Extend Microsoft 365 Copilot in Copilot Studio Training

Duration: **3 Day**

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Overview

This {*training} enables IT and business professionals to**extend Microsoft Copilot using Copilot Studio**. Learners will explore how to:

- **Build custom Copilot experiences**,
- **Integrate data via Microsoft Dataverse and connectors**,
- **Enhance interactions with generative AI plugins**,
- **Design, develop, and deploy conversational agents** that address real-world business challenges.

The training emphasizes **Copilot Studio's interface, Power Platform integration, plugin configuration, and lifecycle management** of custom copilots.

Prerequisites

Participants should have:

- Basic knowledge of Microsoft 365 services
- Familiarity with Power Platform concepts (Power Automate, Power Apps)
- Experience with low-code or no-code business apps
- Microsoft 365 tenant with admin access (recommended for labs)

Who Should Attend

- Solution architects, business analysts, and IT professionals
- Power Platform developers and consultants
- Organizations building tailored AI copilots for workflows and systems

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What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- Describe Copilot Studio’s architecture and capabilities
- Build and customize copilots with low-code tools and AI plugins
- Connect external data sources with Dataverse and connectors
- Integrate copilots into Microsoft 365 apps like Teams and Outlook
- Deploy, monitor, and secure copilots throughout their lifecycle
- Apply best practices for aligning copilots with organizational needs

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Outline

1. Introduction to Declarative Agents

- Actions in Copilot Studio
- Scenarios for extending declarative agents
- Technical considerations

2. Building Your First Declarative Agent

- Design to solve a business problem
- Implement with custom knowledge
- Publish and validate in Microsoft 365 Copilot

3. Extending with Prompt Actions

- Configure and test prompt actions
- Add them to declarative agents

4. Extending with Connector Actions

- Create, configure, and test connectors
- Integrate with agents

5. Hands-On Labs

- Build and test copilots in Copilot Studio
- Workshops on connector & plugin integration

Exams & Assessments

- No formal exams.
- Learners will complete guided labs, scenario tasks, and knowledge checks.