

# Need to Know Microsoft 365 Webinar April 2025

@directorcia

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# Agenda

- Microsoft 365 Update
- Copilot Agents
- Q & A





# Microsoft 365 Update

# News

- Microsoft Purview protections for Copilot
  - <https://techcommunity.microsoft.com/blog/microsoftmechanicsblog/microsoft-purview-protections-for-copilot/4406384>
- Microsoft and LinkedIn release the 2024 Work Trend Index on the state of AI at work
  - <https://blogs.microsoft.com/blog/2024/05/08/microsoft-and-linkedin-release-the-2024-work-trend-index-on-the-state-of-ai-at-work/>
- Transforming security with Microsoft Security Exposure Management initiatives
  - <https://www.microsoft.com/en-us/security/blog/2025/04/15/transforming-security-with-microsoft-security-exposure-management-initiatives/>
- Introducing agent flows: Transforming automation with AI-first workflows
  - <https://www.microsoft.com/en-us/microsoft-copilot/blog/copilot-studio/introducing-agent-flows-transforming-automation-with-ai-first-workflows/>



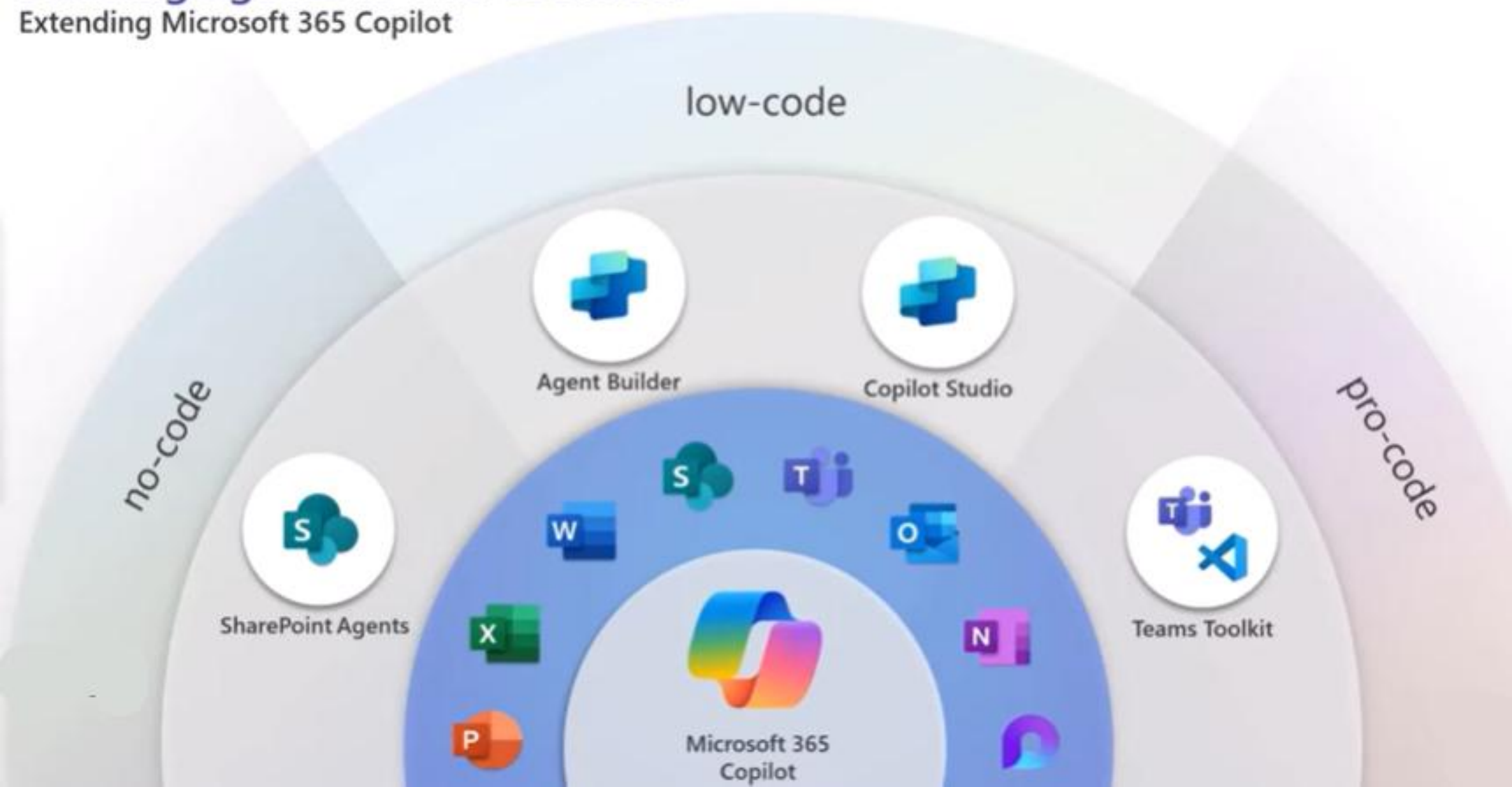
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# Microsoft Copilot Agents



# Building agents in Microsoft 365







Extending Microsoft 365 Copilot



# Examples of agent templates in Copilot Chat

See [Appendix A](#) for more details

The simplest way to get started with agents. Once enabled by an admin, users can @mention the agent in Copilot Chat or open it directly by selecting it from the right-side pane.

Agent Name	Description
 <a href="#">Writing Coach</a>	Provides detailed feedback on writing. Helps change the tone of messages, translates text, and assists in writing tasks
 <a href="#">Idea Coach</a>	Helps users brainstorm and organize ideas
 <a href="#">Prompt Coach</a>	Assists users in creating effective well-structured prompts for Copilot
 <a href="#">Career Coach</a>	Provides personalized career development suggestions including role understanding, skill gap analysis, learning opportunities, and career transition plans
 <a href="#">Learning Coach</a>	Helps users understand complex topics by breaking them down into simple, intermediate, and advanced summaries. Provides guided practice and learning plans
 <a href="#">Visual Creator</a>	Assists users with creating images and videos

# Prompt Coach

## Business Challenge – Improve prompting

Copilot works best when it gets very detailed prompts that are similar to the instructions you would give to a person. But most people are not used to interacting with a computer that way. Prompt coach can help speed the process of interacting with LLMs

## How Prompt Coach can help

- Prompt coach can help to improve the success rate of receiving valuable responses from Copilot. It can also help users get more value from Copilot suggesting use cases

## Areas of impact

- Improve Copilot usage
- Speed time to value of Copilot
- Improve business processes

## Prompt Coach

### Prompt Generation

Help me generate a prompt to be used in Copilot.

### Analyze Prompt

Analyze my prompt and provide feedback on how I could improve it.

### Prompt Compliance

Evaluate if my prompt is compliant and following the responsible AI guidelines.

### Prompt Engineering


How do I write a good prompt?

### Fix my prompt

I am not getting the output I expect from my prompt. How can I fix it?

### Prompt Examples

Show me 3 good prompt examples.

 View prompts

@   



● Included ▲ Included — Metered

		Microsoft 365 Copilot Chat	Microsoft 365 Copilot
		Free + Consumption	\$30 pupm
Chat	Copilot Chat – Web grounded (powered by GPT-4o)	●	●
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)		●
	Copilot Pages	●	●
	File upload <sup>1</sup>	●	●
	Code Interpreter <sup>1</sup>	●	●
	Image generation <sup>1</sup>	●	●
Agents <sup>2</sup>	Create agents using Copilot Studio <sup>3</sup> , including SharePoint agents	●	●
	Discover and pin agents	●	●
	Use agents grounded in Web data	●	●
	Use agents grounded in work data (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)	▲	●
	Use agents that act independently using autonomous actions	▲	▲
Personal assistant	Copilot reasons over personal work data (e.g., Outlook, OneDrive, Teams meeting transcripts and chats)		●
	Copilot in Teams		●
	Copilot in Outlook		●
	Copilot in Word		●
	Copilot in Excel		●
	Copilot in PowerPoint		●
	Copilot Actions		In preview
	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service)		In preview
Copilot Control System	Enterprise Data Protection (EDP)	●	●
	IT management controls	●	●
	Agent management	●	●
	SharePoint Advanced Management		●
	Copilot Analytics to measure usage and adoption <sup>4</sup>		●
	Pre-built reports and advanced analytics to measure ROI		●



*Demo*

# Resources

- Build agents with Copilot Studio agent builder - <https://learn.microsoft.com/en-us/microsoft-365-copilot/extensibility/copilot-studio-agent-builder-build>
- Quickstart guide for building agents with generative AI - <https://learn.microsoft.com/en-us/microsoft-copilot-studio/nlu-gpt-quickstart>
- Create and publish agents with Microsoft Copilot Studio - <https://learn.microsoft.com/en-us/training/paths/work-power-virtual-agents/>
- Using agents in Microsoft 365 Copilot Chat - <https://learn.microsoft.com/en-us/copilot/agents>
- Get started with SharePoint agents - <https://support.microsoft.com/en-us/office/get-started-with-sharepoint-agents-69e2faf9-2c1e-4baa-8305-23e625021bcf>
- Transform your everyday business processes with agents - <https://learn.microsoft.com/en-us/training/paths/implement-no-code-copilot-agents-microsoft-365-sharepoint/>
- Build and manage an agent - <https://learn.microsoft.com/en-us/training/modules/build-manage-no-code-copilot-agent-sharepoint/>

# Take aways

- A full license of M365 Copilot provides best value.
- PAYG agents are available but can get expensive.
- Start with Copilot Chat agents.
- SharePoint Agents are an easy way to share AI across data.
- Copilot studio provide more flexibility for agent creation.
- Agents obey the securities policies and permissions already in place.
- Agents can act manually or automatically

# CIAOPS Resources



- Blog – <http://blog.ciaops.com>
- Free Office 365, Azure video tutorials – <http://www.youtube.com/directorciaops>
- Free documents, presentations, eBooks – <https://github.com/directorcia/general/>
- Office 365, Azure, Cloud podcast – <http://ciaops.podbean.com>
- Office 365, Azure online training courses – <http://www.ciaopsacademy.com>
- Office 365 and Azure community – <http://www.ciaopspatron.com>
- CIAOPS Github – <https://github.com/directorcia>
- Join my free Teams shared channel - <https://blog.ciaops.com/2022/07/29/join-my-teams-shared-channel/>

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*Questions*

That's all folks!

Thanks for attending