

- 26 -

Add SharePoint agents
to Teams



MONTHLY MASTERY

FEATURE-A-DAY

with Copilot Studio



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Katerina Chernevskaya



SharePoint agent

Add to Teams

Integrating SharePoint agents into Teams allows users to bring the power of automation directly to their **conversations**.

This feature **simplifies** team interactions, enabling quick access to answers, task automation, and enhanced collaboration without switching platforms.

Imagine solving issues or answering queries instantly within Teams, reducing the back-and-forth during year-end rushes.



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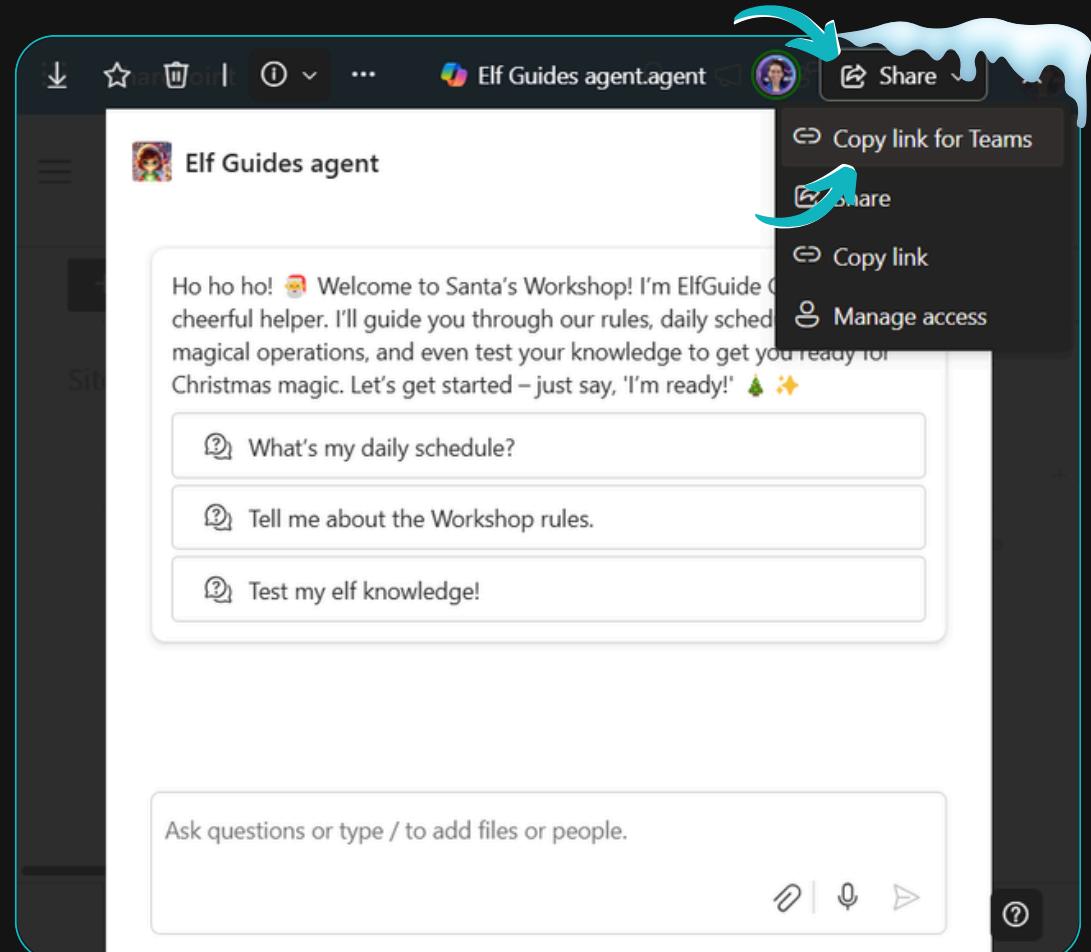
SharePoint agent

Copy link for Teams

Make sure your agent is **built** and **tested** in SharePoint. Confirm that it's ready to handle tasks or answer queries effectively.

Go to the page where your agent is **hosted** and open it.

Open **Share** dropdown and select **Copy link for Teams**.



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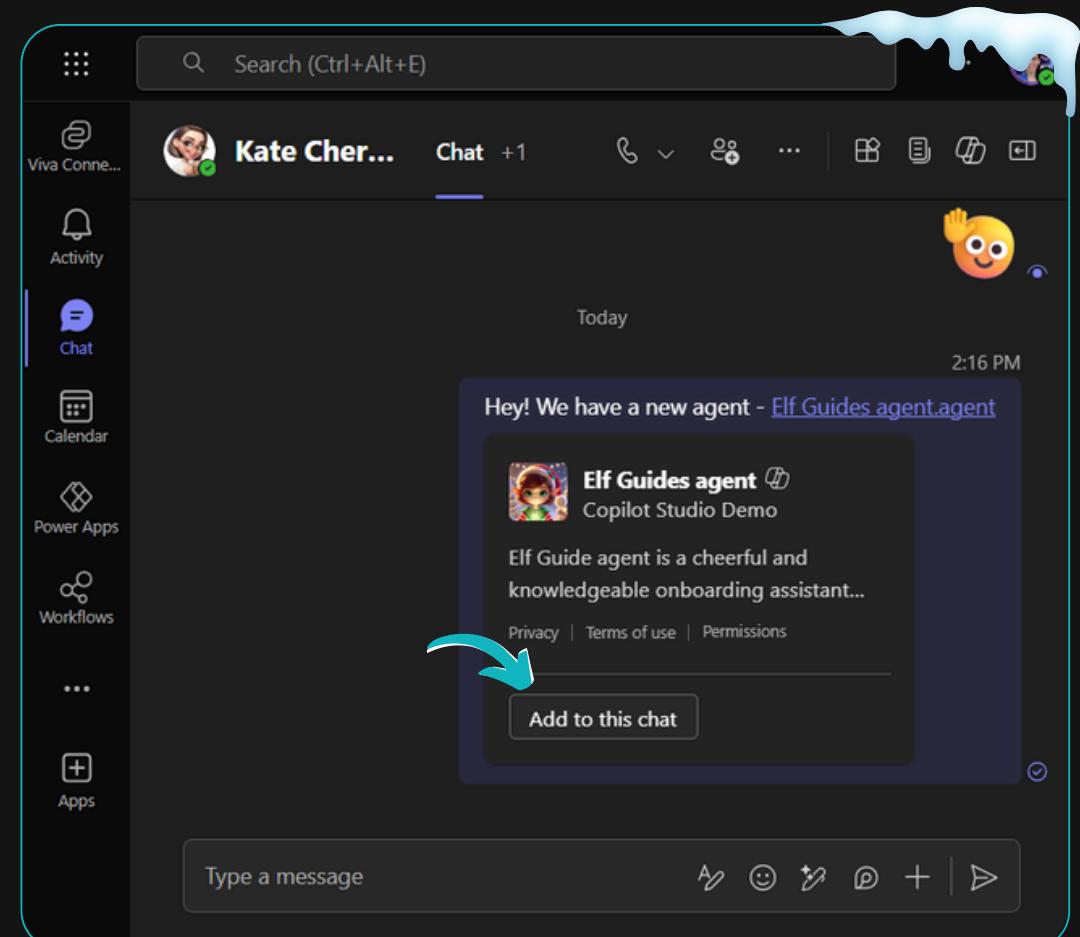


SharePoint agent

Add to chat group

Send the link to a group chat.

Don't forget to click **Add to this chat**,
otherwise the agent won't be added.



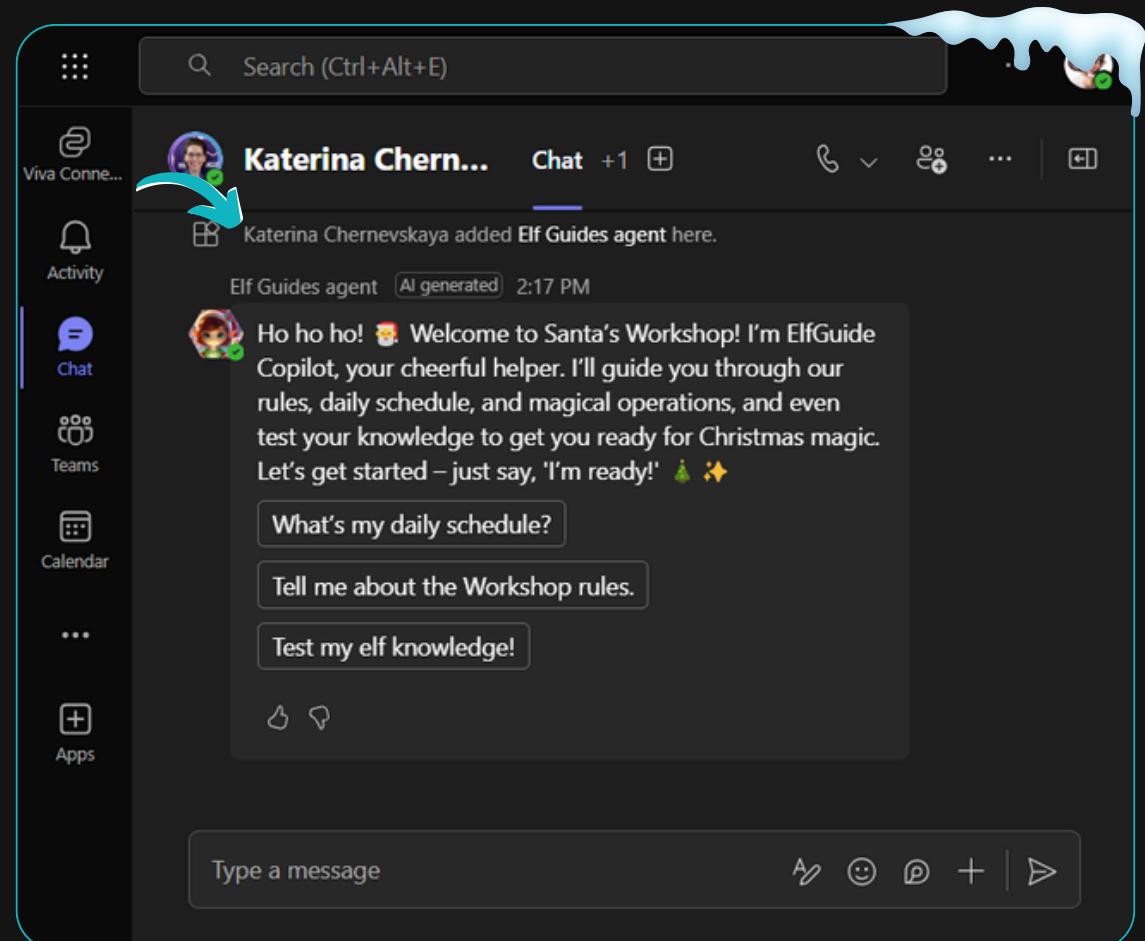
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SharePoint agent

Add to chat group

Once the [Add to this chat](#) button is clicked, the agent is added to the chat and greets the members with a welcome message.

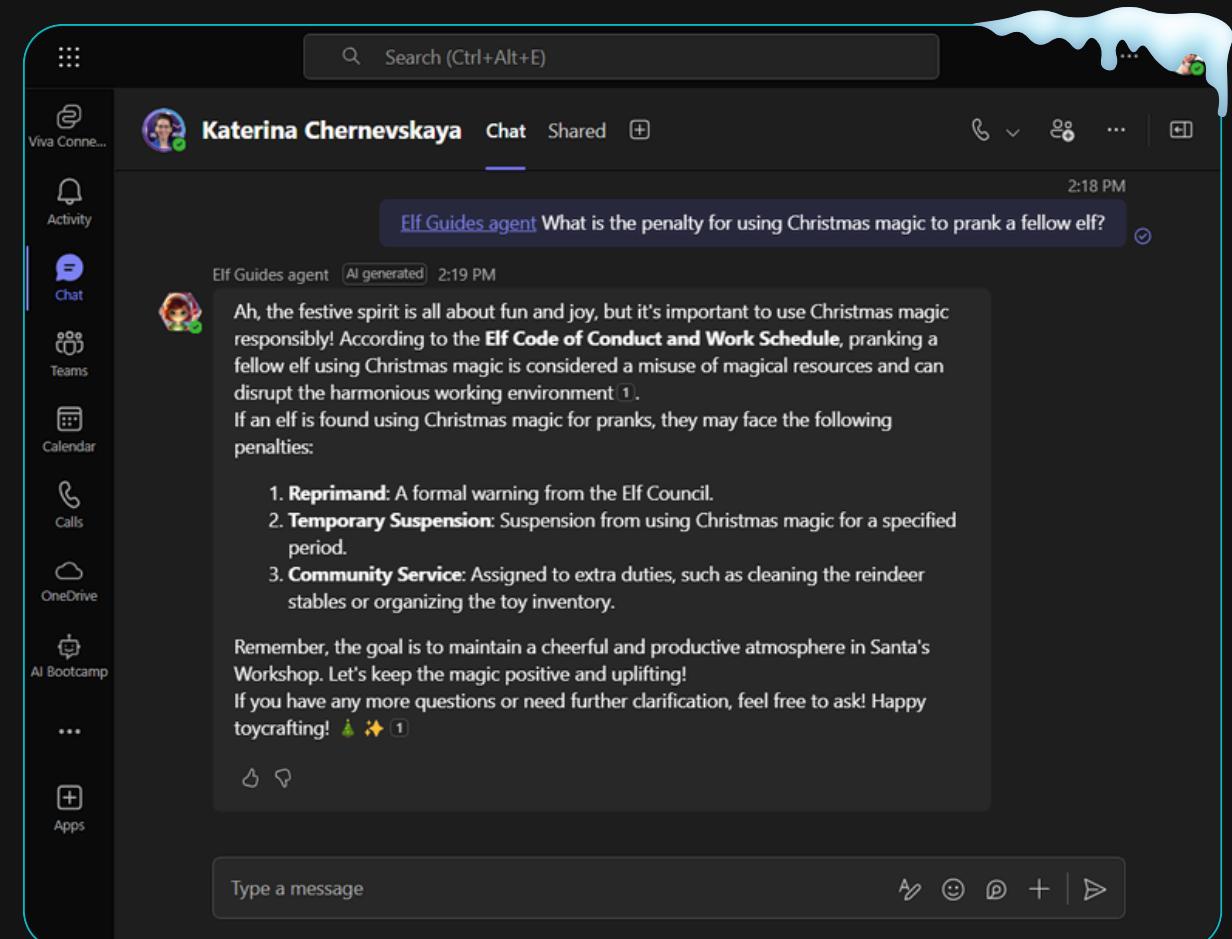


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SharePoint agent Mention agent in a conversation

Chat group members can mention the agent using @, enabling them to ask questions directly.



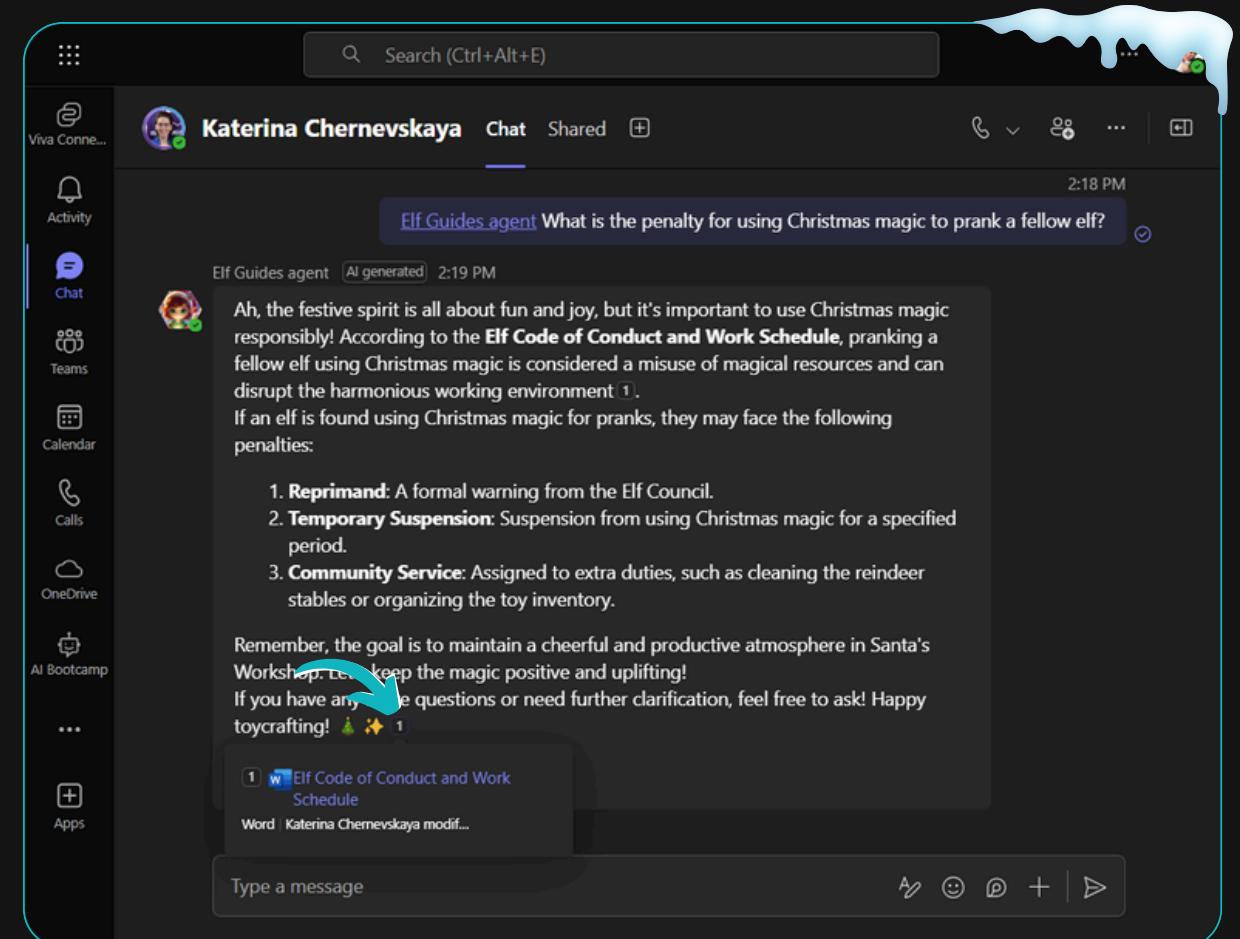
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SharePoint agent

Explore references

By clicking the **reference number**, users can access the documents that the agent used to generate its response.



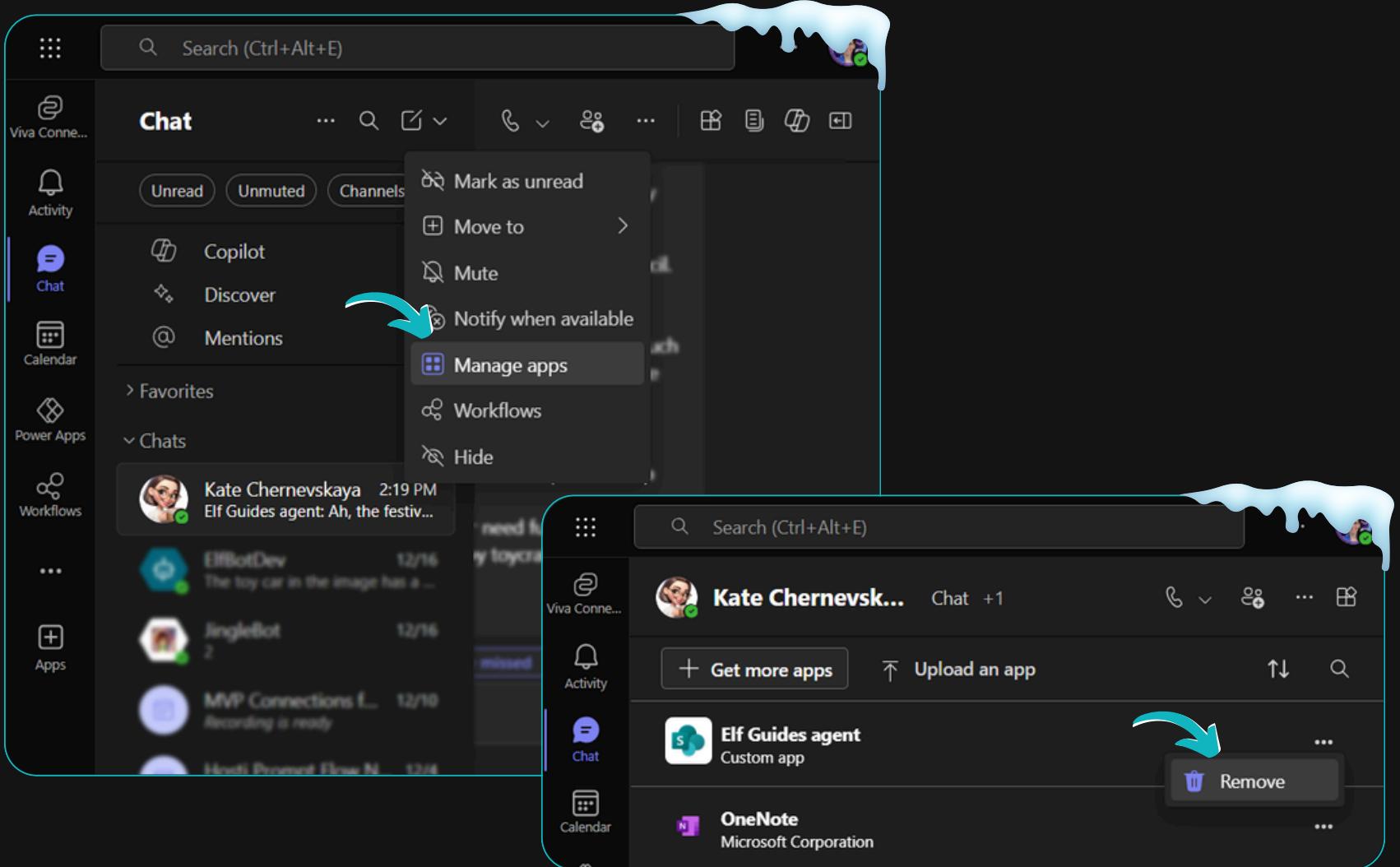
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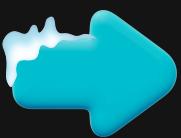
SharePoint agent

Remove from a chat

To remove the agent from a group chat, go to the **target chat**, open the **menu**, and select **Manage apps**. From there, **remove** the agent from the app list.



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SharePoint agent in Teams

Benefits

Seamless collaboration

Agents provide instant answers and task automation directly in Teams chats, reducing delays.

Efficiency boost

Teams become more productive by minimizing app-switching.

Scalable

SharePoint agents can be tailored to your team's specific needs.

Accessibility

Teams' familiar interface makes agent interactions intuitive for everyone.



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Today's Task: Add your SharePoint agent to Teams chat



1. Create and test a SharePoint agent

Build an agent on SharePoint designed to assist with a specific task, like answering common questions.

2. Add the agent to Teams

Follow the steps outlined to integrate your agent into a Teams channel or chat.

3. Use and report back

Test the agent's functionality in Teams and identify one improvement you could make.



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