Transform your everyday business processes with agents Training

Duration: **3 Day**

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Overview

This course is designed to empower business users and IT professionals to create, manage, and utilize no-code AI agents within Microsoft 365 Copilot Chat and SharePoint. Participants will explore how these agents can automate tasks, provide real-time support, and enhance collaboration across organizational workflows. Through practical modules, learners will gain hands-on experience in building agents that streamline business processes without the need for coding expertise.

Note: This course is for both the Micorosoft Copilot Chat and 365 Copilot versions.

Prerequisites

Participants should have:

- Basic functional experience with Microsoft 365 services
- A proficient understanding of general IT practices

Target audience

This course is intended for:

- Administrators
- Business users
- Developers
- Students

What You Will Learn

By the end of this course, learners will be able to:

- Understand the role and benefits of no-code AI agents in Microsoft 365
- Create and configure agents using Microsoft Copilot Chat and SharePoint
- Manage and test agents to ensure optimal performance
- Share and utilize agents to enhance collaboration within teams
- Apply IT governance controls to maintain compliance and security