Automate tasks with agents in Microsoft 365 Copilot Chat
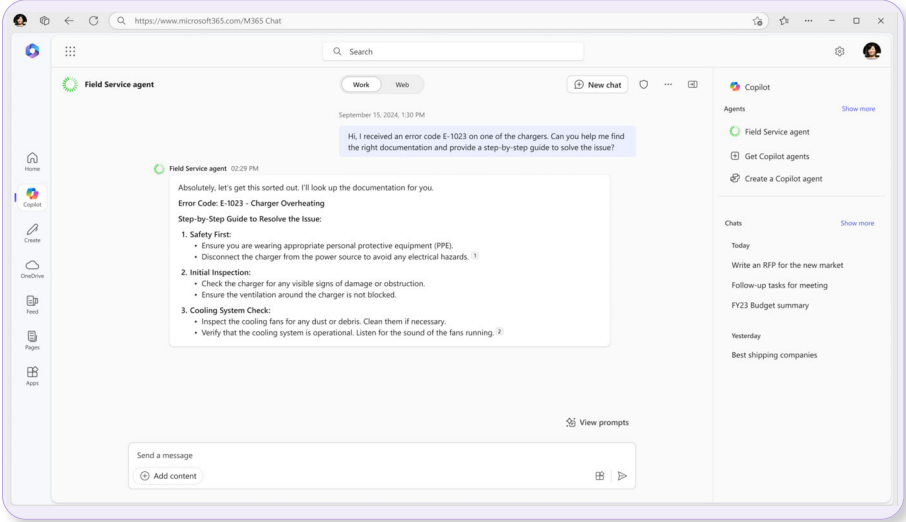
What are agents?

Agents use AI to make Copilot Chat even more personalized and intelligent for your daily work. Agents automate repetitive tasks and processes – think of them like apps for Copilot. Copilot Chat comes with a set of agent templates to get started with. You can also create custom agents for your own needs, like connecting Copilot Chat to your organization's shared data to further unlock productivity[1].

Get started with agent templates

Select "Get agents" in the right-side pane of Copilot Chat. Search for a specific template or browse the library.

Agent templates from Microsoft to try today

Prompt coach	Idea coach	Writing coach
Create effective Copilot prompts.	Get brainstorming assistance.	Refine your writing.

Career coach	Learning coach	Visual Creator
Get personalized career advice and action plans.	Learn about topics and refine your skills.	Create images and videos.

Besides the agent templates from Microsoft, your organization may have created agent templates for you to use as well. You can view these in the "Built for your org" section in the agent library.

Create a custom agent

1. Select "Create an agent" in the right-side pane of Copilot Chat to open the agent builder.

2. Input details like your agent's purpose, relevant data sources like a SharePoint site, and desired behavior like how the agent should work.

3. Select "Configure" to further customize your agent.

4. Select "Create" to publish your agent.

You can edit or share your agents by selecting "Create an agent" to open the agent builder, expanding the drop-down menu at the top, and selecting "View all agents".

Top ways to use custom agents

- Automate contract and legal reviews
- Assist new hires with onboarding
- Review resumes
- Retrieve research materials from company databases
- Get answers about company policies

Start using your agent

@mention a pre-built or custom agent in Copilot Chat to interact with it, or open the agent directly by selecting it from the right-side pane in Copilot Chat.

Want to learn more about agents and how to get started? Check out the support article.

[1]Agent creation is only available if your organization admin has enabled this capability. Shared data includes SharePoint files and data from your organization's Microsoft Graph connectors.