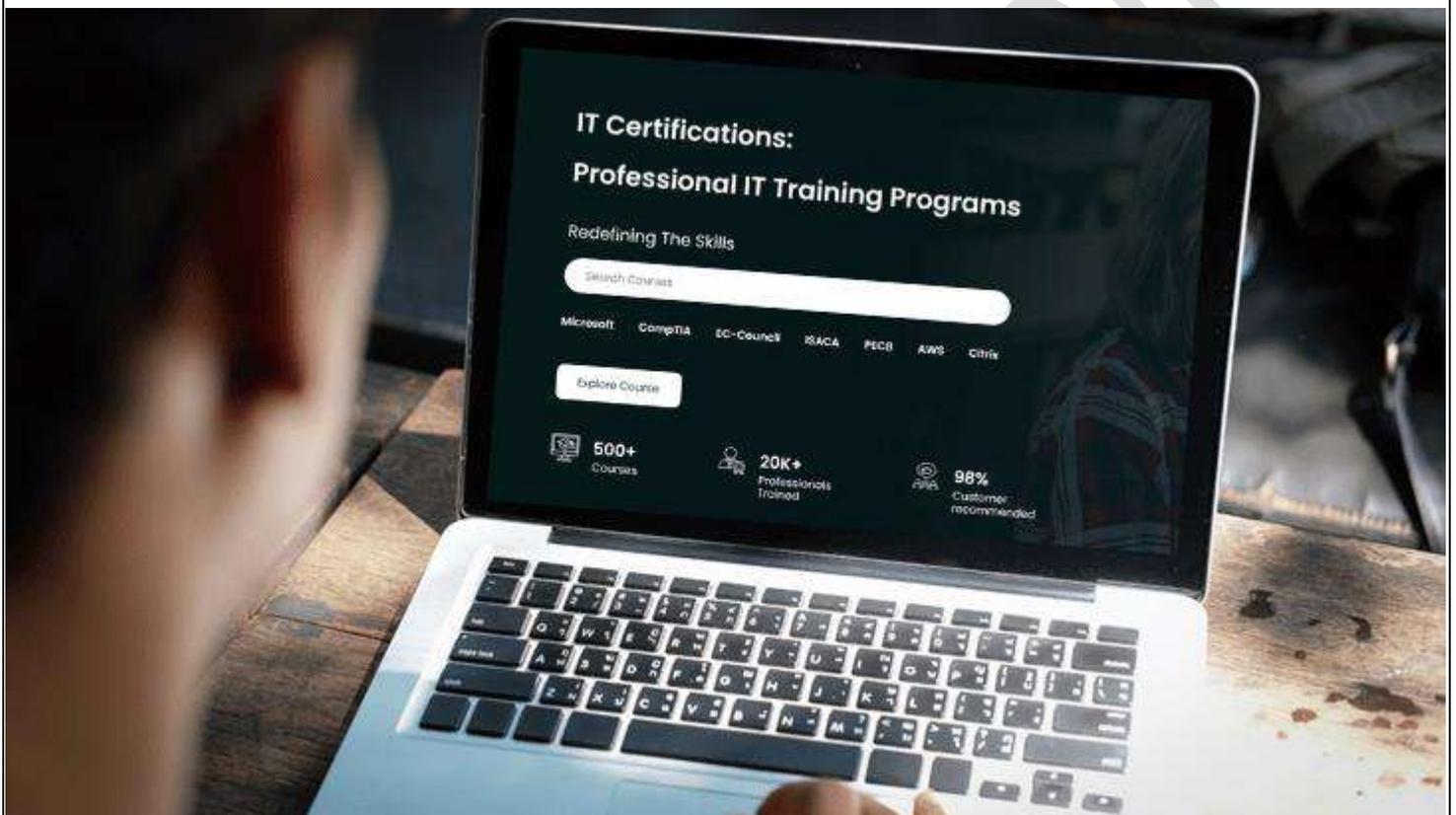




Redefining The Skills



MS-4019: Transform your everyday business processes with agents Training

DURATION: 1 DAY

Course Description

This course equips participants with the knowledge and practical skills to embed intelligent agents into SharePoint and Microsoft 365 Copilot Chat to improve everyday business operations. It begins with an introduction to agent components, key benefits, and governance considerations, then advances to hands-on instruction in designing, managing, and deploying agents. By the end of the course, learners will be able to share and leverage these agents effectively across teams to boost collaboration and streamline workflows.

Who should attend this course?

- Microsoft 365 Administrator
- Business Managers
- SharePoint Developer

What you will learn

- Understand the components and benefits of SharePoint agents and Microsoft Copilot Chat agents.
- Identify the roles authorized to create and use these agents.
- Explore how agents can enhance collaboration within organizations.
- Learn to create agents in both Copilot Chat and SharePoint platforms.
- Develop effective instructions and starter prompts for agent functionality.
- Latest news & breaking headlines
- Master the processes for testing, editing, and managing agents.

Prerequisites

- Students should have basic functional experience with Microsoft 365 services.
- Students must have a proficient understanding of general IT practices.

Curriculum

Module 1: Get started with agents

- Describe the components of SharePoint agents and Microsoft Copilot Chat agents.
- Identify who can create and use these agents.
- Describe the benefits of using agents.
- Explain how agents in SharePoint and Microsoft Copilot Chat can enhance collaboration.
- Understand IT governance controls for agents.

Module 2: Explore prebuilt Microsoft 365 Copilot agents

- Interact with the prebuilt agents in Microsoft 365 Copilot Chat.
- Describe what each of the prebuilt agents do.
- Provide practical examples of how each prebuilt agent can help in your day-to-day work.
- Describe the limitations of each prebuilt agent.
- Exercise: Use an agent of your choice.

Module 3: Build and manage an agent

- Identify the differences in the tools used by everyday business users to create agents in SharePoint and Microsoft 365 Copilot Chat.
- Identify the components that make up agents in SharePoint and Microsoft 365 Copilot Chat.
- Create agents in Copilot Chat and SharePoint.
- Create clear, concise, and effective Instructions and Starter Prompts when creating agents.
- Test and edit agents in Copilot Chat and SharePoint.
- Manage agents in Copilot Chat and SharePoint.
- Exercise: Create an agent in SharePoint.

Module 4: Share and use agents

- Share agents with other users.
- Share agents in Microsoft Teams.
- Select agents in SharePoint and Microsoft 365 Copilot chat, use the agents, and manage chat history.

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