



# Agent Builder

Build powerful agents quickly for yourself and your team using Copilot Studio's Agent Builder



# Agenda

1

House keeping

• <https://aka.ms/HLSBlog>

2

Copilot is the UI  
for AI

3

Agent Builder in  
Copilot Chat

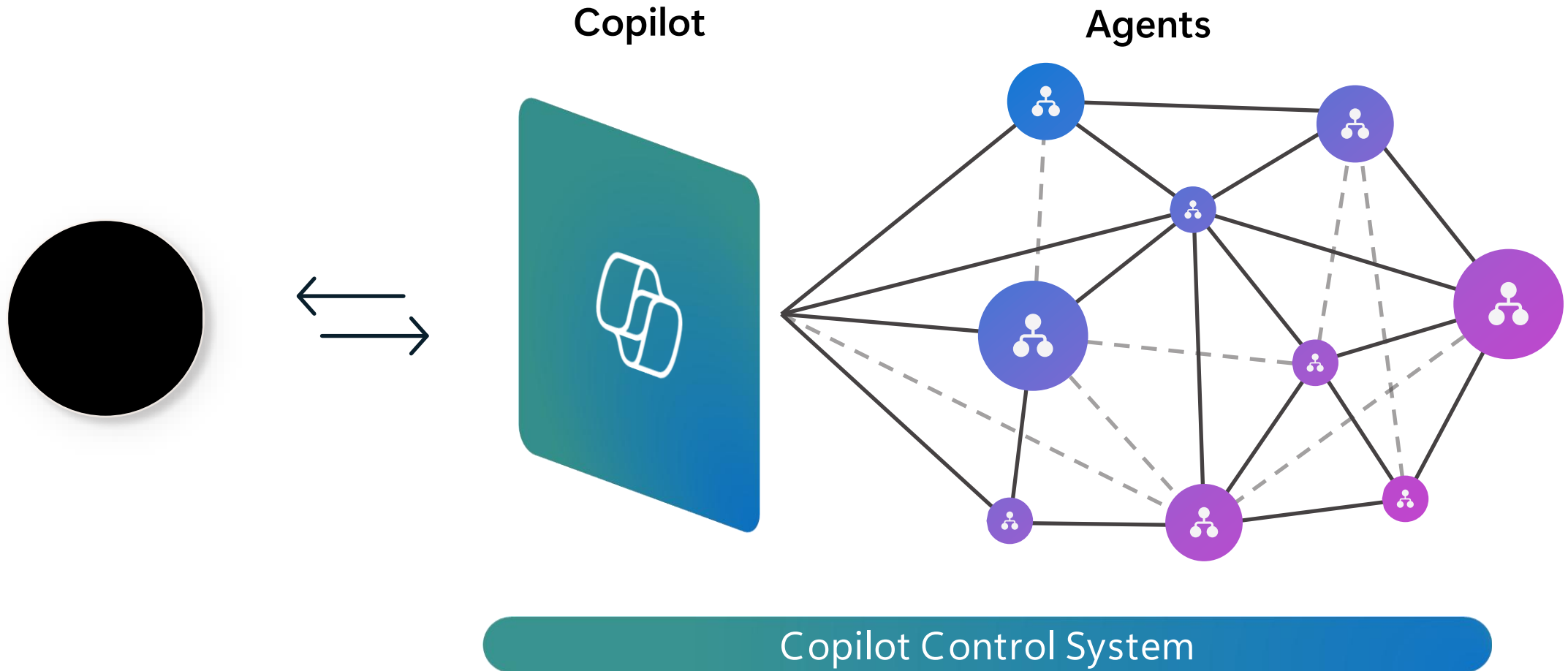
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Demonstration

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MicroHack

# Copilot is the UI for AI



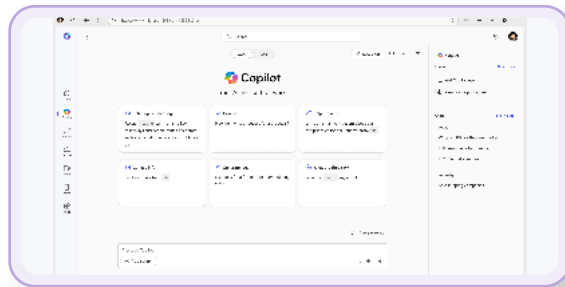
# Low-code options for creating agents\*

	Copilot Studio agent builder	SharePoint	Copilot Studio
Target audience	End user, IT	End user, IT	IT
When to use?	Simple option to query organizational knowledge and general web content from within Copilot Chat.	Simple option to query content from a specific SharePoint site, folder, or from specific files within SharePoint or Teams chats.	Powerful option to retrieve knowledge and perform tasks using a variety of data sources with many deployment options.
Who can build?	<ul style="list-style-type: none"> <li>Anyone with access to Copilot Chat if the tenant has enabled pay as you go for Copilot Studio</li> <li>Users with a Microsoft 365 Copilot license</li> </ul>	<ul style="list-style-type: none"> <li>Anyone with access to SharePoint if the tenant has enabled pay as you go for SharePoint</li> <li>Users with a Microsoft 365 Copilot license</li> </ul>	<ul style="list-style-type: none"> <li>Users with a Microsoft 365 Copilot license or Copilot Studio user license</li> </ul>
Agent complexity	<ul style="list-style-type: none"> <li>Search and retrieval</li> </ul>	<ul style="list-style-type: none"> <li>Search and retrieval</li> </ul>	<ul style="list-style-type: none"> <li>Search and retrieval</li> <li>Task based</li> <li>Autonomous</li> </ul>
Where users access?	<ul style="list-style-type: none"> <li>Copilot Chat (Microsoft 365 app and Teams)</li> <li>Copilot Studio</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint</li> <li>Teams Chat</li> </ul>	<ul style="list-style-type: none"> <li>Teams</li> <li>Copilot Chat (M365 Copilot app, Teams, and Outlook)</li> <li>Websites</li> <li>Apps</li> </ul>
What data is supported?	<ul style="list-style-type: none"> <li>General web content</li> <li>Microsoft Graph connectors</li> <li>SharePoint sites, folders, and files</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint sites, folders, and files</li> <li>Microsoft Graph data</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint sites, folders, and files</li> <li>Microsoft Graph connectors</li> <li>1400+ Power Platform Data Connectors</li> <li>Public websites</li> <li>Dataverse tables</li> <li>API data</li> </ul>
What else do I need to know?	<ul style="list-style-type: none"> <li>Shareable across a user's organization</li> <li>Capability of agents varies depending on billing model (free, consumption, or Microsoft 365 Copilot license).</li> </ul>	<ul style="list-style-type: none"> <li>Based on SharePoint data</li> <li>Prebuilt for SharePoint sites or create your own</li> <li>Shared as file link based on existing user permissions and security settings</li> <li>When file is shared to Teams chat, agent can be accessed within that chat</li> <li>SharePoint agents require a Microsoft 365 Copilot license or Copilot Studio consumption-based licenses.</li> </ul>	<ul style="list-style-type: none"> <li>Allows for many data sources and can be deployed outside of Microsoft 365</li> <li>Allows actions/task agents</li> <li>Some agent capabilities require Copilot Studio messages regardless of Microsoft 365 Copilot licensing. For example:               <ul style="list-style-type: none"> <li>Using generative orchestration or generative answers</li> <li>Published outside of Microsoft 365</li> <li>Used externally or by employees without a Microsoft 365 Copilot license</li> </ul> </li> </ul>

\*Developers can learn additional options to create agents at <https://learn.microsoft.com/en-us/microsoft-365-copilot/extensibility/decision-guide>.

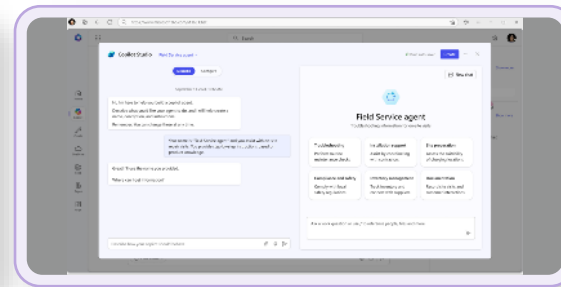
# Build agents in Copilot Chat | Summary Steps

For more information – [Build agents with Copilot Studio agent builder](#)



**Step 1**  
**Access agents in Copilot Chat**

Open Copilot Chat and navigate to "Create a Copilot agent" in the right pane. The right pane is where you will find your latest chats and can access the ability to add and create your own agents



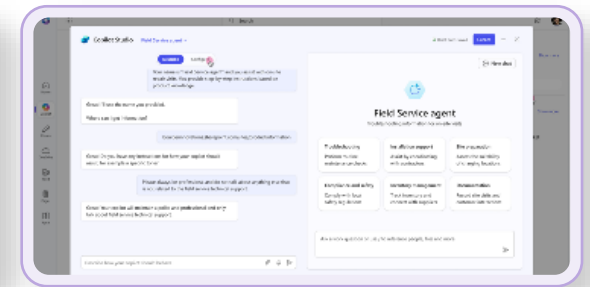
**Step 2**  
**Define your agent's purpose**

Using the lightweight Copilot Studio experience, Copilot will guide you through the creation process for building an agent. First, describe what you would like your agent to do and identify a name for your new agent



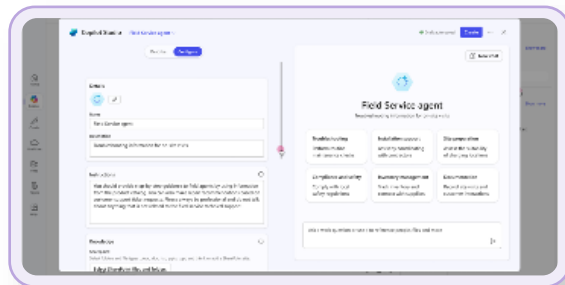
**Step 3**  
**Add your organization's data**

Connect your agent to any necessary data sources. This could be your organization's internal data, third-party business data, or other relevant information



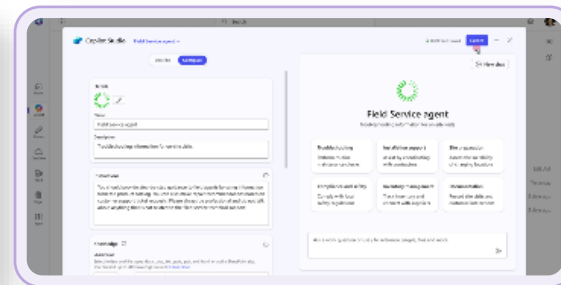
**Step 4**  
**Define agent behavior**

Use the natural language interface to define how your Copilot should assist its users and the tone you would like it to use when responding



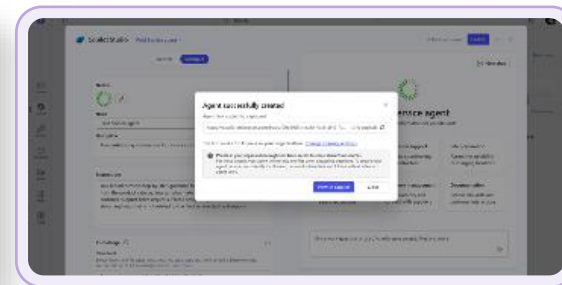
**Step 5**  
**Try your agent and add additional customization**

Select "Configure" to review and add extra details to your agent. This can include instructions for your agent, additional knowledge sources, actions (*coming soon*)\*, starter prompts, and the icon



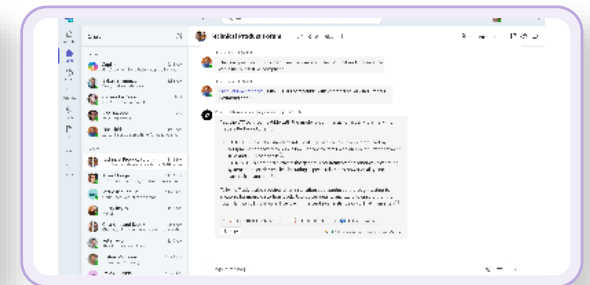
**Step 6**  
**Publish your agent**

When you have finished editing and reviewing your agent, select "Create" to complete the agent building process



**Step 7**  
**Share your agent**

Once created, you will be able to share your agent across your organization to unlock capacity at scale. You can also review the agent using the right pane in Copilot Chat



**Step 8**  
**Use your agent**

You can now @mention your agent or ask it questions directly in Copilot Chat, saving you valuable time to focus on your most important tasks

# Demonstration

1. **Clinicians Tip Sheets Agent**
2. **Tech Support Agent**
3. **Internet Repository Agent**



Summarize the results of the



# MicroHack

Give it a try and ask your questions

**Thanks for Joining**  
**Michael Gannotti**  
<https://aka.ms/HLSBlog>  
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