COURSE OVERVIEW

Course name

MS 4022 – Extend Microsoft Copilot in Copilot Studio

DURATION: 1 day

Gauteng
3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg 2196

Gauteng
192 on Bram
192 Bram Fischer Drive Ferndale,
Randburg Johannesburg 2160

Cape Town
1st floor, TBE, 3 Bridgeway
Bridgeway Precinct,
Century City 7411

Durban
9 Mountview Close Broadlands
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COURSE OVERVIEW

In this course, you will learn how to build agents that extend Microsoft 365 Copilot with additional knowledge and capabilities.

You will also learn how to use Copilot Studio to build declarative agents, add knowledge, add tools, and publish agents to Microsoft 365 Copilot.

COURSE OBJECTIVES

By the end of this course, you will:

1. Research declarative agents for Microsoft 365 Copilot

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

3. Work with the tools for declarative agents in Copilot Studio

4. Extend declarative agents with prompt tools in Copilot Studio

5. Extend declarative agents with connector tools in Copilot Studio

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AUDIENCE AND PRE-REQUISITES

This course is for application builders who want to build agents that extend Microsoft 365 Copilot with additional knowledge and capabilities.

Participants need to be familiarity with Microsoft 365 Copilot and options for extending Microsoft 365 Copilot.

RELATED CERTIFICATIONS

None

COURSE OUTLINE

Module 1: Introduction to declarative agents for Microsoft 365 Copilot

Determine the scenarios which declarative agents are suitable for customising and extending Microsoft 365 Copilot.

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

Create an agent tailored to a specific scenario to extend Microsoft 365 Copilot.

- Create a declarative agent
- Add custom knowledge
- Add suggested prompts

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.

- Tools and agents
- Types of agent tools
- Tool development considerations
- Add tools to declarative agents

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

Customise your declarative agent's generative responses by extending your agent with prompt tools.

- What are prompt tools?
- Create a prompt tool

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.

- What are connector tools?
- Create and configure connector tools

DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client

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