# Transform your everyday business processes with agents (MS-4019)

**Duration: 1 Day** **Course Code: M-MS4019** **Delivery Method: Virtual Learning**

## Overview:

Examine no-code agents in Microsoft 365 Copilot Chat and SharePoint and explore how Microsoft 365 business users can create, manage, and use them.
This course examines no-code agents in Microsoft 365 Copilot Chat and SharePoint and explores how Microsoft 365 business users can create, manage, and use them.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

## Prerequisites:

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

## Content:

Module 1: Get started with agents

- What are agents?
- Who can create and use agents?
- Explore the benefits of using agents
- Enhance collaboration using agents
- Examine IT governance controls for agents

Module 2:Explore prebuilt Microsoft 365 Copilot agents

- Examine the Analyst agent
- Exercise - Use the Analyst agent
- Examine the Researcher agent
- Exercise - Use the Researcher agent
- Examine the Visual Creator agent
- Examine the Prompt Coach agent
- Examine the Idea Coach agent
- Examine the Writing Coach agent
- Exercise - Use an agent of your choice

Module 3: Build and manage an agent

- Examine the tools used to create agents
- Explore the components of an agent
- Create an agent in Copilot Chat - Part 1
- Create an agent in Copilot Chat - Part 2
- Exercise - Create a Copilot Chat agent
- Create an agent in SharePoint
- Exercise - Create a SharePoint agent
- Test and edit your agents
- Manage your agents

Module 4: Share and use agents

- Share an agent with other users
- Share an agent in Microsoft Teams
- Interact with agents

## Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

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