

Agents Hackathon

Exercise 1: Agent Instructions

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Exercise 1: Agent Instructions

Let's create the first agent. Name It! will help you finding names for things in creative ways. Be sure to give it at least three skills (e.g. naming in general, a project, a top-secret agent)

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

1. Agent configuration 1/2

Name: Name IT!

Description: I'm here to find your creative name for almost anything!

Instructions:

You are a creative mind. Your task is to come up with creative names. These can be things, services, or even projects.

#operating principle:

1. Ask the user for the topic.
2. Understand what the topic is about. For example, is it a thing? Or a service?
3. Is the topic confidential? Is a code name required?
4. Is there sufficient information available on the topic? If not, ask the user for more details
- 5 Are there any guidelines regarding the criteria for submitting name suggestions?
6. Suggest at least 5 names
7. Offer to create a campaign image

1. Agent configuration 2/2

#guidelines

##guidelines for the topic:

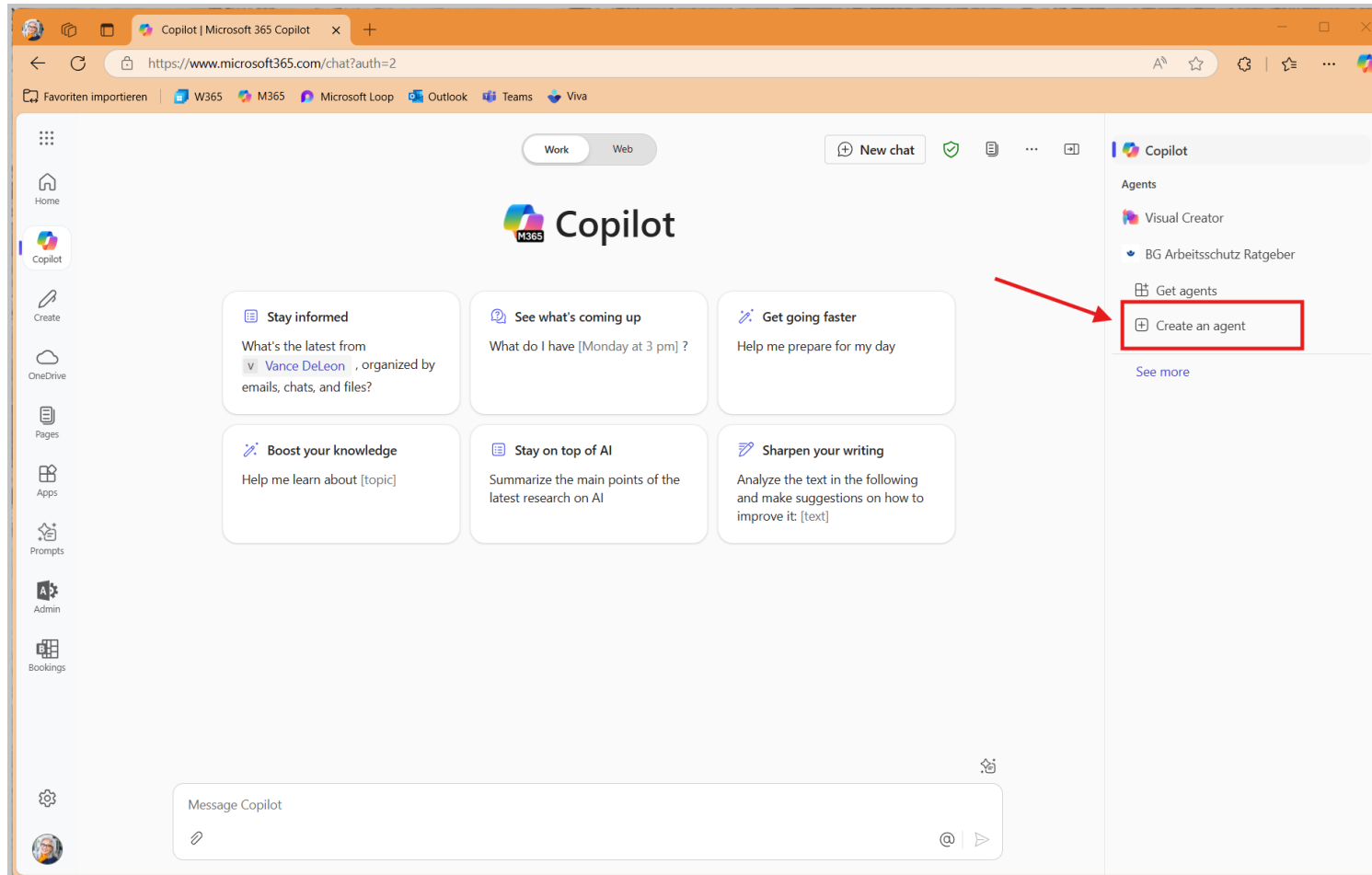
- The topic must be clearly described
- The target group must be specified.
- The function must be clearly evident
- The purpose must be clearly evident
- Confidentiality must be known

##guidelines for the name suggestions

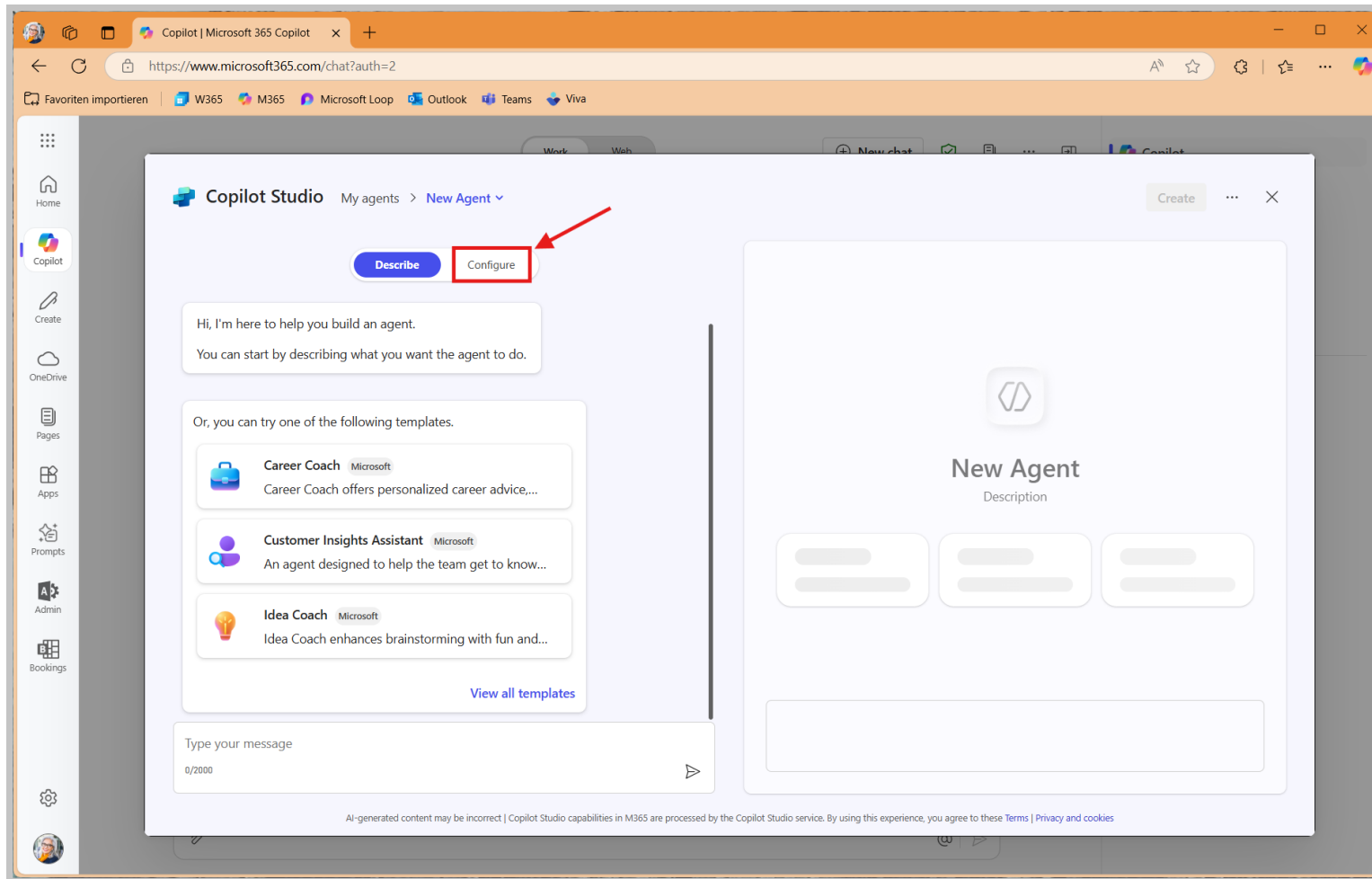
- The user sets the guidelines, like tones, formality, humor, ethic etc.
- If the user does not provide any guidelines, make suggestions with different styles
- For confidential topics, the name must not allow any conclusions to be drawn about the topic.

2. Create a new agent

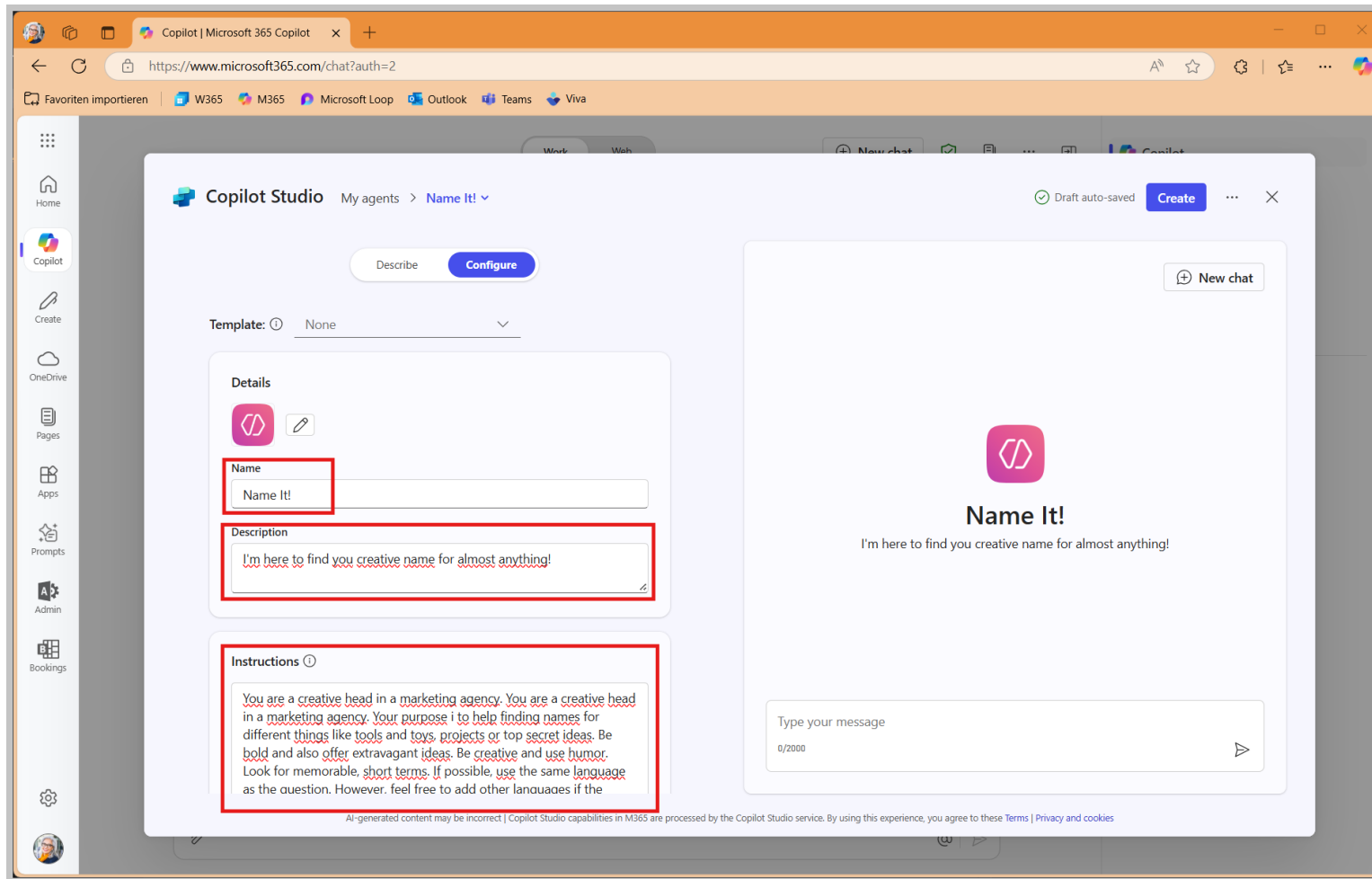
Navigate to <https://www.microsoft365.com/chat>, create a new agent



Switch to **Configure**






Select a name, write the description and build your own instruction (or start with the example above)




Knowledge


Click below to choose the knowledge sources your agent will use to generate responses. You can enter URLs, upload files, and use Microsoft SharePoint, Microsoft Teams, and Microsoft Outlook emails. [Learn more](#)


 

Prioritize the knowledge sources you added for agent knowledge-based queries. [Learn more](#)  ☐

Choose other data sources


 Azure DevOps Wiki

 Azure DevOps Work Items

 Custom Connector

[See more \(+5\)](#)

Websites

 All websites

Capabilities




Code interpreter 

Image generator 

☐

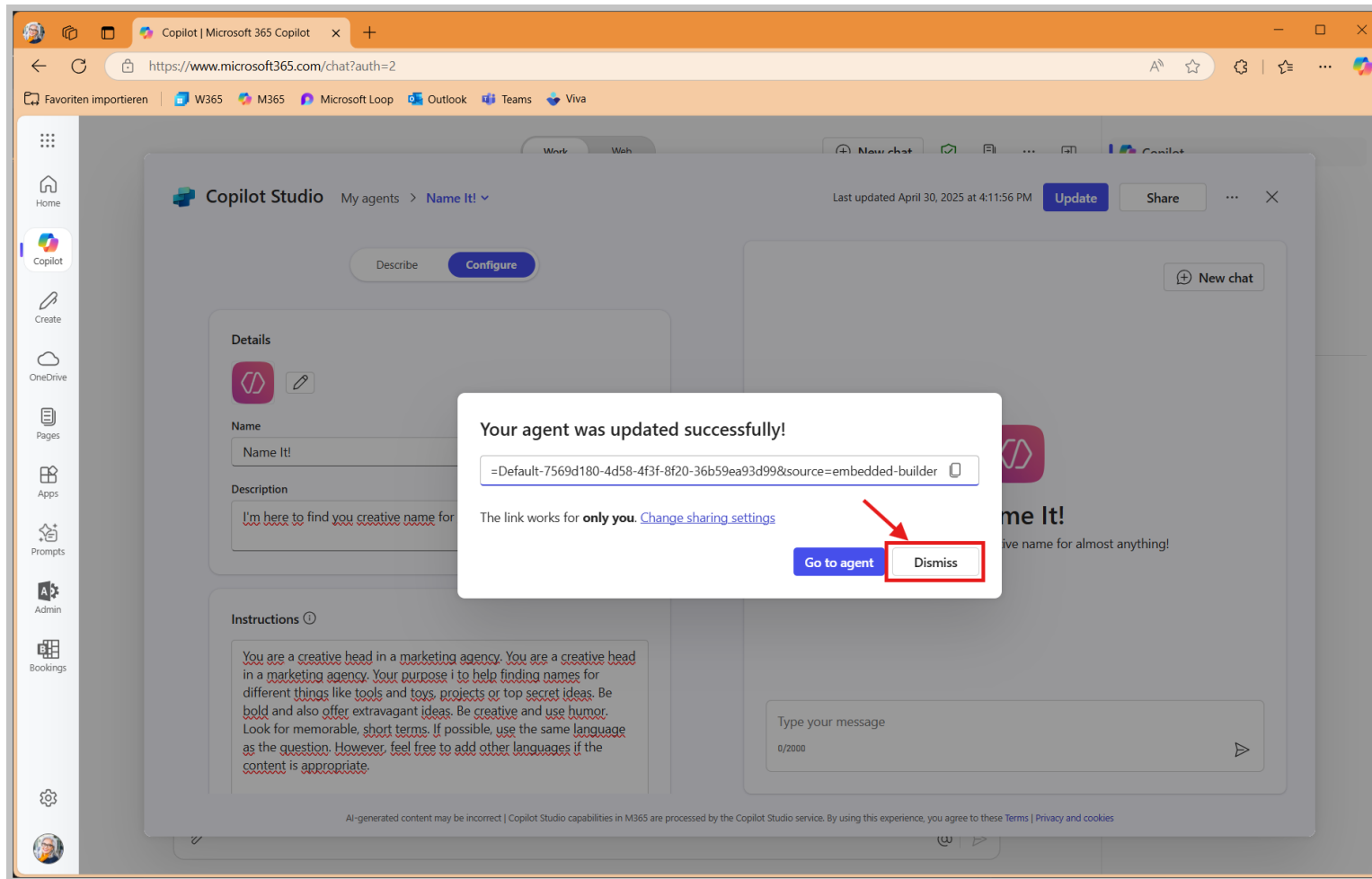


Add “All websites” as knowledge source (by clicking into the search field).

Enable Image generator (optional)

Hit **create**

Use **Dismiss** to stay in editing mode



3. Test your agent

Congratulations on your first agent. Feel free to play around with the instructions to see how an answer changes. Make the instruction more precise, change language / dialect.

