- 02 -
Crafting Your First Copilot

MONTHLY MASTERY

FEATURE-A-DAY

with Copilot Studio

Handcrafted Insights by
Katerina Chernevskaya

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Step 1:
Create a solution

To lay the groundwork for crafting your first copilot, it's important to set up a dedicated solution for storing your copilot and its components.
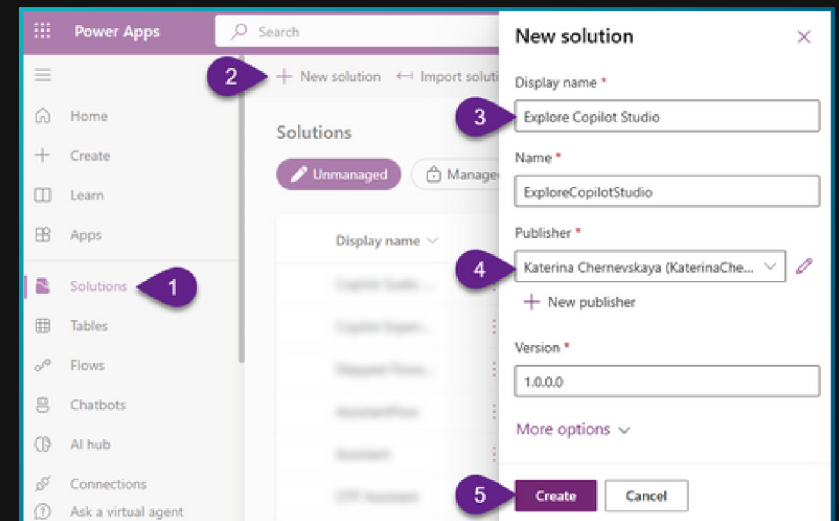
Here's how to start:

1. Navigate https://make.powerapps.com

2. Choose the environment designated for your Microsoft Copilot activities

3. Go to the Solutions section and select on +New Solution

4. Complete the form and select Create to establish your solution

This preparation step ensures that everything related to your copilot is organized and easily accessible.

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Step 2:
Create a copilot

Now that you've prepared a dedicated solution for your copilot, it's time to create it.

1. Navigate https://web.powerva.microsoft.com
2. Select the environment prepared for your Microsoft Copilot project
3. Click on +New Copilot
4. Enter a name for your copilot, choose the language, and opt to Edit advanced options
5. In Advanced options you can change the copilot's icon and designate a solution for storage
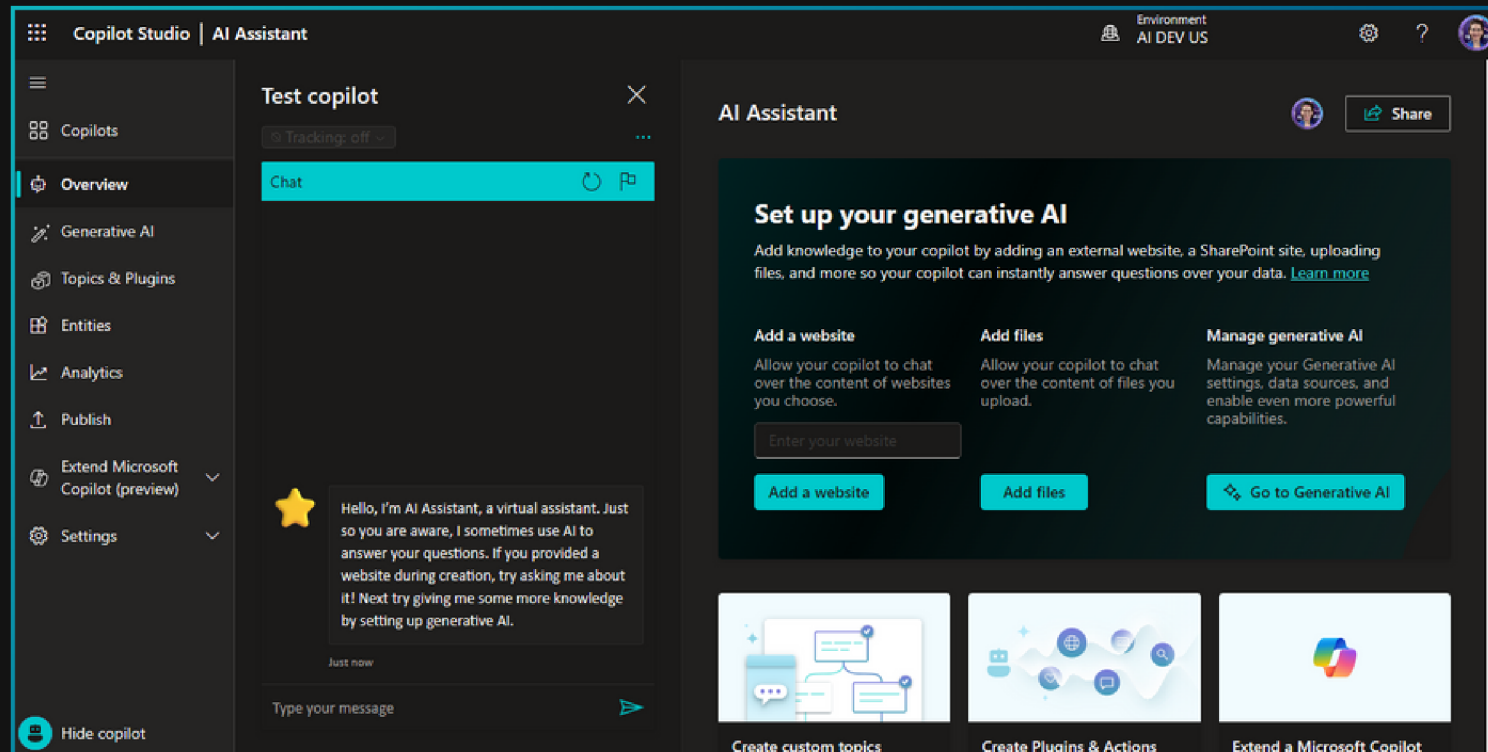6. Once finalized, click Create to set up your new copilot

Copilot name *
AI Assistant

What language do you want your copilot to speak? *
English

✨ Give your copilot some knowledge by setting up your Generative AI ⓘ
Add knowledge to your copilot by pointing it to an external website so your copilot can instantly answer questions over your data. Learn more

Enter your website

AI-generated content can have mistakes, so don't forget to make sure it's accurate and appropriate. Review the supplemental terms to learn more.

Edit advanced options >   Create   Cancel

Copilot icon *
1

Lesson topics *
☑ Include lesson topics, which help users understand how topics work

Advanced options

Solution *
Explore Copilot Studio   2

Schema name *
kch_ aiAssistant

Voice Capabilities
Want to enable voice capabilities for your copilot? Start here

< Back   3 Create   Cancel

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Your First Copilot
is ready!

Great job! Your first copilot has been successfully created.

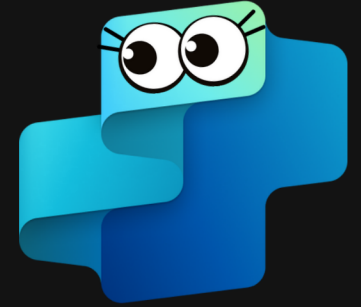Take a moment to explore the components that have been automatically integrated into your solution.

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Today's Task:
Create your copilot

1. Set Up a Solution for Copilot Components
Establish a solution within your environment to organize your Copilot's components efficiently.

2. Craft Your Personal Copilot
Customize your Copilot by choosing its name, language, and icon. Link it to the solution you've just created for a seamless integration of components.

3. Celebrate the Launch of Your Copilot
Embrace the achievement of creating your first Copilot, a milestone in your Copilot Studio experience.

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