Extend Microsoft 365 Copilot with Copilot Studio actions and connectors (MS-4009)

ID MS-4009   **Price** 690.— €(excl. tax)   **Duration** 1 day

Course Overview

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

This course will be retired on 31 March 2025 and replaced by the MS-4022: Extend Microsoft 365 Copilot in Copilot Studio.

Prerequisites

Familiarity with Microsoft Copilot for Microsoft 365.

Course Objectives

- Microsoft Copilot extensibility fundamentals
- Introduction to Copilot Studio actions
- Create prompt actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
- Create connector actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
- Create conversational actions for Microsoft Copilot for Microsoft 365 in Copilot Studio

Detailed Course Outline

Module 1 : Microsoft Copilot extensibility fundamentals

- Describe ways to extend Microsoft Copilot for Microsoft 365 to fit unique business needs, enriching user workflows.
- Describe how Graph connectors can be used to enhance Copilot's data access and discoverability for real-time engagement.
- Describe how plugins can expand Copilot's skills, allowing interaction with real-time data across Microsoft 365 apps.
- Describe ways to build custom copilots using foundational models for specialized user interactions within Microsoft 365.

Module 2 : Introduction to Copilot Studio actions

- Describe the capabilities of Copilot Studio for extending Copilot for Microsoft 365.
- Describe the requirements for creating Copilot Studio actions.
- Describe the user requirements for using Copilot Studio actions in Microsoft Copilot.
- Decide which type of action is appropriate for a given scenario.

Module 3 : Create prompt actions for Microsoft Copilot for Microsoft 365 in Copilot Studio

- Describe the requirements for building and using prompt actions
- Write or identify an effective prompt that yields expected results.
- Test a prompt action in Copilot Studio.
- Use a prompt action in Microsoft Copilot.

Module 4 : Create connector actions for Microsoft Copilot for Microsoft 365 in Copilot Studio

- Identify scenarios appropriate for connector actions.
- Create connector actions in Copilot Studio.
- Test connector actions in Microsoft Copilot.

Module 5 : Create conversational actions for Microsoft Copilot for Microsoft 365 in Copilot Studio

- Describe the requirements for building and using conversational actions.
- Create a conversational action for Microsoft Copilot.
- Publish a conversational action to Microsoft Copilot.

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