



Microsoft Copilot Studio

Lab 01: Create a smart custom copilot using your website data

Hands-on lab step-by-step

March 2024

Microsoft Copilot Studio Workshop

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Microsoft Copilot Studio

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Goals for this lab

| | |
|--|---|
| <p>After this lab you will be able to:</p> <ul style="list-style-type: none">• Access the Copilot Studio authoring experience.• Create a new custom copilot.• Make your bot instantly smart by pointing to your website.• Set advanced creation options | <p>The time to complete this lab is [5] minutes.</p> |
|--|---|

Prerequisites

Please note that some labs, especially later labs, do reference previous labs in reference to capabilities and previous tasks. The labs have been designed so as long you have access to a Microsoft Copilot Studio trial. You can get started from most lab without having to complete the previous module to be able to move forward. However, for the best experience that shows the features and functionality that is possible within the product, it is recommended you have completed specific modules before starting some of the labs.

For Lab 01: Create a smart custom copilot using your website data, you need:

- A computer with internet access.
- Be able to log into any Microsoft tenant (some companies enforce users to only connect to their company tenant).

Exercise 1: Log into Microsoft Copilot Studio

In this exercise, you will use the provided credentials to log into the Microsoft Copilot Studio authoring experience.

Task 1: setup your browser experience

To avoid conflicting with your existing logged-in experiences, you can do these labs by using **one** of these 3 options:

1. **Set up a new work profile** specific to that workshop

Exercise 2: Create a copilot

Task 1: provide a name, language, and website

1. If you don't have any existing copilot, you'll be automatically redirected to the creation experience.
2. Give your copilot a name, for example **'Microsoft Store'**
3. Choose the base language of your bot, for example **English (United States) (en-us)**

Task 2: edit advanced options


1. Choose a copilot **icon** or upload a new one.
2. Uncheck '**Include lesson topics**', as they won't be necessary in the lab.
3. If desired, select a **solution**.

Exercise 3: Test your copilot


Task 1: ask questions to your copilot

1. In the test pane, ask your copilot a question for each the answer exists on the configured website.
For example: **"What are the technical specs of the Surface Pro 9?"**


What are the technical specs of the Surface Pro 9?



3 minutes ago





The Surface Pro 9 offers laptop power and tablet flexibility in one ultra-portable device [\[1\]](#) [\[2\]](#). It comes with powerful new processors and optional high-speed 5G connectivity [\[1\]](#) [\[2\]](#). The device is preloaded with Windows 11 [\[1\]](#) [\[2\]](#). It has a starting price of \$849.99 [\[1\]](#) [\[2\]](#). The Surface Pro 9 is designed for versatility, with features like AI-powered Voice Focus and Auto Framing, an adjustable built-in Kickstand, and Surface Slim Pen 2 for natural writing and sketching [\[1\]](#) [\[2\]](#). The device is available in different colors and configurations [\[1\]](#) [\[2\]](#). Keyboards are sold separately [\[1\]](#) [\[2\]](#). You can also build your own bundle with the Surface Pro 9 Essentials Bundle, which includes the device, Signature Keyboard, Microsoft 365, and Microsoft Complete Protection Plan [\[1\]](#) [\[2\]](#).

1 reference 


1

[Buy Surface Pro 9 \(Specs, Price,...\)](#) [\[2\]](#)


3 minutes ago | Surfaced with Azure OpenAI |  

2. As context is preserved automatically between questions, ask it follow up questions.
For example: **"How much does it weight?"**


How much does it weight?



Just now





The Surface Pro 9 weighs 1.94 lbs (878 g) [\[1\]](#) [\[2\]](#).

1 reference 

1

[Buy Surface Pro 9 \(Specs, Price,...\)](#) [\[2\]](#)

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