

MS-4022: Extend Microsoft 365 Copilot in Copilot Studio

Course Description

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.

Course Duration

1 day

Prerequisites

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

Course Outline

1 - Introduction to declarative agents for Microsoft 365 Copilot

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

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

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

3 - Introduction to tools for declarative agents in Copilot Studio

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

4 - Extend declarative agents with prompt tools in Copilot Studio

- What are prompt tools?
- Create a prompt tool
- Module assessment

5 - Extend declarative agents with connector tools in Copilot Studio

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

Who Should Attend

MS-4022: 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.