

KOENIG SOLUTIONS • COURSE OUTLINE

MS-4022: Extend Microsoft 365 Copilot in Copilot Studio

COURSE OVERVIEW

This course teaches makers how to build agents that extend Microsoft 365 Copilot with additional knowledge and capabilities. Learners will use Copilot Studio to build agents, add knowledge, add actions, and publish agents to Microsoft 365 Copilot.

PREREQUISITES

Before attending this course, students must have:

- Familiarity with Microsoft 365 Copilot

Introduction to Declarative Agents for Microsoft 365 Copilot

Presentation: 10-15 minutes, Interactivity: 5-25 minutes

Demo

Knowledge Check

Build Your First Declarative Agent for Microsoft 365 Copilot by Using Copilot Studio

Presentation: 10-15 minutes, Interactivity: 55-90 minutes

Lab

Knowledge Check

Introduction to Actions for Declarative Agents in Copilot Studio

Presentation: 10-15 minutes, Interactivity: 10-30 minutes

Discussion

Knowledge Check

Extend Declarative Agents with Prompt Actions in Copilot Studio

Presentation: 10-15 minutes, Interactivity: 30-60 minutes

Lab

Activity

Knowledge Check

Extend Declarative Agents with Connector Actions in Copilot Studio

Presentation: 10-15 minutes, Interactivity: 25-45 minutes

Lab

Knowledge Check

NOTES

- Hosted lab deliveries: Labs must be completed within the lab environment provided by your lab hosting provider. Detailed step-by-step instructions are provided for each lab and presented as part of the UI experience within your lab environment.
- Bring-your-own-environment deliveries: Access the lab instructions via GitHub.

Practise What You Learn

MODULE	ACTIVITY
Introduction to Declarative Agents for Microsoft 365 Copilot	Demo: Using a declarative agent (5-10 mins) Knowledge Check: (3-15 mins)
Build Your First Declarative Agent for Microsoft 365 Copilot by Using Copilot Studio	Lab: Build your first declarative agent in Copilot Studio (50-70 mins) Knowledge Check: (3-15 mins)
Introduction to Actions for Declarative Agents in Copilot Studio	Discussion: Copilot Studio actions (5-15 mins) Knowledge Check: (3-15 mins)
Extend Declarative Agents with Prompt Actions in Copilot Studio	Lab: Create a prompt action (20-30 mins) Activity: Explore sample prompts (5-15 mins) Knowledge Check: (3-15 mins)
Extend Declarative Agents with Connector Actions in Copilot Studio	Lab: Create a connector action (20-30 mins) Knowledge Check: (3-15 mins)

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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