

# EXTEND MICROSOFT 365 COPILOT IN COPILOT STUDIO (MS-4022)

Course Code: 834104

Build agents that extend Microsoft 365 Copilot with additional knowledge and capabilities.

Use Copilot Studio to build declarative agents, add knowledge, add tools, and publish agents to Microsoft 365 Copilot.

## Prerequisites

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

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CLASSROOM LIVE

\$675 CAD

1 Day

## Classroom Live Outline

### **Module 1: Introduction to declarative agents for Microsoft 365 Copilot**

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

### **Module 2: Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio**

- Create a declarative agent
- Exercise - Create a declarative agent
- Add custom knowledge
- Exercise - Add custom knowledge
- Add starter prompts
- Exercise - Add starter prompts

### **Module 3: Introduction to actions for declarative agents in Copilot Studio**

- Actions and agents
- Types of Copilot Studio actions
- Action development considerations
- Extend declarative agents with actions

### **Module 4: Extend declarative agents with prompt actions in Copilot Studio**

- What are prompt actions?
- Create a prompt action
- Exercise - Create a prompt action

### **Module 5: Extend declarative agents with connector actions in Copilot Studio**

- What are connector actions?
- Create connector actions
- Exercise - Create a connector action

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VIRTUAL CLASSROOM LIVE

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- What are connector actions?
- Create connector actions
- Exercise - Create a connector action

Jun 12 - 12, 2026 | 9:00 AM - 1:00 PM EDT

Jul 6 - 6, 2026 | 12:00 - 4:00 PM EDT

Aug 14 - 14, 2026 | 9:00 AM - 1:00 PM EDT

Oct 30 - 30, 2026 | 9:00 AM - 1:00 PM EDT

Dec 11 - 11, 2026 | 9:00 AM - 1:00 PM EST

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