Extend Microsoft 365 Copilot in Copilot Studio (MS-4022)

Duration: 1 day
Audience: Professionnel TI|Analyste d'affaires

Who is this training for?

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.

Training objectives

By the end of this

course, students will be able to:

- Describe prerequisites for creating agents in Copilot Studio to extend Microsoft 365 Copilot
- Build declarative agents in Copilot Studio
- Write effective instructions for agents
- Add custom knowledge to agents in Copilot Studio
- Add tools to agents in Copilot Studio (prompt, connector)
- Publish declarative agents to Microsoft 365 Copilot

Summary

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.

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Course outline

Learning Path 1: Extend Microsoft 365 Copilot in Copilot Studio

- Module 1: Introduction to Declarative Agents for Microsoft 365 Copilot
- Module 2: Build Your First Declarative Agent for Microsoft 365 Copilot by Using Copilot Studio
- Module 3: Introduction to Tools for Declarative Agents in Copilot Studio
- Module 4: Extend Declarative Agents with Prompt Tools in Copilot Studio
- Module 5: Extend Declarative Agents with Connector Tools in Copilot Studio

Approach and methodology

Practical and structured approach combining focused theory and guided hands-on workshops. Participants progressively learn how to extend Microsoft 365 Copilot by building declarative agents in Microsoft Copilot Studio through realistic scenarios and practical exercises. They develop skills to configure custom knowledge, create effective agent instructions, add tools and connectors, and publish agents to Microsoft 365 Copilot environments. Led by a Microsoft Certified Trainer (MCT), the training emphasizes interactivity, experimentation, and the development of directly transferable skills for designing and deploying intelligent agents that enhance productivity in a professional environment.

Prerequisites

Students

should have the following knowledge and experience before attending this

course:

- Familiarity with Microsoft 365 Copilot
- Basic understanding of AI concepts (agent, model, orchestrator, etc.)

Recommendations

- Basics in Microsoft 365 and Copilot
- Knowledge of Copilot Studio / Power
- Virtual Agents (asset) Understanding of conversational agent concepts and generative

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- AI Notions of business logic and automation (Power Platform)
- Familiarity with Microsoft Entra ID and security

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