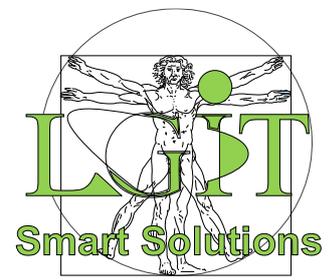


Extend Microsoft 365 Copilot in Copilot Studio #MS-4022-A



Overview

Unlock the full potential of Microsoft 365 Copilot by learning how to build intelligent agents using Microsoft Copilot Studio. MS-4022: Extend Microsoft 365 Copilot in Copilot Studio guides you through the process of creating low-code, declarative agents that enhance Copilot's capabilities with custom knowledge, tools, and connectors. You'll gain practical experience using Copilot Studio to build agents, configure custom knowledge and conversational instructions, set up agent tools, and publish your agents to Microsoft 365 Copilot environments. By the end of the course, you'll be equipped to create specialized agents that unlock more value for individuals and teams—enabling more personalized, efficient, and impactful Copilot experiences across your organization.

Audience

Extend Microsoft 365 Copilot in Copilot Studio targets individuals interested in using Copilot Studio to build agents to improve individual and team productivity. Learners should be familiar with Microsoft 365 Copilot

Duration: 1 day (2 x 3 hours)

Course Content

Module 1: Introduction to declarative agents for Microsoft 365 Copilot

Determine the scenarios which declarative agents are suitable for customizing and extending Microsoft 365 Copilot. Describe the function of custom knowledge and custom actions.

Lessons

- Introduction
- What are declarative agents?
- How declarative agents work
- When to use declarative agents
- Module assessment
- Summary

Module 2: Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio

Create an agent tailored to a specific scenario to extend Microsoft 365 Copilot. Your declarative agent provides relevant and accurate responses using custom knowledge.

Lessons

- Introduction
- Create a declarative agent
- Exercise - Create a declarative agent
- Add custom knowledge
- Exercise - Add custom knowledge
- Add suggested prompts
- Exercise - Add suggested prompts
- Module assessment
- Summary

Module 3: Introduction to tools for declarative agents in Copilot Studio

Explore how to create and configure tools in Copilot Studio to expand the capabilities of your declarative agents. Connect your declarative agent to external data sources and customize generative responses.

Lessons

- Introduction
- Tools and agents
- Types of agent tools
- Tool development considerations
- Add tools to declarative agents
- Module assessment
- Summary

Module 4: Extend declarative agents with prompt tools in Copilot Studio

Customize your declarative agent's generative responses by extending your agent with prompt tools. Craft custom prompts, test your prompts against the LLM, and add prompt tools to declarative agents that extend Microsoft 365 Copilot.

Lessons

- Introduction
- What are prompt tools?
- Create a prompt tool
- Exercise - Create a prompt tool
- Module assessment
- Summary

Module 5: Extend declarative agents with connector tools in Copilot Studio

Connect your declarative agent to external services and data using connector tools. Configure out-of-the-box connectors and add them to agents that extend Microsoft 365 Copilot.

Lessons

- Introduction
- What are connector tools?
- Create and configure connector tools
- Exercise - Create a connector tool
- Module assessment
- Summary