

MS-4022: Extend Microsoft 365 Copilot in Copilot Studio

Duration: 1 Day

Course Description:

This course teaches learners how to extend Microsoft 365 Copilot using Microsoft Copilot Studio. Participants learn to build declarative agents, add custom knowledge, configure tools and connectors, and publish agents that enhance productivity across Microsoft 365.

Prerequisites:

- Familiarity with Microsoft 365 Copilot
- Basic understanding of Copilot extensibility options
- General awareness of Microsoft Copilot Studio concepts

Course Outlines:

Module 1: Introduction to Declarative Agents for Microsoft 365 Copilot

- Introduction
- What Are Declarative Agents?
- How Declarative Agents Work
- When to Use Declarative Agents

Module 2: Build Your First Declarative Agent for Microsoft 365 Copilot By Using Copilot Studio

- Introduction
- Create A Declarative Agent
- Exercise - Create A Declarative Agent
- Add Custom Knowledge
- Exercise - Add Custom Knowledge
- Add Starter Prompts
- Exercise - Add Starter Prompts

Module 3: Introduction to Actions for Declarative Agents in Copilot Studio

- Introduction
- Actions and Agents
- Types of Copilot Studio Actions
- Action Development Considerations
- Extend Declarative Agents with Actions

Module 4: Extend Declarative Agents with Prompt Actions in Copilot Studio

- Introduction
- What Are Prompt Actions?
- Create A Prompt Action
- Exercise - Create A Prompt Action

Module 5: Extend Declarative Agents with Connector Actions in Copilot Studio

- Introduction
- What Are Connector Actions?
- Create Connector Actions
- Exercise - Create A Connector Action

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