

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

Duration: 1 Day **Course Code: M-MS4019** **Delivery Method: Company Event**

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.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

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 Head Office 01189 123456 / Northern Office 0113 242 5931

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