

# Extend Microsoft 365 Copilot in Copilot Studio

Unlock the full potential of Microsoft 365 Copilot by learning how to build intelligent agents using Microsoft Copilot Studio. This hands-on course 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.



## Training recipients

The training is intended for:

- Developers
- App Maker



## Benefits

1. Extend of Microsoft 365 Copilot - You will learn how to extend Microsoft 365 Copilot.
2. Hands-on learning - Through the labs, you will gain experience that you can easily translate into real tasks at work.
3. Integration between Copilot Studio and Microsoft 365 - You will gain knowledge on how to use

both products together.

4. Understanding Microsoft 365 Copilot – You will learn how to get more from Microsoft 365 using Copilot.
5. Understanding the new features – You will learn in practice how to use new agents in Security Copilot.



## Training program

1. Introduction to declarative agents for Microsoft 365 Copilot
  - What are declarative agents?
  - How declarative agents work
  - When to use declarative agents
2. Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio
  - Create a declarative agent
  - Add custom knowledge
  - Add suggested prompts
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
4. Extend declarative agents with prompt tools in Copilot Studio
  - What are prompt tools?
  - Create a prompt tool
5. Extend declarative agents with connector tools in Copilot Studio
  - What are connector tools?
  - Create and configure connector tools



## Expected preparation of the participant

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



## Training Includes

- manual in electronic form available on the platform: <https://learn.microsoft.com/pl-pl/training/>
- access to Altkom Akademia's student portal

Training method:

- Lecture and product presentation (60%)
- Exercise (40%)

Major teaching tools include PowerPoint presentations, test-environment demonstrations, hands-on lab environments, and Microsoft Learn



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## Language

- Training: English
- Materials: English