



Build a Foundation to Extend Microsoft 365 Copilot (MS-4014)

COURSE OVERVIEW

Learn how to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft 365 Copilot with external data, tailored conversations, automated flows, and custom prompts.

PREREQUISITES

Familiarity with Microsoft Copilot for Microsoft 365.

COURSE OBJECTIVES

- Learn how to develop a strategy to enhance Microsoft 365 Copilot with custom skills and organizational knowledge, focusing on plugins and connectors to improve efficiency and productivity across applications. It details the options for extending Copilot, emphasizing the integration of these extensions to maximize the tool's potential.
- Explore the core considerations and requirements for creating, testing, and publishing Copilot Studio actions to extend Microsoft 365 Copilot.
- Use Copilot Studio to create prompt actions that return generative responses to user prompts in Microsoft 365 Copilot.
- Use Copilot Studio to create connector actions that expand the knowledge and capabilities of Microsoft 365 Copilot with external data.
- Build conversational actions in Copilot Studio that extend Microsoft 365 Copilot with tailored conversations for predictable scenarios that require specific responses.

COURSE OUTLINE

Microsoft 365 CoPilot Extensibility Fundamentals

- Extension fundamentals
- Add knowledge with Graph connectors
- Add skills with plugins
- Build your own copilot

Introduction to CoPilot Studio Actions

- Copilot Studio actions user experience
- Types of Copilot Studio actions
- Develop Copilot Studio actions
- Test and publish Copilot Studio actions

Create Prompt Actions for Microsoft 365 CoPilot in CoPilot Studio

- Copilot Studio actions user experience
- Types of Copilot Studio actions
- Develop Copilot Studio actions
- Test and publish Copilot Studio actions



Create Connector Actions for Microsoft 365 CoPilot in CoPilot Studio

- What are connector actions?
- Create connector actions
- Exercise - Create a connector action

Create Conversational Actions for Microsoft 365 CoPilot in CoPilot Studio

- Explore conversational actions
- Create a conversational action
- Build a topic for a conversational action
- Publish and test a conversational action
- Exercise - Create a conversational action

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