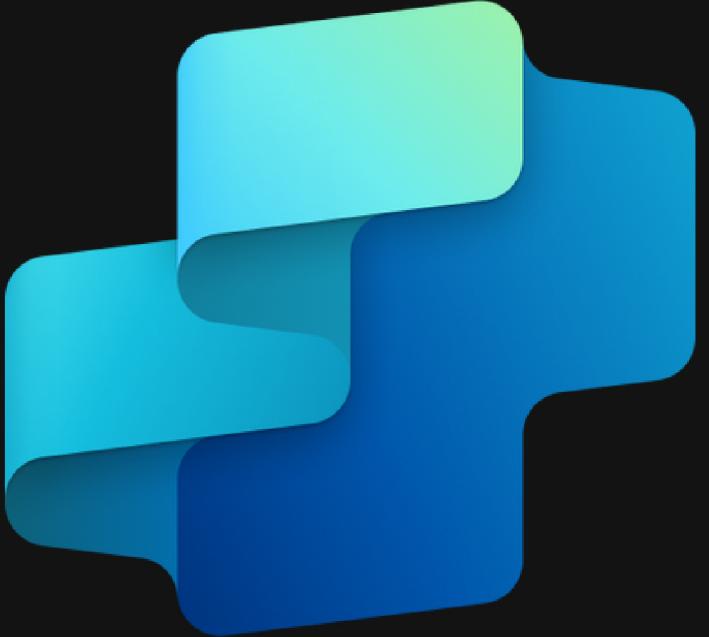


- 07 -

## Launching Your Copilot in Microsoft Teams



MONTHLY MASTERY

# FEATURE-A-DAY

with Copilot Studio



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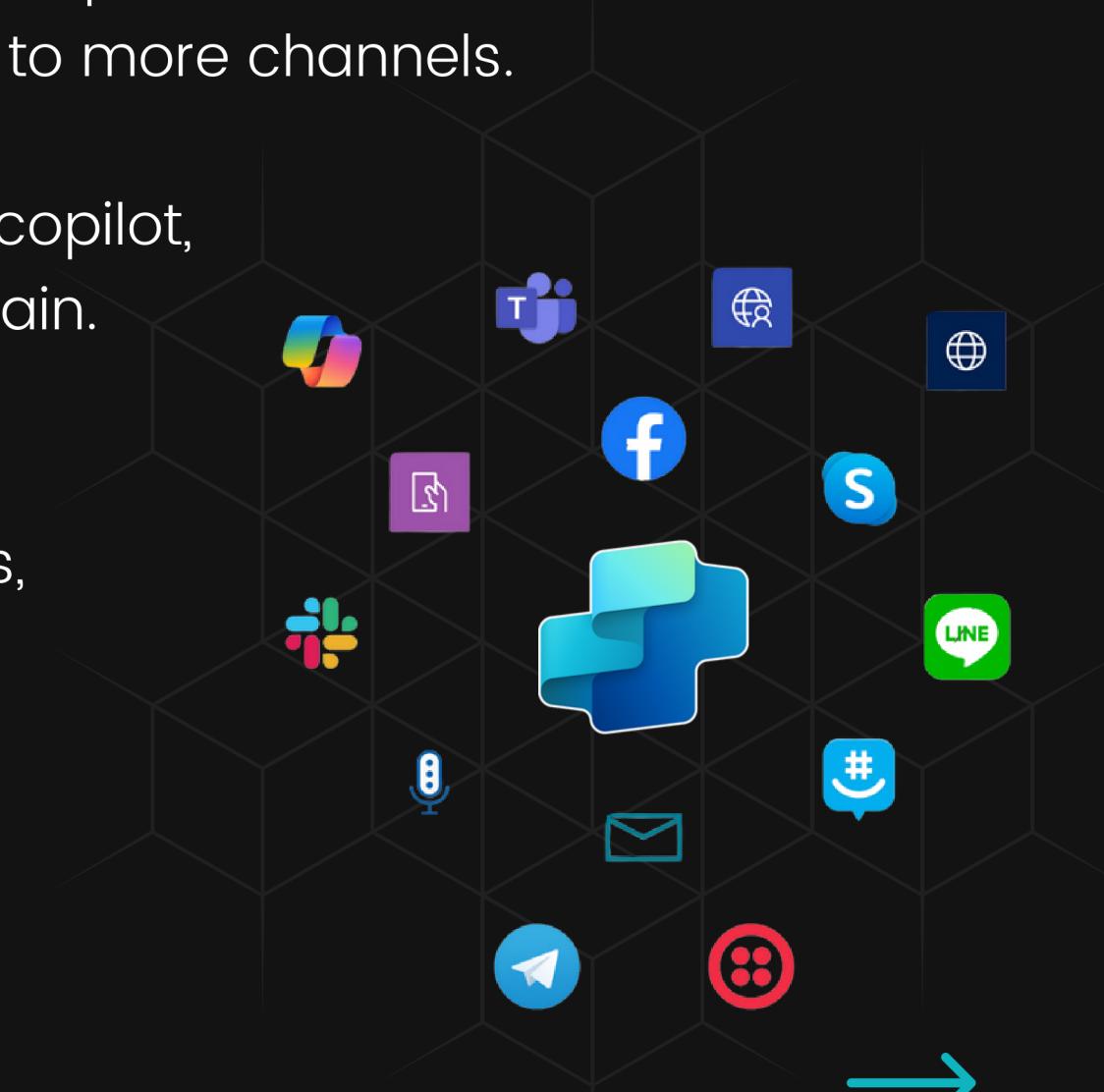
# Launching Your Copilot

## A Key Concept

In Microsoft Copilot Studio, publishing your copilot is like opening doors across **multiple platforms** – websites, mobile apps, and even chat platforms like Microsoft Teams and Facebook. Once you've hit publish for the first time, you can expand its horizons to more channels.

Every time you update your copilot, don't forget to hit publish again.

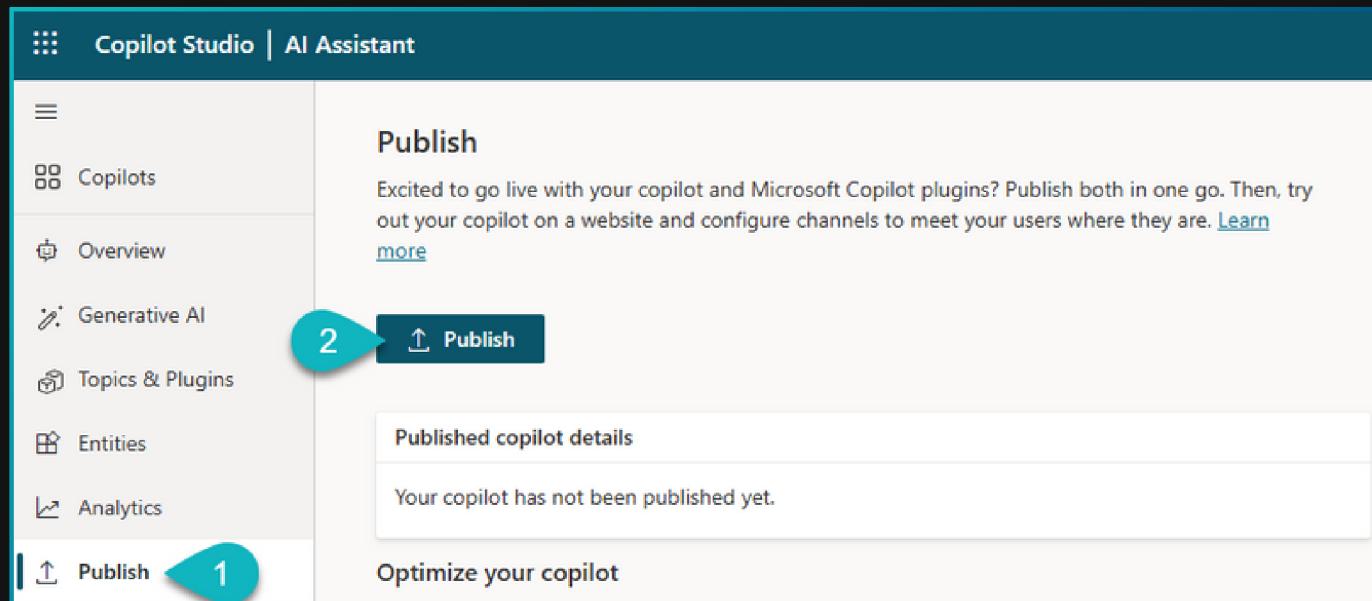
This simple step ensures your copilot's **latest version** goes live across all channels, keeping your conversations fresh and up-to-date.



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# Launching Your Copilot Publish

To publish your copilot, simply open it for editing and head over to the navigation menu. There, click on **Publish**. After selecting **Publish**, you'll need to confirm your choice. This straightforward process ensures that your latest copilot edits go live, making your updates available to your audience instantly.



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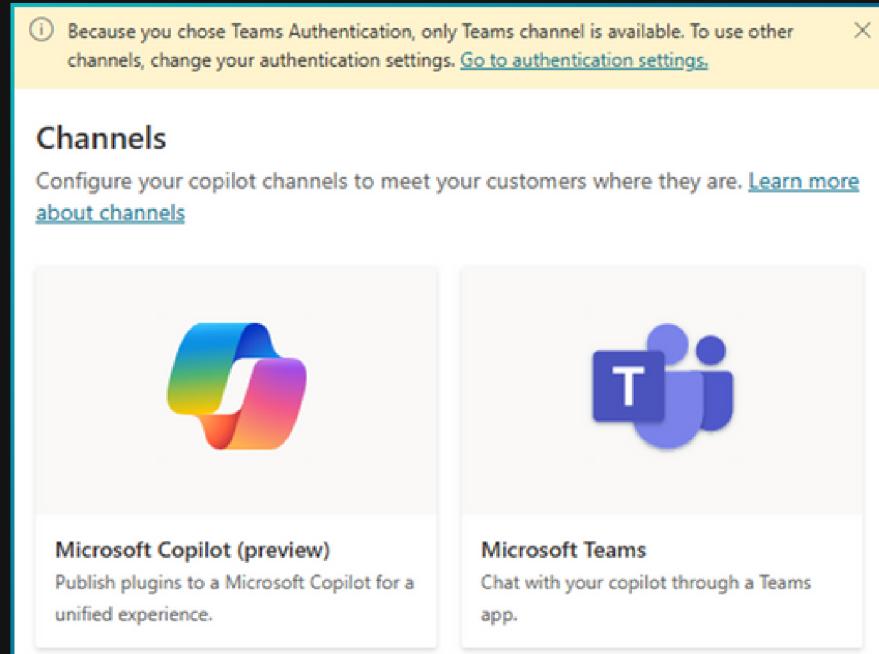


# Launching Your Copilot Default authentication

By default, your copilot is set with [Only for Teams and Power Apps](#) authentication, meaning it's primed for Microsoft Entra ID authentication in Teams and Power Apps without extra setup. This setting restricts your bot to chatting only within Teams.

For this learning journey, we'll focus on setting up the Teams channel.

Governance and security settings will be a topic for future exploration in our series.



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# Launching Your Copilot

## Connect to Teams

Once you've published your copilot, you can connect it to Microsoft Teams, allowing users to chat with it there.

1. Simply go to the navigation menu, click on [Settings](#) -> [Channels](#)
2. Choose [Microsoft Teams](#)
3. Select [Turn on Teams](#)

If this option isn't visible, Teams may already be enabled for your copilot.

This step integrates your copilot into the Teams environment, opening up a new avenue for user interaction.



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# Launching Your Copilot

## Customize appearance

Before sharing your copilot, ensure its description and branding are spot-on.

In the [Channels](#) go to [Microsoft Teams](#) -> [Edit details](#). This is where you can personalize your copilot's [icon](#), [color](#), and [descriptions](#) for its appearance in the Teams app store and the “About” tab. Don't forget to save your changes!

But remember, those who've already installed or had the copilot installed by an admin won't see these updates unless they reinstall or re-approve the copilot.



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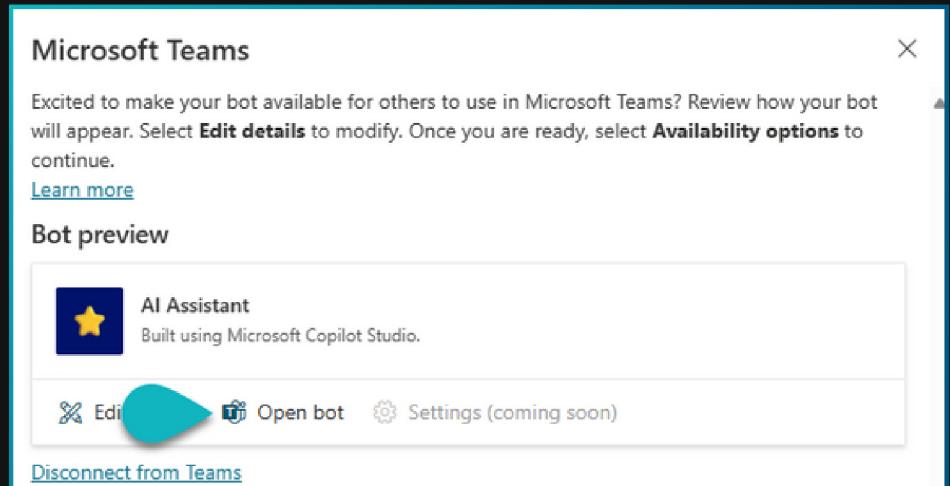
# Launching Your Copilot

## Open in your Teams

Before sharing your copilot, it's a good idea to add it to your own Teams.

1. In Copilot Studio, under [Settings](#), go to [Channels](#) and select [Microsoft Teams](#)
2. Choose [Open bot](#) to get the installation prompt in Teams
3. By selecting [Add](#), the copilot is installed as an app, but just for your use

This step lets you personally test and experience the copilot in Teams before wider distribution.



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# Launching Your Copilot

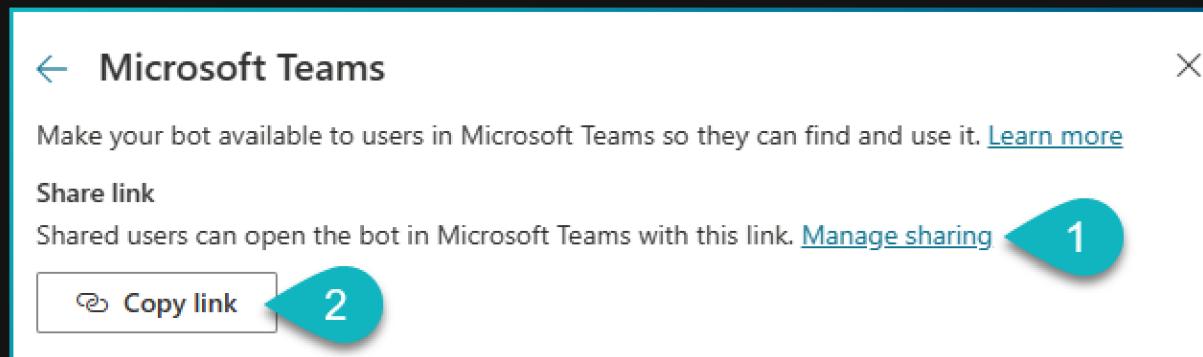
## Share copilot

Ready to share your copilot far and wide?

Here's how:

1. Go to [Settings](#) -> [Channels](#) -> [Microsoft Teams](#)
2. Select [Availability options](#)
3. Select [Manage sharing](#) to share the copilot with your colleagues
4. Select [Copy link](#) and send this link to your colleagues

Keep in mind, only those who have access to the copilot can use this link.



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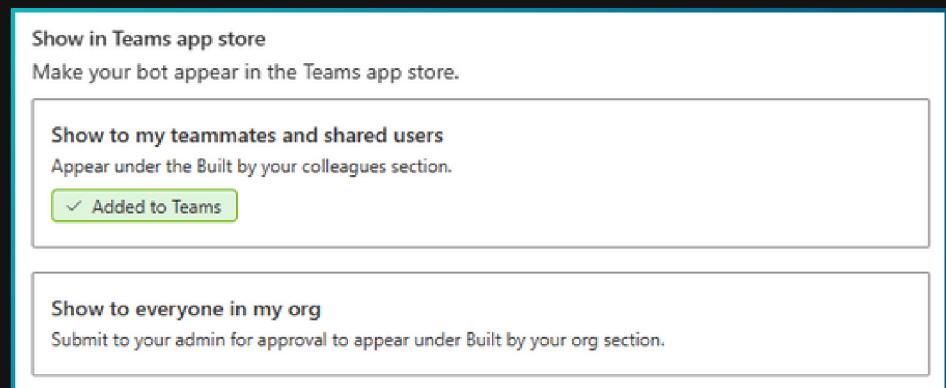


# Launching Your Copilot Add in Microsoft Teams app store

To make your copilot visible in the Microsoft Teams app store under [Built with Power Platform](#) section, you need to publish it and then share it with your teammates.

Here's how:

1. Go to [Settings](#) -> [Channels](#) -> [Microsoft Teams](#)
2. Select [Availability options](#)
3. Select [Show to my teammates and shared users](#)
4. Check who has access
5. Ensure [Visible in Build by your colleagues](#) is checked and click [Share](#)



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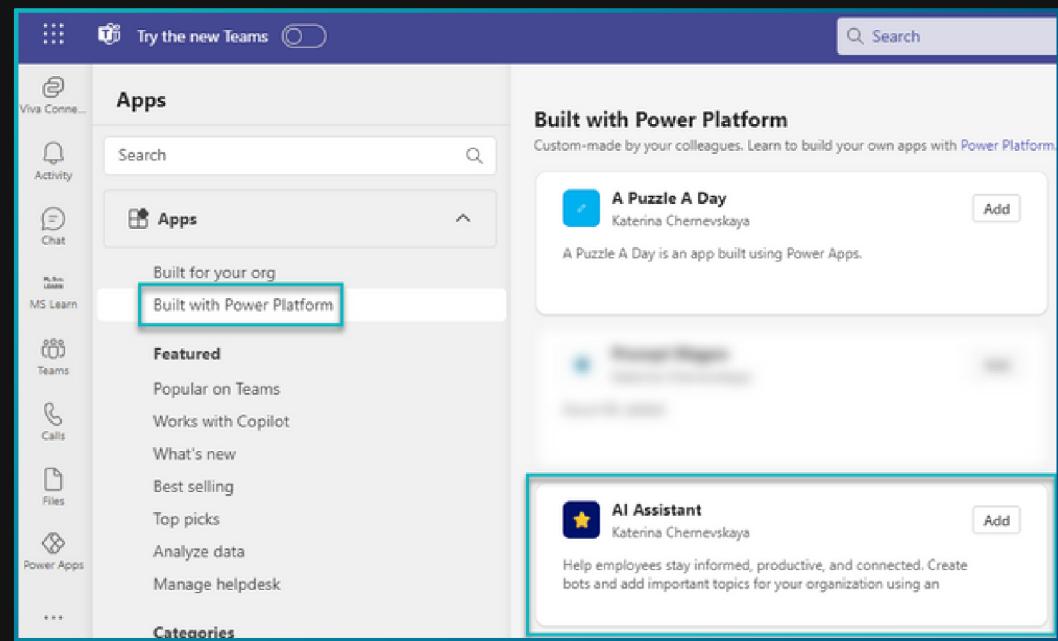


# Launching Your Copilot Add in Microsoft Teams app store

By sharing your copilot, it will appear in the [Built with Power Platform](#) section of the Teams app store, accessible only to users you've shared it with. It won't be visible to your entire organization.

For wider visibility, you'll need to get admin approval to feature it in the [Built by your org](#) section.

We'll explore more about this process in an upcoming part of our series.



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# Refreshing Your Copilot

## Instant Updates

Remember, updates to your freshly published copilot won't show up in active conversations immediately.

However, if a chat is [idle for 30 minutes](#), your copilot will update with the new content.

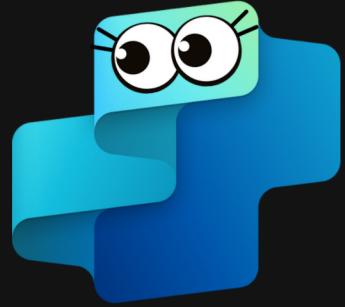
To see updates right away, type [Start over](#) in any ongoing chat. This quick command restarts the conversation, bringing in all your latest copilot enhancements instantly. It's a handy way to ensure users are always interacting with the most current version of your copilot.



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# Today's Task: Get Your Copilot Live in Teams!



## 1. Publish Your Copilot

Ensure your Copilot is fully updated and ready, then publish it in Copilot Studio.

## 2. Share and Test

Share your copilot with a few colleagues in Microsoft Teams. Encourage them to interact and provide feedback.

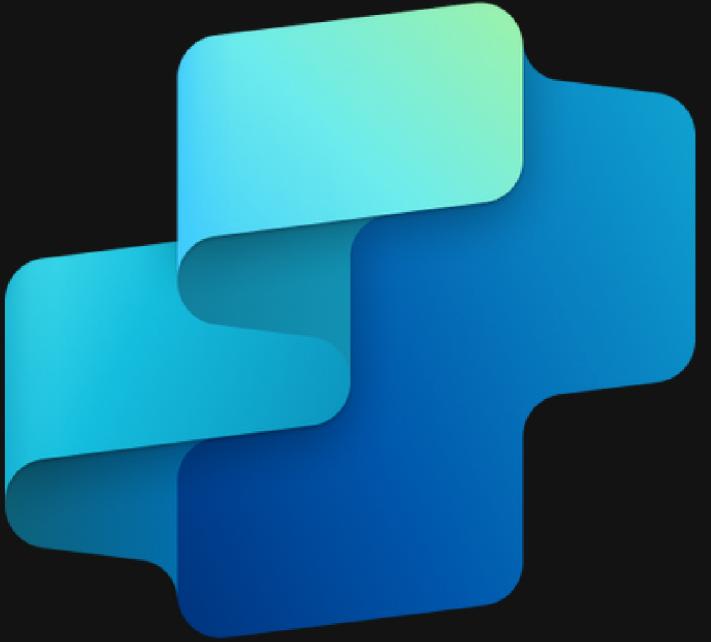
## 3. Show to Teammates

Finally, make your copilot visible to your team in Microsoft Teams.



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