

MS-4019: Transform your everyday business processes with agents

Course Description

MS-4019: Transform your everyday business processes with agents examines Microsoft prebuilt agents and agents for the everyday business user in Microsoft 365 Copilot. Hands-on lab exercises help students learn how to create agents in both Microsoft 365 Copilot Chat and SharePoint.

Course Duration

1 day

Course Prerequisites

Students should have basic functional experience with Microsoft 365 services.

Course Outline

1 - Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents
- Module assessment

2 - Explore prebuilt Microsoft 365 Copilot agents

- Examine the Analyst agent
- Examine the Researcher agent
- Examine the Prompt Coach agent
- Examine the Idea Coach agent
- Examine the Writing Coach agent
- Module assessment

3 - Build and manage an agent

- Examine the tools used to create agents
- Explore the components of an agent
- Create an agent in Copilot Chat - Part 1
- Create an agent in Copilot Chat - Part 2
- Create an agent in SharePoint
- Test and edit your agents
- Manage your agents
- Module assessment

4 - Share and use agents

- Share an agent with other users
- Share an agent in Microsoft Teams
- Interact with agents
- Module assessment

Who Should Attend

MS-4019: Transform your everyday business processes with agents is targeted to everyday Microsoft 365 business users. No programming experience is required to create Microsoft 365 Copilot Chat agents and SharePoint agents.