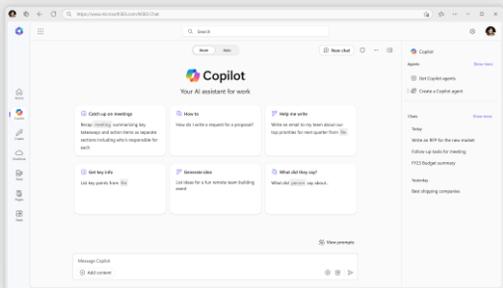


How to build agents in Copilot Chat using the Copilot Studio agent builder



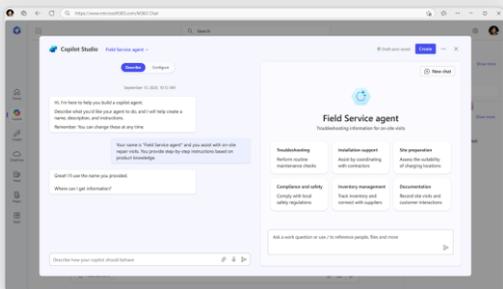
Unlock the value of your organization's content with agents designed by you.

Using the Copilot Studio agent builder experience available directly in Copilot Chat, you can quickly give Microsoft 365 Copilot access to new knowledge and skills – and transform how work gets done.



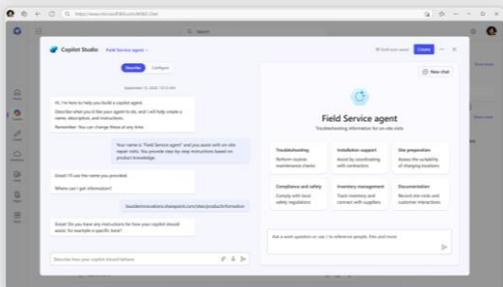
Step 1 Access agents in Copilot Chat

Open Copilot Chat and navigate to "Create an 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.



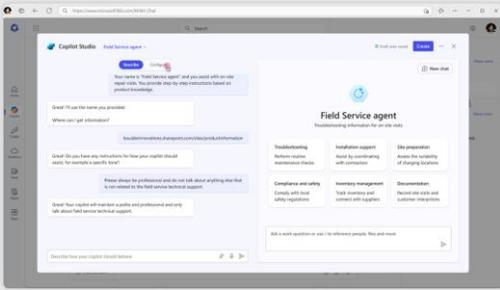
Step 2 Define your agent's purpose

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.



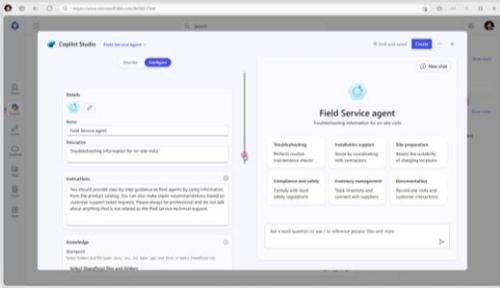
Step 3 Add your organization's data

Connect your agent to any necessary data sources. This could be your organization's SharePoint sites/documentation, organization approved graph connectors and public websites.



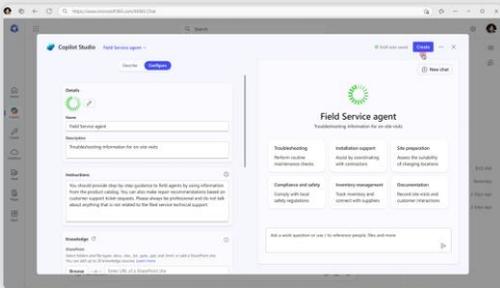
Step 4 Define agent behavior

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



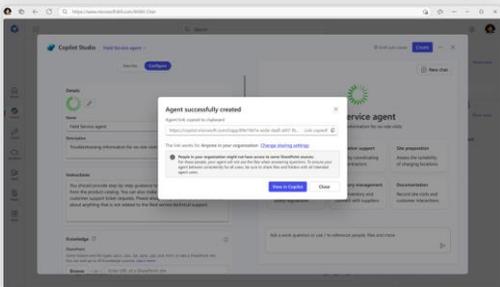
Step 5 Add additional customization

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.



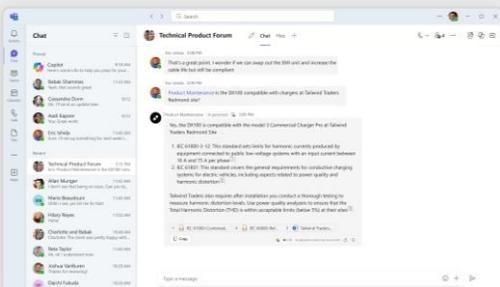
Step 6 Publish your agent

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 can share your agent to specific team members or across your organization to unlock capacity at scale.



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.

*Disclaimer: The ability to add actions is not yet available in this experience. Currently, actions can only be added using the full Copilot Studio platform.