

EXTEND MICROSOFT COPILOT FOR MICROSOFT 365 WITH COPILOT STUDIO (MS-4009)

Course Code: 834066

Learn how to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft 365 Copilot.

In this learning path, learn how to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft 365 Copilot with external data, tailored conversations, automated flows, and custom prompts.

This course has been created by Microsoft as a "Bring Your Own Environment" course, allowing individuals to use their personal devices and settings. If a student wants to complete the hands-on activities, the individual must bring their own CoPilot environment. Otherwise, demonstrations and lectures will be conducted by the instructor.

What You'll Learn

Students will learn,

- Microsoft 365 Copilot extensibility fundamentals Introduction to Copilot Studio actions
- Create prompt actions for Microsoft 365 Copilot in Copilot Studio Create connector actions for Microsoft 365 Copilot in Copilot Studio Create conversational actions for Microsoft 365 Copilot in Copilot Studio

Who Needs to Attend

Students who wants to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft 365 Copilot.

Prerequisites

Familiarity with Microsoft Copilot for Microsoft 365.

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CLASSROOM LIVE

\$675 CAD

1 Day

Classroom Live Outline

Module 1 : Microsoft 365 Copilot extensibility fundamentals

- Describe ways to extend Microsoft 365 Copilot to fit unique business needs, enriching user workflows.
- Describe how Graph connectors can be used to enhance Copilot's data access and discoverability for real-time engagement.
- Describe how plugins can expand Copilot's skills, allowing interaction with real-time data across Microsoft 365 apps.
- Describe ways to build custom copilots using foundational models for specialized user interactions within Microsoft 365.

Module 2 : Introduction to Copilot Studio actions

- Describe the capabilities of Copilot Studio for extending Microsoft 365 Copilot.
- Describe the requirements for creating Copilot Studio actions.
- Describe the user requirements for using Copilot Studio actions in Microsoft 365 Copilot.
- Decide which type of action is appropriate for a given scenario.

Module 3 : Create prompt actions for Microsoft 365 Copilot in Copilot Studio

- Describe the requirements for building and using prompt actions
- Write or identify an effective prompt that yields expected results.
- Test a prompt action in Copilot Studio.
- Use a prompt action in Microsoft 365 Copilot.

Module 4 : Create connector actions for Microsoft 365 Copilot in Copilot Studio

- Identify scenarios appropriate for connector actions.
- Create connector actions in Copilot Studio.

- Test connector actions in Microsoft 365 Copilot.

Module 5 : Create conversational actions for Microsoft 365 Copilot in Copilot Studio

- Describe the requirements for building and using conversational actions.
- Create a conversational action for Microsoft 365 Copilot.
- Publish a conversational action to Microsoft 365 Copilot.

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VIRTUAL CLASSROOM LIVE

\$675 CAD

1 Day

Virtual Classroom Live Outline

Module 1 : Microsoft 365 Copilot extensibility fundamentals

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- Describe how Graph connectors can be used to enhance Copilot's data access and discoverability for real-time engagement.
- Describe how plugins can expand Copilot's skills, allowing interaction with real-time data across Microsoft 365 apps.
- Describe ways to build custom copilots using foundational models for specialized user interactions within Microsoft 365.

Module 2 : Introduction to Copilot Studio actions

- Describe the capabilities of Copilot Studio for extending Microsoft 365 Copilot.
- Describe the requirements for creating Copilot Studio actions.
- Describe the user requirements for using Copilot Studio actions in Microsoft 365 Copilot.
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Module 3 : Create prompt actions for Microsoft 365 Copilot in Copilot Studio

- Describe the requirements for building and using prompt actions
- Write or identify an effective prompt that yields expected results.
- Test a prompt action in Copilot Studio.
- Use a prompt action in Microsoft 365 Copilot.

Module 4 : Create connector actions for Microsoft 365 Copilot in Copilot Studio

- Identify scenarios appropriate for connector actions.
- Create connector actions in Copilot Studio.

- Test connector actions in Microsoft 365 Copilot.

Module 5 : Create conversational actions for Microsoft 365 Copilot in Copilot Studio

- Describe the requirements for building and using conversational actions.
- Create a conversational action for Microsoft 365 Copilot.
- Publish a conversational action to Microsoft 365 Copilot.



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PRIVATE GROUP TRAINING

1 Day

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