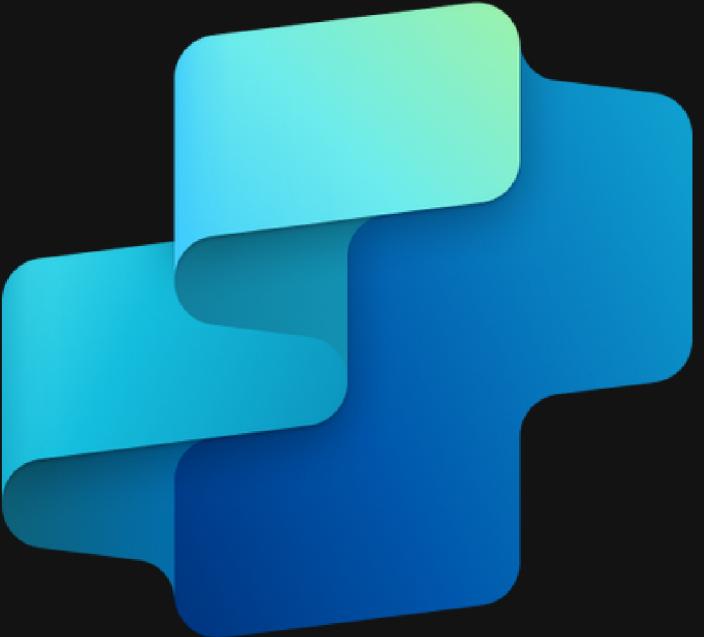


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Setting the Foundation: Licensing and Tenant Configuration for Copilot Plugins



MONTHLY MASTERY

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Setting the Foundation Mastering Licenses

Having the correct licenses is more than just a formality; it's the foundation for a seamless and fully featured Copilot experience.

- Microsoft Copilot Studio License

This core license opens the doors to the studio, granting you comprehensive access to its features and tools.

- Microsoft Copilot Studio User License

Tailored to individual users, this license ensures each team member has their own dedicated access to Copilot Studio.

- Microsoft Copilot for Microsoft 365 License

Crucial for those keen on exploring AI or conversational plugins, this license expands your Copilot's capabilities within the Microsoft 365 ecosystem.



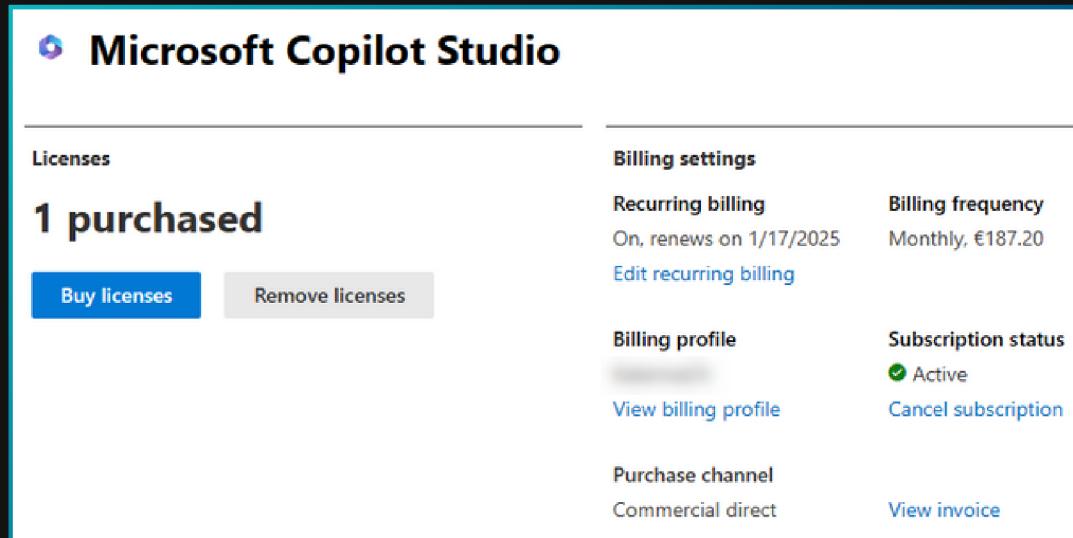
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Setting the Foundation Microsoft Copilot Studio License

The Microsoft Copilot Studio License, often called a [tenant license](#), is a must-have for your organization.

It's the tenant admin's role to acquire this license, which is not assignable to individual users but rather covers the entire tenant.



The screenshot shows the Microsoft Copilot Studio license management interface. At the top, there is a logo and the text "Microsoft Copilot Studio". Below this, there are two main sections: "Licenses" and "Billing settings".
Licenses: Shows "1 purchased" license. There are two buttons: "Buy licenses" (blue) and "Remove licenses" (grey).
Billing settings: Shows "Recurring billing" (On, renews on 1/17/2025), "Billing frequency" (Monthly, €187.20), "Edit recurring billing", "Billing profile" (View billing profile), "Subscription status" (Active, Cancel subscription), "Purchase channel" (Commercial direct), and "View invoice".



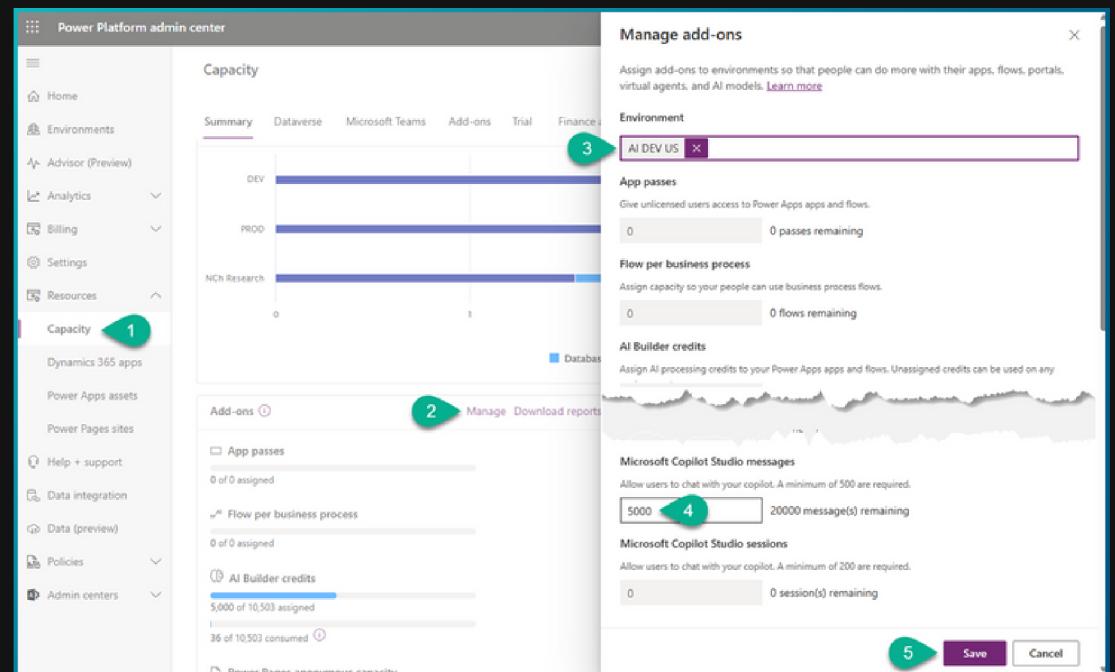
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Setting the Foundation Microsoft Copilot Studio License

With this license, your organization gets a **pool of billed sessions**. It is like a shared resource, where Microsoft Copilot Studio distributes the capacity **across your tenant**.

You can easily allocate capacity per environment and track usage for each bot individually, ensuring you stay on top of your Copilot's performance.



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Setting the Foundation Microsoft Copilot Studio User License

The **per user license** is tailored for **individual members** of your team who require hands-on access to **create and manage** copilots in Microsoft Copilot Studio.

It's a personalized key for your team members, unlocking their ability to actively participate in chatbot development and management.

This approach ensures that each user has the necessary tools and permissions to contribute effectively to your company's Copilot projects.



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Setting the Foundation Microsoft Copilot for Microsoft 365 License

The Microsoft Copilot for Microsoft 365 license is a key piece to the puzzle for AI and Conversational plugins.

This specific license is a must-have for users who plan to leverage the advanced capabilities of AI or conversational plugins within Copilot.

It acts as a bridge, connecting the innovative features of Copilot with the versatile Microsoft 365 suite.



The screenshot shows the Microsoft Copilot for Microsoft 365 license management page. At the top, it displays "2/2 licenses assigned". Below this, there are buttons for "Buy licenses" and "Remove licenses", and a link to "Assign licenses". On the right side, there are sections for "Billing settings" (Recurring billing, On, renews on 1/16/2025, Edit recurring billing), "Billing profile" (KaterinaCh, View billing profile), "Subscription status" (Active, Cancel subscription), and "Purchase channel" (Commercial direct, View invoice). A callout box highlights the "Billing frequency" section, which shows "Yearly, €674.40".



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Setting the Foundation

Enable Your Tenant

To access the plugin preview during its public phase in Microsoft Copilot, there's a key step if you're already a licensed Copilot user in production. An administrator in your organization will need to [enable your tenant](#) for this preview. Here's how to do it:

- The administrator should raise a [support ticket](#) via the Microsoft 365 admin center include the specific request: "[enable plugins for Copilot for Microsoft 365](#)"
- If you have a [Microsoft Customer Success Account Manager](#), you can alternatively make this request directly to them.

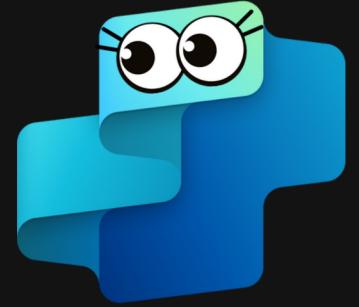
Enable plugins for Copilot to the following users NEW

(i) During Public Preview, admins will need to enable their test tenant by contacting Microsoft Customer Success Account Manager or submitting support ticket request to 'Opt-in to plugins for Copilot for Microsoft 365'



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Today's Task: Design Custom Topic from blank

1. Review Licensing Requirements

Go through the licensing requirements and ensure you understand which license is applicable for different user needs.

2. Assign Licenses

If you have administrative access, assign the appropriate licenses to users in your organization who will be creating and managing copilots.

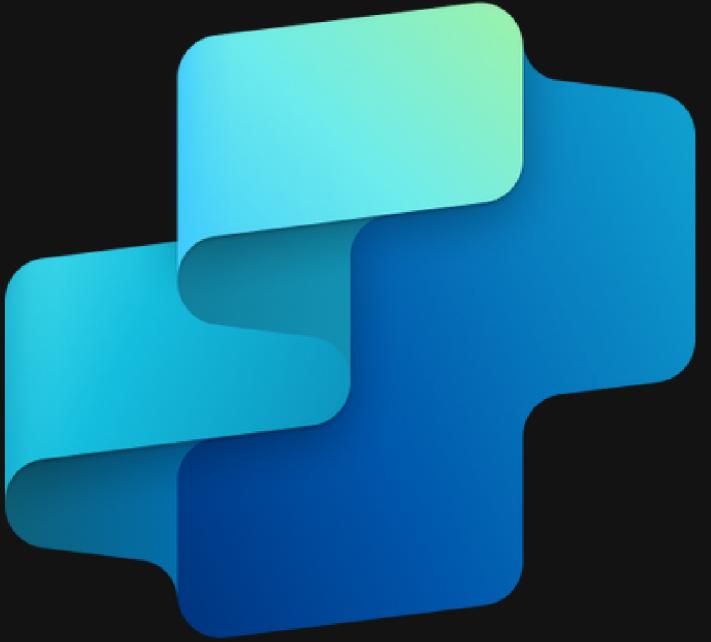
3. Enable Tenant for Plugin Use

Coordinate with your organization's administrator to ensure that your tenant is enabled for plugin use.



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