

Agents Hackathon

Exercise 2: Agent 1 Knowledge

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Exercise 2: Agent 1 Knowledge

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.

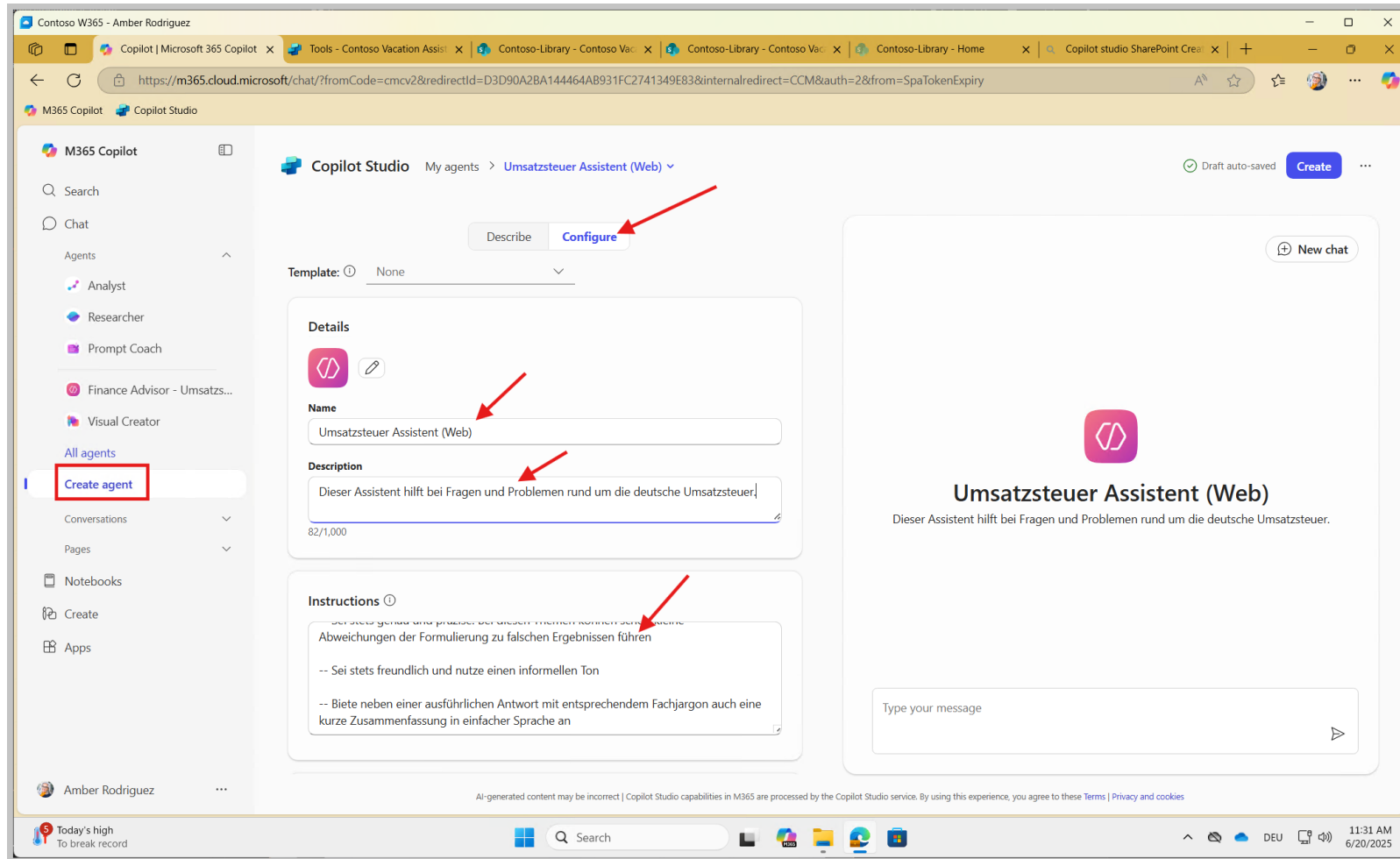
Instructions:

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.