Implement with impact Unlock AI Powered Future Work with Microsoft 365 Copilot + agents

Course Overview

Microsoft 365 Copilot is an AI-powered productivity tool that uses large language models (LLMs) and integrates your data with the Microsoft Graph and Microsoft 365 Apps. In this course your will learn how Copilot provides real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills. You will learn about technical requirements to access and configure Copilot in your organization and how you can extend it using plugins.

Level - Intermediate

Duration - 12 Hours

Course Modules

Day 1

Accelerate AI Transformation with Microsoft 365 Copilot

Microsoft 365 Copilot experiences

The Copilot app experience

Microsoft 365 Copilot Chat

Licensing and Pricing

Security and Governance with Copilot Control System – Overview

Extend Copilot capabilities – overview

Deploy and drive adoption

FY26 Partner Offers

Resources

Hands on Labs

Enhance data storytelling using Microsoft 365 Copilot's Analyst Agent

Use the Researcher Agent to surface insights, organize content, and produce professional-quality outputs directly in Microsoft 365 Copilot

Explore Document Analyzer Agent to Ask Questions, Analyse Content, and Transform Documents with Microsoft 365 Copilot in Word

Automating Knowledge Assistance through Microsoft 365 Copilot Agents

Create and Configure a Copilot Agent in SharePoint to Deliver

Day 2

Build your own agents

Tools for Agentic Business Transformation

Extend M365 Copilot with agents and connectors

Build your own agents – Agent types and tooling

Build any agent (simple or sophisticated) with Copilot Studio

Agent Discovery, Business Value, Prioritization & Rapid Prototyping

Industry use cases

Choose the right path to building agents

Get Started

Hands on Labs

Extend Microsoft 365 Copilot Chat with a HR Agent built using Microsoft Copilot Studio

Build a poetic declarative agent using Microsoft 365 Agents Toolkit

Integrate Copilot Studio with an MCP Server to Retrieve Job Candidates

Day 3

Governance, visibility and cost controls

Spectrum of Agents

Existing Governance Controls

Data Protection

Agent Management Controls

Agent visibility

Cost controls

Hands on Labs

Build an autonomous agent and implement agent flows to Streamline IT Support Operations using Copilot Studio

Implement prompt action to generate quiz questions based on a topic