

Copilot Studio

Duration-8hrs

Overview

Copilot Studio is the low code tool you can use to create your own Copilots. You can create agents for internal use (answering HR questions or creating IT support tickets), for your customers on external websites or other channels, or to extend Microsoft 365 Copilot and other first party Microsoft Copilots (Sales, Service, Finance, SharePoint). In this complete tutorial for beginners I take you step by step through everything you need to learn to get started and build your first Copilot agent.

Part 1: Create a Copilot

Use Copilot Studio's guided UI to define your agent: set name, description, tone; configure via natural language or UI and launch the initial prototype.

Part 2: Add Knowledge Sources

Incorporate grounding content—public websites, files, SharePoint, connectors—into your agent to power accurate, data-driven responses.

Part 3: Topics and Conversational Orchestration

Design modular conversation flows using topics; control dialog via trigger phrases (classic mode) or let generative orchestration dynamically select topics.

Part 4: Entities and Variables

Define structured data markers (like age or city) with entities; use variables to capture, reuse, and route user input across conversation paths.

Part 5: Actions

Enable your agent to perform tasks—like connecting to systems, calling flows, or running plugins—via action nodes embedded within conversation topics.

Part 6: Publishing and Settings

Publish your agent across channels (web, Teams, Copilot, etc.); configure authentication, demo site access, and distribution settings for end-user engagement.