

Extend Microsoft 365 Copilot in Copilot Studio

Courses Code: MS-4022

Duration: 1 Day

Delivery Mode: Instructor-led Training (ILT) | Virtual Instructor led Training (VILT)

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.

Skills Covered

- Evaluate whether a declarative agent is appropriate to extend Microsoft 365 Copilot for your scenario.
- Describe how the components of a declarative agent work together to create agents that run on Microsoft 365 Copilot.
- Design a declarative agent to solve a business problem.
- Implement a declarative agent with custom knowledge.
- Publish and use a declarative agent in Microsoft 365 Copilot to validate the results.
- Describe actions in Copilot Studio.
- Identify the types of actions that can extend a declarative agent in Copilot Studio.
- Describe scenarios for adding actions to an agent.
- Describe technical considerations for configuring actions in Copilot Studio.
- Configure a prompt action in Copilot Studio.
- Test a prompt in Copilot Studio.
- Add a prompt action to a declarative agent in Copilot Studio.
- Create a new connector action.
- Configure a connector action.
- Add a connector action to a declarative agent.
- Test a connector action.



Who Should Attend

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.

Prerequisites

- Familiarity with Microsoft 365 Copilot.
- Familiarity with options for extending Microsoft 365 Copilot.

Course Modules

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.

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.

3.Introduction to actions for declarative agents in Copilot Studio

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

4. Extend declarative agents with prompt actions in Copilot Studio

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

5. Extend declarative agents with connector actions in Copilot Studio

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

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