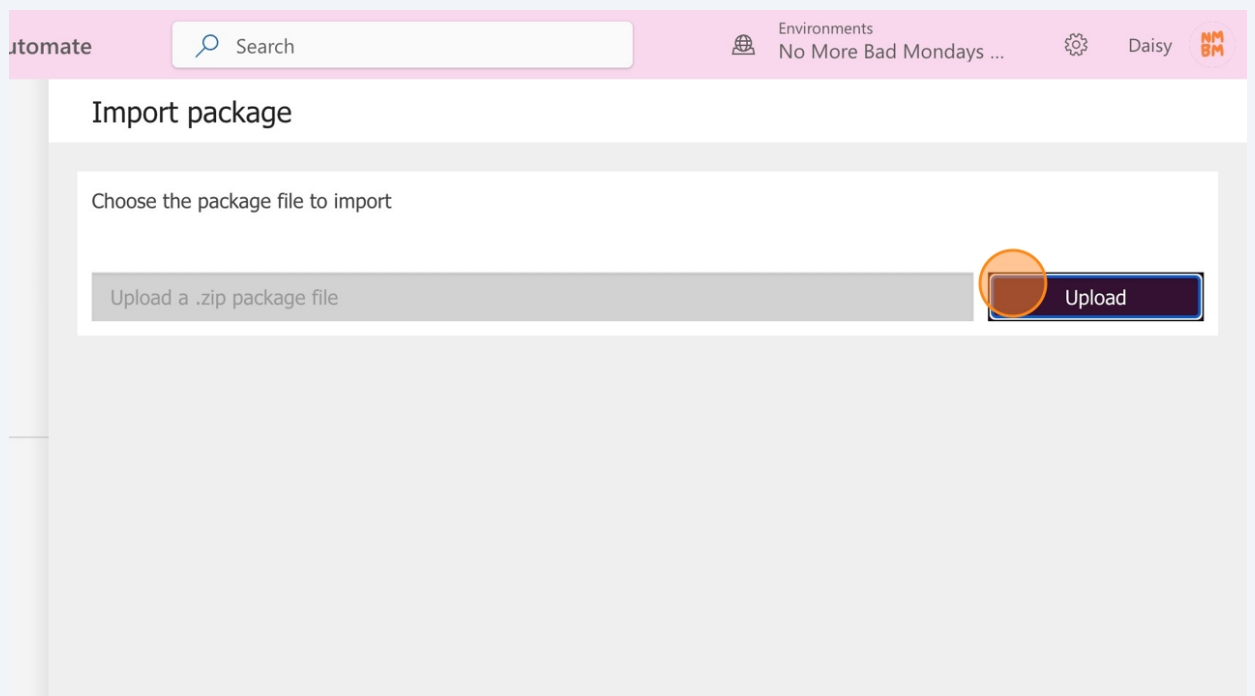
3 From the top menu, select "Import."



4 A dropdown will appear; choose "Import Package (Legacy)."



5 A pop-up will appear, allowing you to select the relevant ZIP file from your system. Choose the file and then click "Upload."



## Import Package Review and Update




6

Next, we need to review and update the package content. The first step will be a blue box labeled "Update." Select it.


Microsoft Planner task they are assigned too, ensuring they are alerted in real-time. It simplifies communication by automatically notifying users of relevant comments without the need for manual tracking. This solution was brought to you by No More Bad Mondays.

### Review Package Content

Choose your import options.

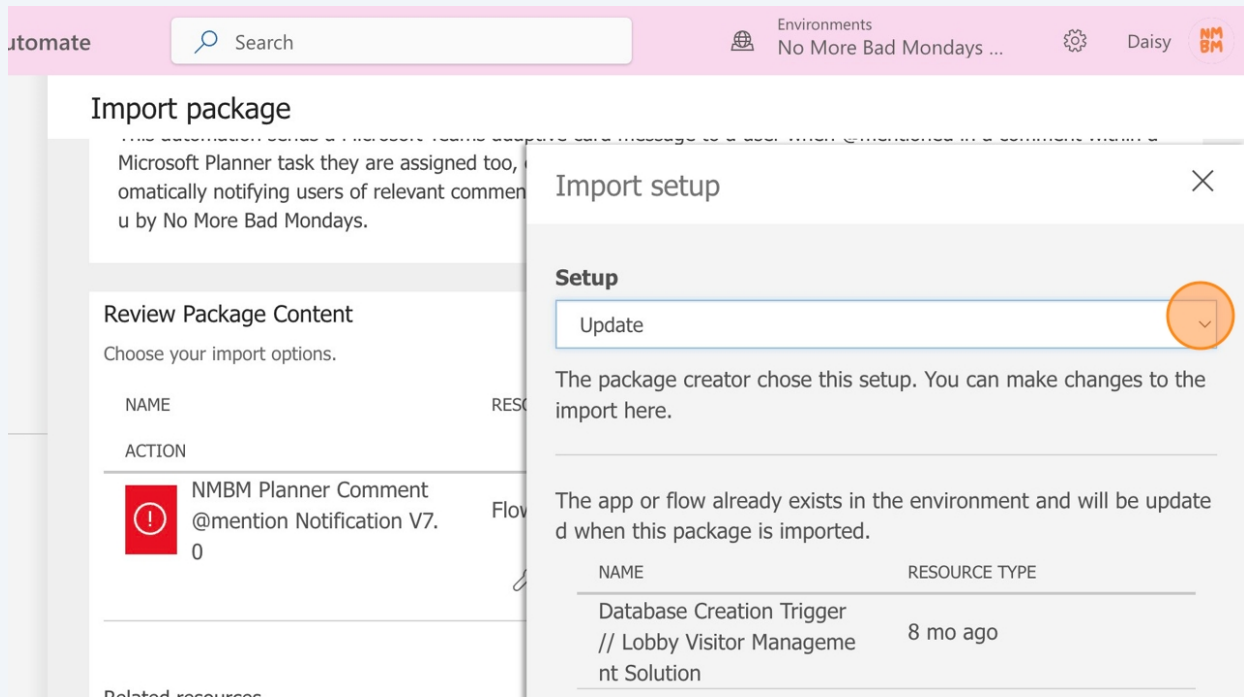
NAME	RESOURCE TYPE	IMPORT SETUP
 NMBM Planner Comment @mention Notification V7.0	Flow 	

### Related resources

NAME	RESOURCE TYPE	IMPORT SETUP
 Matt@nomorebadmonday	Office 365 Groups Mail Connectio	Select during import

7

In the setup section, click the dropdown box and select "Create as new."






Automate Search Environments No More Bad Mondays ... Daisy NMBM

### Import package


This automation sends a Microsoft Teams message to a user when @mentioned in a comment from a Microsoft Planner task they are assigned too, ensuring they are alerted in real-time. It simplifies communication by automatically notifying users of relevant comments without the need for manual tracking. This solution was brought to you by No More Bad Mondays.

### Review Package Content

Choose your import options.


NAME	RESOURCE TYPE	IMPORT SETUP
 NMBM Planner Comment @mention Notification V7.0	Flow 	

### Related resources

NAME	RESOURCE TYPE	IMPORT SETUP
 Matt@nomorebadmonday	Office 365 Groups Mail Connectio	Select during import

### Import setup

**Setup**

Update 

The package creator chose this setup. You can make changes to the import here.

The app or flow already exists in the environment and will be updated when this package is imported.

NAME	RESOURCE TYPE
Database Creation Trigger // Lobby Visitor Management Solution	8 mo ago

8 Now, select the "Save" button.

Learn  
My flows  
Approvals  
Solutions  
Process mining  
AI hub  
Automation center  
Desktop flow activity  
More  
Power Platform

Review Package Content  
Choose your import options.

NAME	RESOURCE TYPE
NMBM Planner Comment @mention Notification V7.0	Flow

Related resources

NAME	RESOURCE TYPE
Matt@nomorebadmonday s.com	Office 365 Groups Mail Connection
Matt@nomorebadmonday s.com	Planner Connection

Create as new

The package creator chose this setup. You can make changes to the import here.

This app or flow will be new to the environment when the package is imported.

**Resource name \***  
NMBM Planner Comment @mention Notification V7.0

Save Cancel

Ask a chatbot Your package was uploaded successfully

9 Now, we need to update the related resources. To do this, select "Select during Import" on the left-hand side next to each resource.

0 on Notification V7.0

Related resources

NAME	RESOURCE TYPE	IMPORT SETUP
Matt@nomorebadmonday s.com	Office 365 Groups Mail Connection	Select during import
Matt@nomorebadmonday s.com	Planner Connection	Select during import
Matt@nomorebadmonday s.com	Office 365 Users Connection	Select during import







10

You should see a connection already created, indicated by your email address. Select it and click "Save."

✍

---

Related resources

NAME	RESOURCE TYPE
ACTION	
 Matt@nomorebadmonday s.com	Office
	
 Matt@nomorebadmonday s.com	Plan
	
 Matt@nomorebadmonday s.com	Office
	

The package creator chose this setup. You can make changes to the import here.

The connection or custom API already exists in the environment and must be selected when this package is imported.

+ Create new

 Refresh list








NAME	RESOURCE TYPE
daisy@nomorebadmonday s.com	17 min ago



Some connections may display the name of the connection instead of your username; this is also acceptable.







11 Repeat the process for each related resource, selecting "Select during Import"....

Related resources

NAME	RESOURCE TYPE	IMPORT SETUP
 Matt@nomorebadmonday s.com 	Office 365 Groups Mail Connection	Select during import daisy@nomorebadmondays.com
 Matt@nomorebadmonday s.com 	Planner Connection	Select during import
 Matt@nomorebadmonday s.com 	Office 365 Users Connection	Select during import
 Matt@nomorebadmonday s.com	Microsoft Teams Connection	Select during import



12 choosing your email address, and clicking "Save".

Related resources

NAME	RESOURCE TYPE
 Matt@nomorebadmonday s.com 	Office 365 Groups Mail Connection
 Matt@nomorebadmonday s.com 	Planner Connection
 Matt@nomorebadmonday s.com 	Office 365 Users Connection

The package creator chose this setup. You can make changes to the import here.

The connection or custom API already exists in the environment and must be selected when this package is imported.

 **Create new**  **Refresh list**

NAME	RESOURCE TYPE
daisy@nomorebadmonday s.com	11 min ago



If no connection is present, a new connection needs to be created. First, note the Resource Type name next to the "Select during Import" button. Then, click the "Select during Import" button and choose "Create New." In the search bar on the right, enter the Resource Type name you noted and click "Create Connection." Once you return, the connection should appear. You may need to refresh the page.

13

You are now ready to import the solution. Click the "Import" button to proceed.

	Matt@nomorebadmonday s.com	Office 365 Users Connection	Select during import daisy@nomorebadmondays.com
	Matt@nomorebadmonday s.com	Microsoft Teams Connection	Select during import daisy@nomorebadmondays.com
	Content Conversion	Content Conversion Connection	Select during import Content Conversion

Import Cancel

## Solution Set-Up



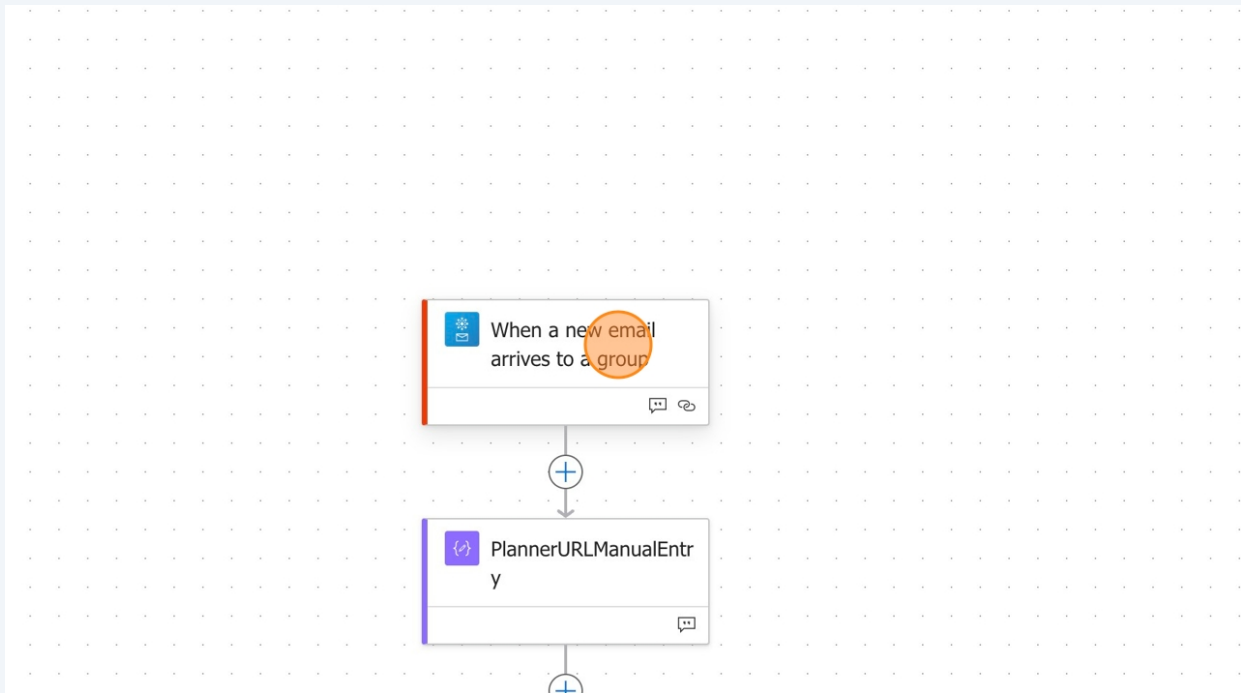
14

Once the import is complete, you should see the message below. Click "Open Flow" to continue.

The screenshot shows the Automate interface. At the top, there is a search bar and navigation links for 'Environments' (No More Bad Mondays ...), 'Daisy', and 'NMBM'. The main content area displays a success message: 'All package resources were successfully imported.' Below this, it states 'The flow has been created successfully. Run the flow to make sure its working. [Open flow](#)'. An orange circle highlights the 'Open flow' link. Underneath is a 'Package details' section with the following information: 'Created by N/A on 08/01/2025', 'Name: NMBM Planner Comment @mention Notification V7.0', and 'Environment: N/A'.

15

Once the flow opens, click on the solution trigger labeled "When a new email arrives in a group."



**16** Read the note displayed at the top of the step.

Power Automate

Search

Environments  
No More Bad Mond

Back NMBM Planner Comment @mention Notification V7.0 Save Test C

When a new email arrives to a group

Select the Group ID for the Microsoft Planner Plan(s) you want to apply this solution to. If you have multiple groups, you'll need to duplicate this solution and update the Group ID for each additional group.

Parameters Settings Code view About

Group ID \*

d77de117-c260-433c-a1d1-4e8402b379df

> How often do you want to check for items?

Connected to daisy@nomorebadmondays.com. Change connection

**17** Now, select the relevant Group ID. You can easily find it by clicking on the dropdown and looking for the group linked to the Microsoft Planner plans you wish to use this solution with.

When a new email arrives to a group

Select the Group ID for the Microsoft Planner Plan(s) you want to apply this solution to. If you have multiple groups, you'll need to duplicate this solution and update the Group ID for each additional group.

Parameters Settings Code view About

Group ID \*

d77de117-c260-433c-a1d1-4e8402b379df

> How often do you want to check for items?

Connected to daisy@nomorebadmondays.com. Change connection

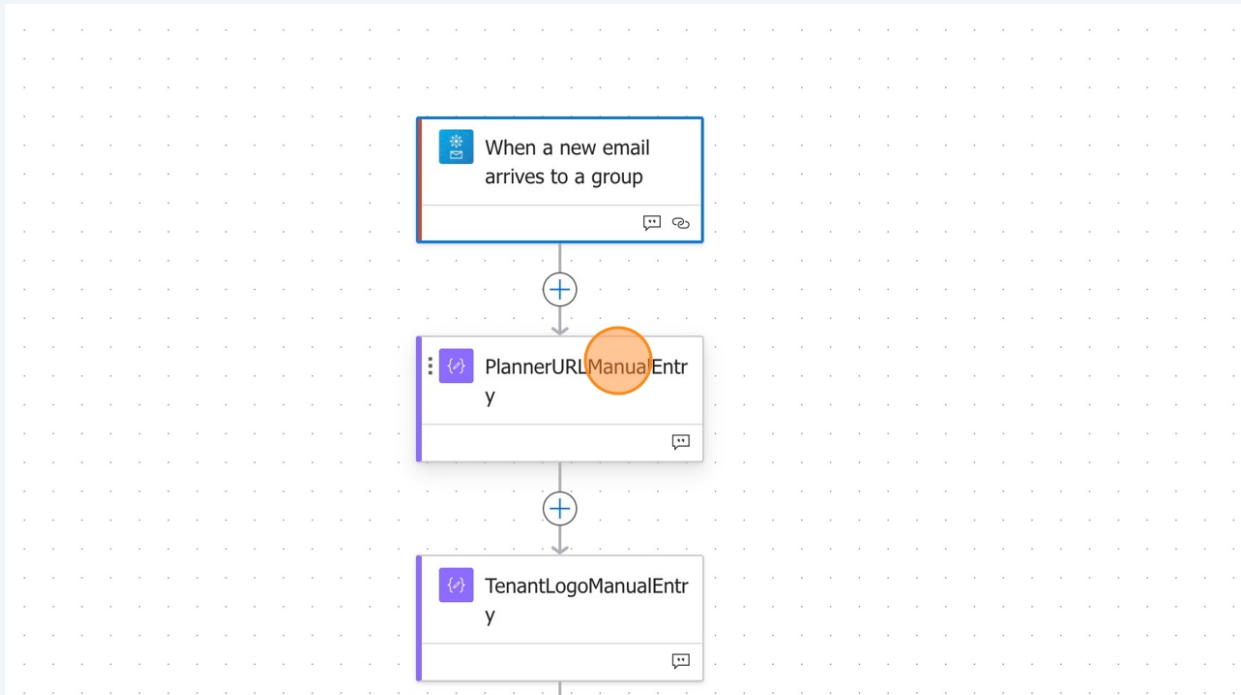


You can also find your Group ID by going to Microsoft Planner and checking the URL for a section that says "groupId=" or something similar.

## 18 You can now collapse this step.

The screenshot shows the Microsoft Power Automate interface. At the top, there is a search bar and a navigation menu with options like "Automate", "Environments", "No More Bad Mondays ...", "Daisy", and "New designer". Below the navigation, there is a toolbar with icons for "Save", "Test", "Copilot", and "New designer". The main workspace contains a step titled "r Comment @mention Notification V7.0". A "Collapse" button with a double-left arrow icon is highlighted with an orange circle. Below the step, there is a text box containing the instruction: "for the Microsoft Planner Plan(s) you want to apply this solution to. If groups, you'll need to duplicate this solution and update the Group ID group." Below this text box, there are tabs for "Code view" and "About". A text input field contains the value "11-4e8402b379df" with a close button (X) on the right. Below the input field, there is a question: "Want to check for items?". At the bottom left, there is a link for "rebadmondays.com" and a "Change connection" button.

19 Next, click on the "PlannerURLManualEntry" step.



20 Read the note displayed at the top of the step.

Power Automate Search Environments No More Bad Mondays ...

MBM Planner Comment @mention Notification V7.0 Save Test Copilot New de

PlannerURLManualEntry

step, replace the URL below with your organisation's Microsoft Planner URL. It should be the No More Bad Mondays example provided, likely differing only in the organisation name.

Settings Code view About

.office.com/nomorebadmondays.com/Home/Task/

21

Update the URL to your organization's URL, following the instructions provided in the step's notes.

PlannerURLManualEntry

In this step, replace the URL below with your organisation's Microsoft Planner URL. It should resemble the No More Bad Mondays example provided, likely differing only in the organisation name.

Parameters Settings Code view About

Inputs \*

https://tasks.office.com/nomorebadmondays.com/Home/Task/

22

You can now collapse this step.

Automate Search

Environments No More Bad Mondays ... Daisy

Comment @mention Notification V7.0 Save Test Copilot New designer

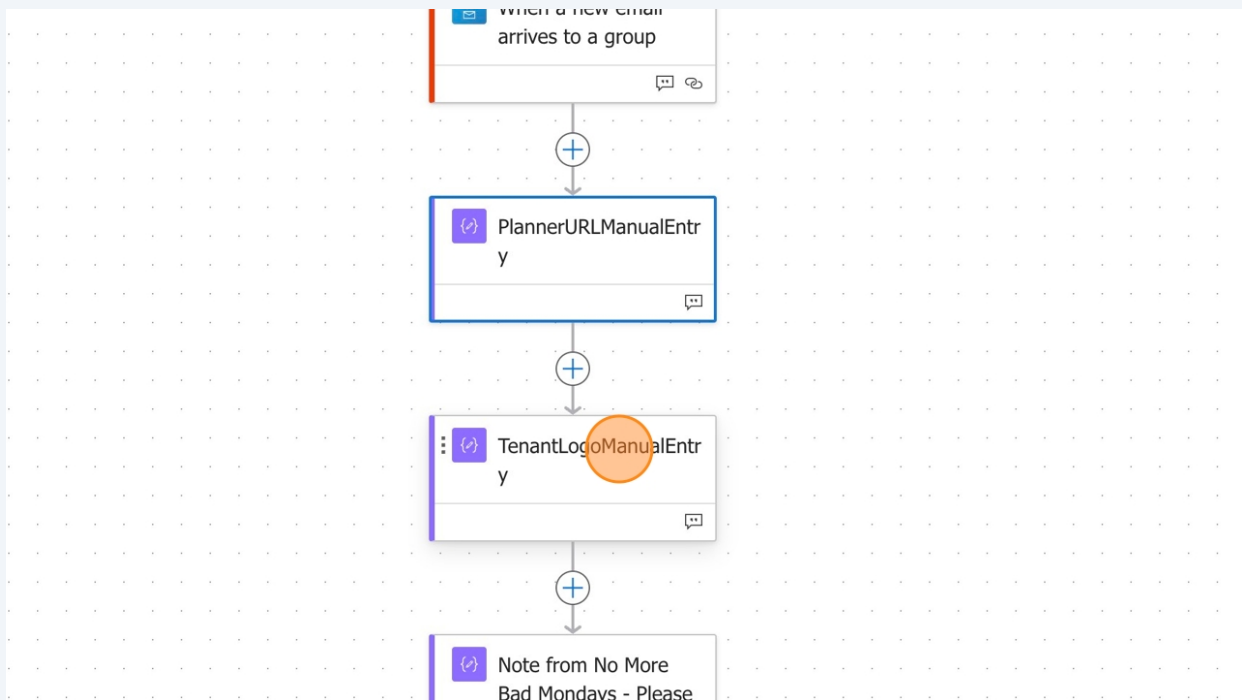
ntury Collapse

In this step, replace the URL below with your organisation's Microsoft Planner URL. It should resemble the No More Bad Mondays example provided, likely differing only in the

Code view About

omorebadmondays.com/Home/Task/

23 Next, click on the "TenantLogoManualEntry" step.



24 Read the note displayed at the top of the step.

The screenshot shows the Power Automate interface. At the top, there's a search bar and a header with 'Power Automate' and 'Environments No More Bad Mondays...'. Below that, a toolbar contains icons for 'Save', 'Test', and 'Copilot'. The main area shows the configuration for the 'TenantLogoManualEntry' step. A text box at the top of the configuration pane contains the following text: 'to, update the URL below with the logo you want to use in the adaptive cards. If no update is made, the No More Bad Mondays logo will be displayed by'. This text box is highlighted with an orange circle. Below the text box, there are links for 'Settings', 'Code view', and 'About'. At the bottom of the configuration pane, there is a text input field containing the URL: 'xstatic.com/media/c07b45\_6bc6f51287d8405d93a47f6a8dd541a5~mv2.png'.

25

Update the URL with the relevant URL for the logo/image you wish to use within your adaptive card, as instructed in the step's notes.

TenantLogoManualEntry

In this step, update the URL below with the logo you want to use in the adaptive card notifications. If no update is made, the No More Bad Mondays logo will be displayed by default.

Parameters Settings Code view About

s://static.wixstatic.com/media/c07b45\_6bc6f51287d8405d93a47f6a8dd541a5~mv2.png

26

You can now collapse this step.

Automate

Search

Environments  
No More Bad Mondays ...

Daisy

Comment @mention Notification V7.0



New designer



entry

Collapse



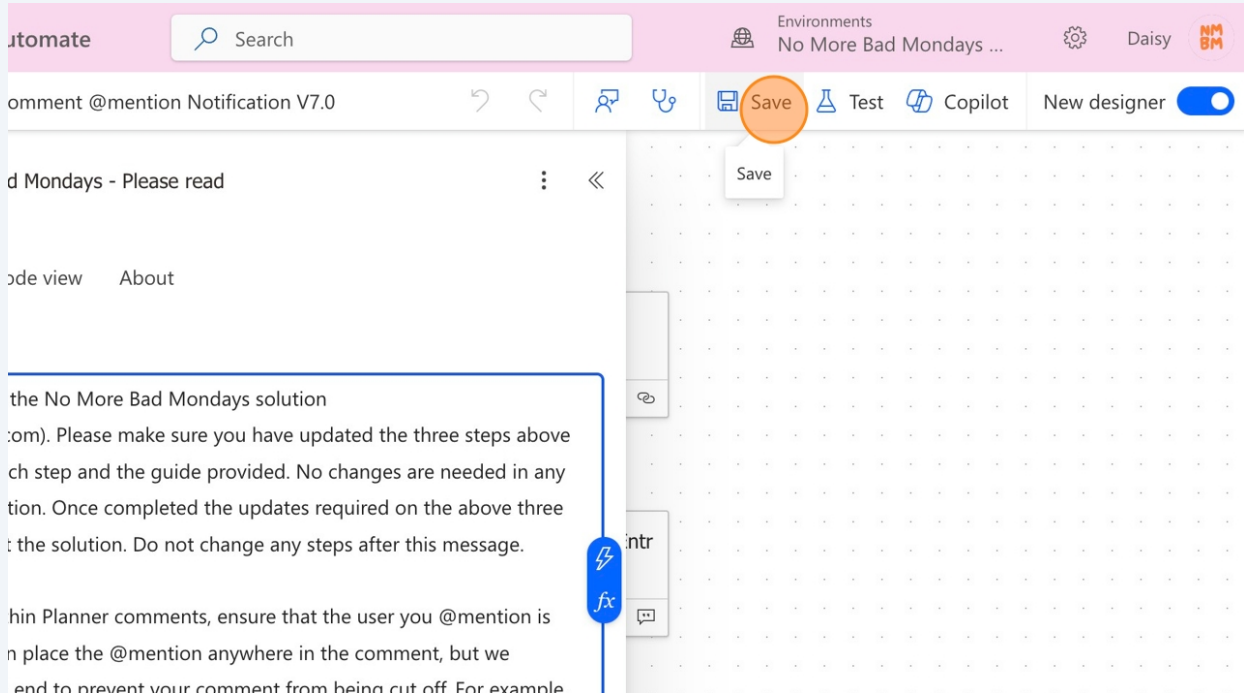
ie URL below with the logo you want to use in the adaptive card  
date is made, the No More Bad Mondays logo will be displayed by

Code view About

/media/c07b45\_6bc6f51287d8405d93a47f6a8dd541a5~mv2.png

27

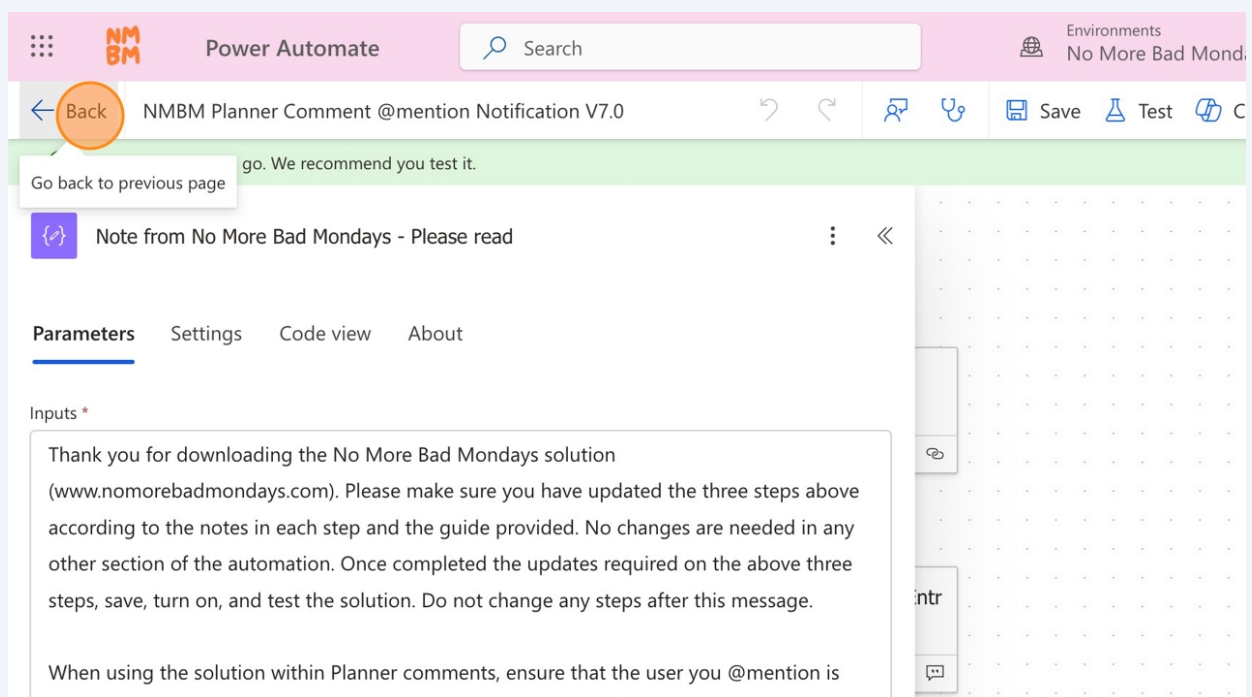
The next step contains a note from us. Please read it, but to summarize, it explains that no other changes need to be made to the flow. Now, click "Save" at the top of the flow.



## Solution Turn On

28

Now, click "Back" at the top of the screen.





29 Now, click on "More actions."

The screenshot shows the Microsoft Power Automate interface. At the top, there is a search bar and navigation icons. A yellow banner at the top of the flow details area contains a warning icon and the text: "There's a potential problem with this flow. To see more details, open **Flow checker**." Below this, the flow name "Flows > NMBM Planner Comment @mention Notification V7.0" is displayed. The main content area is divided into two columns: "Details" and "Connections". The "Details" column shows the flow name, status (Off), creation and modification dates, and a description. The "Connections" column lists connected services: Office 365 Users Permissions, Office 365 Group, Microsoft Teams, and Connections (Multiple permissions). A "More actions" menu is open over the "Flow checker" icon, showing options like "Turn on" and "Repair tips off".

Details		Connections	
Flow	NMBM Planner Comment @mention Notification V7.0	Office 365 Users	Permissions
Status	Off	Office 365 Group	
Created	Jan 8, 09:13 PM	Microsoft Teams	
Modified	Jan 8, 09:14 PM	Connections	Multiple permissions
Type	Automated		
Plan			

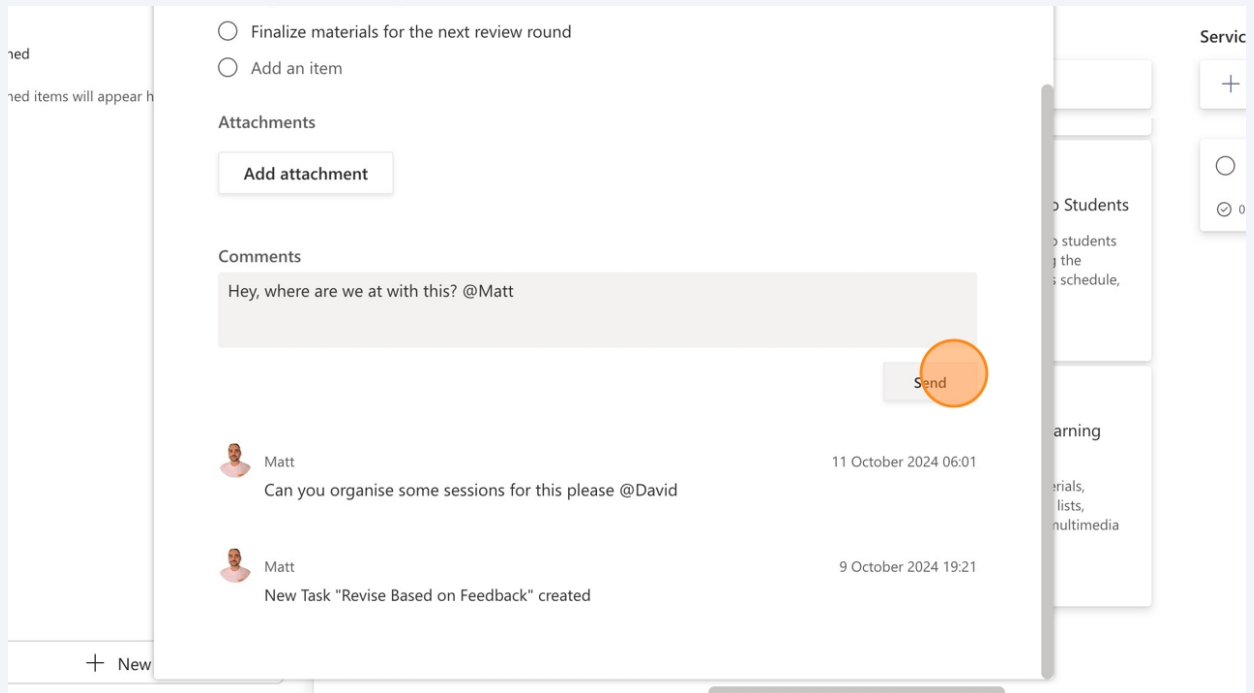
30 Select "Turn on." Your flow is now ready to use.

This screenshot is identical to the previous one, but the "More actions" menu is now open, and the "Turn on" button is highlighted with an orange circle. The "Repair tips off" option is also visible below it. The rest of the interface, including the warning banner and the details/connections panels, remains the same.

## Microsoft Planner Test

31

Go to the relevant Microsoft Planner task and leave a comment with the user's first name @mentioned at the end. The user you @mention must be assigned to the task for the automation to work, but you do not need to be assigned.

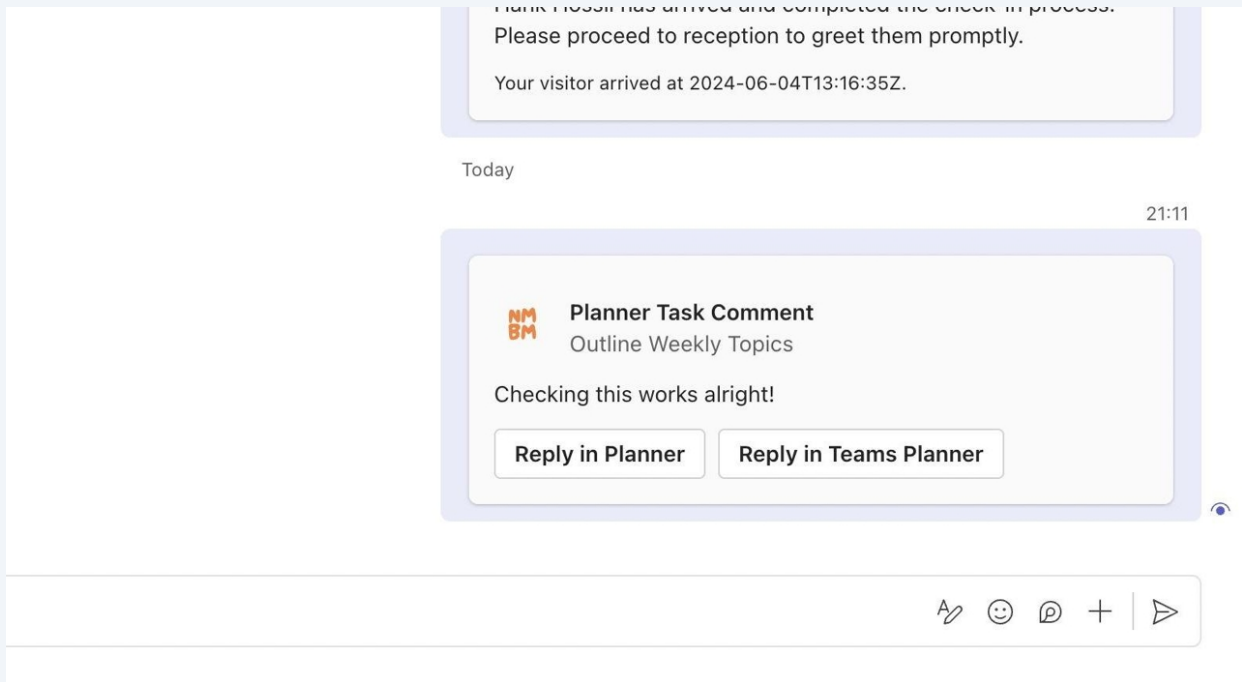


The screenshot shows the Microsoft Planner interface for a task titled "Finalize materials for the next review round". The task is assigned to "Add an item". The "Attachments" section has an "Add attachment" button. The "Comments" section shows a comment: "Hey, where are we at with this? @Matt". A "Send" button is highlighted with an orange circle. Below the comment, there are two messages from "Matt": "Can you organise some sessions for this please @David" (dated 11 October 2024 06:01) and "New Task 'Revise Based on Feedback' created" (dated 9 October 2024 19:21). The right sidebar shows a "Service" menu with options like "Students", "students", "the", "schedule", "arning", "rials,", "lists,", and "multimedia".

## Microsoft Teams Test

32

Go to your Microsoft Teams, and in your chat history with the user you @mentioned, you'll see a notification containing the comment you left within the task. The notification is an adaptive card that includes your organisation's logo, the task name, and the option for either them (or you) to reply to the comment in the traditional Microsoft Planner or the new Microsoft Planner for Teams.



## Thank you for choosing No More Bad Mondays!



If you need any support or would like No More Bad Mondays to manage the process for you—whether rolling out the solution for you or your entire organization—please reach out to us at [support@nomorebadmondays.com](mailto:support@nomorebadmondays.com), visit [www.nomorebadmondays.com](http://www.nomorebadmondays.com), or message us on WhatsApp at +447874652132.