

# Microsoft Alerts Retirement

## Transitioning Legacy Alerts to Power Automate

Microsoft is moving away from legacy "Office 365 Alerts" and SharePoint "Alert Me" features in favor of modern, extensible Power Automate flows. This checklist ensures your business-critical notifications are audited and rebuilt before legacy services are deprecated.

### Phase 1: Inventory & Discovery

- Site-Level Alert Audit**  
Review 'User Alerts' within SharePoint site settings to identify active list and library subscriptions.
- Security & Compliance Alert Review**  
Identify legacy notifications in the Microsoft 365 Security & Compliance Center that require migration.
- Identify Critical Stakeholders**  
Determine which business units rely on real-time alerts for compliance, safety, or legal deadlines.

### Phase 2: Modernization Strategy

- Define Trigger Conditions**  
Translate legacy "When items change" triggers into specific Power Automate 'Modified' or 'Created' triggers.
- Determine Alert Output**  
Decide if alerts should stay as Emails or be modernized into Microsoft Teams Adaptive Cards or mobile push notifications.
- Implement Conditional Logic**  
Use Power Automate to add filters (e.g., only alert if Status = 'Urgent'), reducing "notification fatigue."

#### CRITICAL ALERT RISK:

Legacy alerts often bypass modern security protocols. Use this transition to implement **DATA LOSS PREVENTION (DLP)** and ensure sensitive HR or Legal notifications are sent via secure channels only.

### Phase 3: Deployment & Testing

- Run Parallel Tests**  
Activate new Power Automate alerts alongside legacy alerts for 7 days to verify parity.
- Decommission Legacy Alerts**  
Manually disable 'Alert Me' subscriptions once modern flows are validated.