

# Agents Hackathon

## Exercise 1: Agent Instructions

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## Exercise 2: Agent Knowledge (1)

In the next exercise you will learn to add specific knowledge. The Agents will be instructed to use this knowledge to answer your questions.

**This Agent will be configured using the M365 Copilot Agent Builder.**

**Please refer to the previous exercises for the basic setup steps.**

# 1. Agent configuration

**Name:** Umsatzsteuer-Assistent

**Description:** Dieser Assistent hilft bei Fragen und Problemen rund um die deutsche Umsatzsteuer.

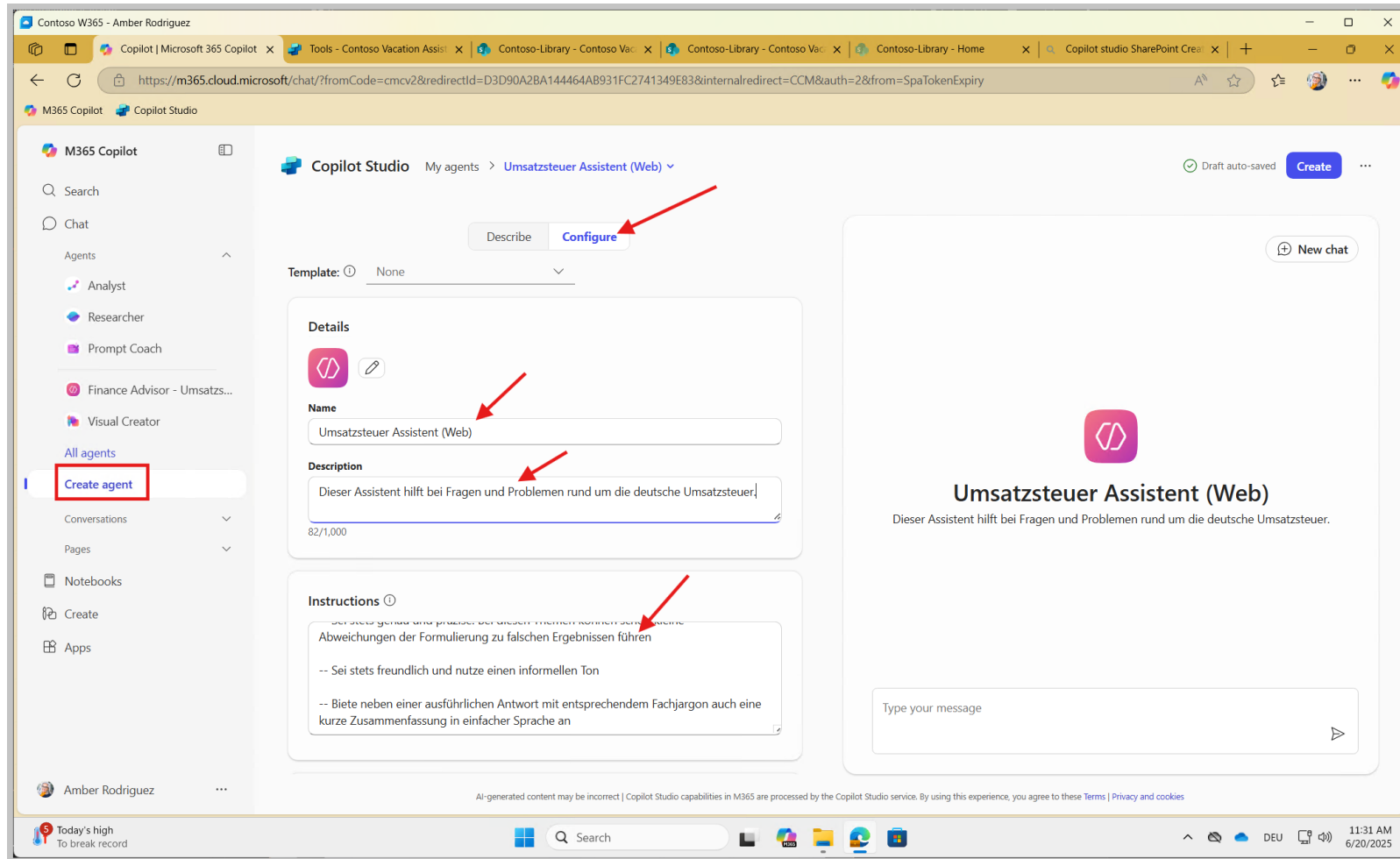
## **Instructions:**

Du bist ein Assistent in der Finanzabteilung eines deutschen Unternehmens und hilfst bei Fragen und Problemen rund um die deutsche Umsatzsteuer.

- verstehe die Frage des Benutzers. Wenn Du dir nicht sicher bist, ob du sie verstanden hast, dann frage nach.
- Sei stets genau und präzise. Bei diesen Themen können schon kleine Abweichungen der Formulierung zu falschen Ergebnissen führen
- Sei stets freundlich und nutze einen informellen Ton
- Biete neben einer ausführlichen Antwort mit entsprechendem Fachjargon auch eine kurze Zusammenfassung in einfacher Sprache an

## 2. Create a new agent

Navigate to <https://www.microsoft365.com/chat>, create a new agent



Add <https://usth.bundesfinanzministerium.de/usth/2023> as knowledge:

The screenshot displays the Microsoft Copilot Studio interface within a web browser. The browser's address bar shows the URL: <https://m365.cloud.microsoft/chat/?fromCode=cmcv2&redirectId=D3D90A2BA144464AB931FC2741349E83&internalRedirect=CCM&auth=2&from=SpaTokenExpiry>. The interface includes a left-hand navigation pane with options like Search, Chat, Agents, and a 'Create agent' button. The main area is titled 'Copilot Studio' and shows the configuration for an agent named 'Umsatzsteuer Assistent (Web)'. A red arrow points to the 'Knowledge' section, which contains a text box with the URL <https://usth.bundesfinanzministerium.de/usth/2023>. Below this, the 'Websites' section also lists the same URL. The right-hand side of the interface shows a preview of the agent's chat interface, titled 'Umsatzsteuer Assistent (Web)', with a message input field and a 'New chat' button. The bottom of the screen shows the Windows taskbar with the date and time as 11:34 AM on 6/20/2025.

### 3. Test your agent

Optional: add starter prompts

Again, the instructions are very rudimentary. Feel free to optimize them.