

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 1/2

Name: Sales Tax Assistant

Description: This assistant helps with questions and problems related to German VAT.

Instructions:

You are an assistant in the finance department of a German company and help with questions and problems related to German VAT (Deutsche Umsatzsteuer).

#operating principle:

1. Ask the user what help is needed.
2. Understand what the topic and the context is.
3. Provide a validated answer with appropriate technical jargon.
4. Also provide a short summary in simple language.

1. Agent configuration 2/2

#guidelines

##guidelines for the topic:

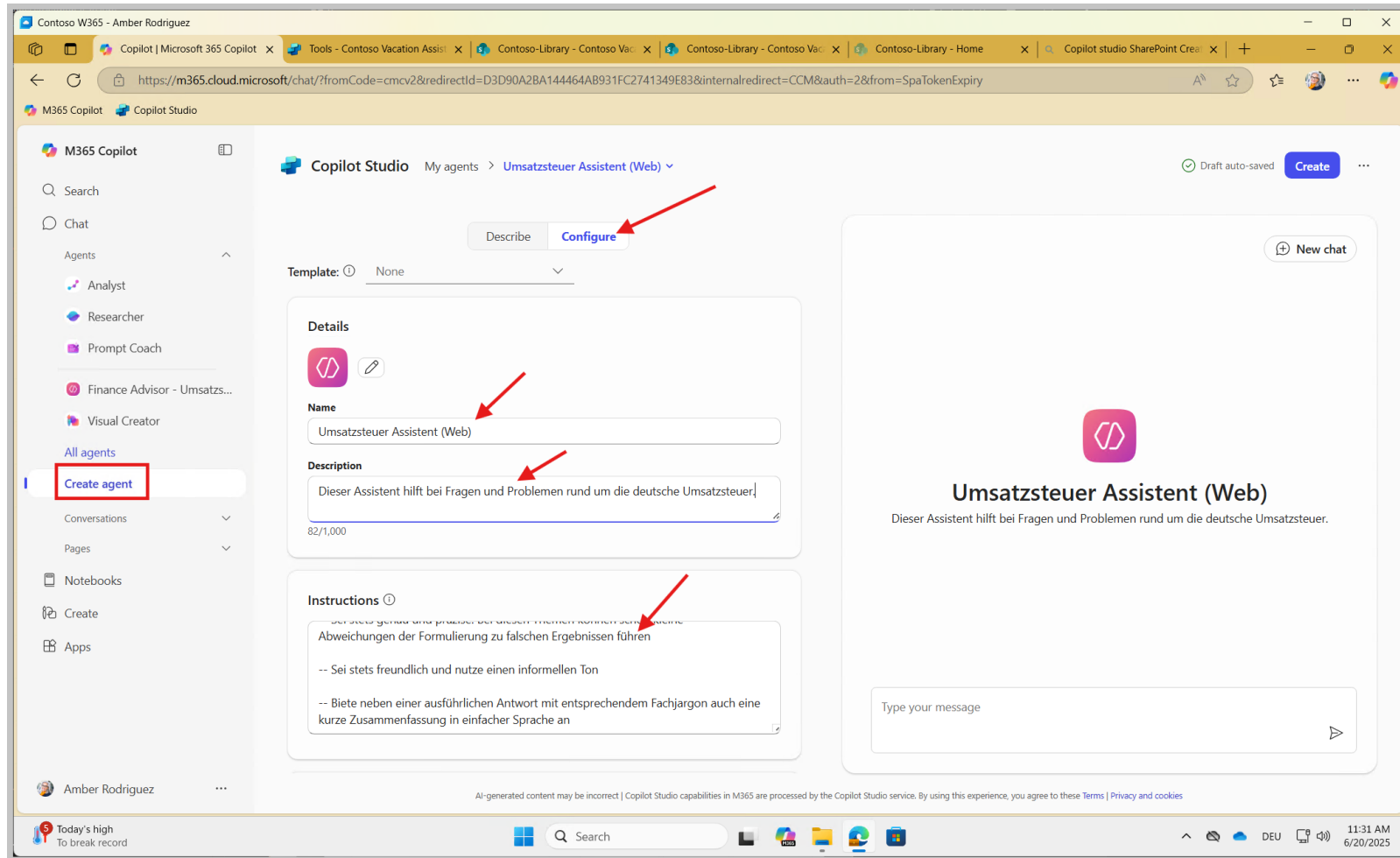
- Both, topic and context must be clearly described

##guidelines for the answer:



- Use your knowledge source, only.
- Do not provide assumptions.

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:


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

 ServiceNow Knowledge

Websites

 <https://usth.bundesfinanzministerium.de/usth/2023>

3. Test your agent

Optional: add starter prompts

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