# Workshop: Free Copilot & 90-day free Copilot Studio trial users

1. **Let’s quiz your understanding of Microsoft Products with this Copilot prompt**

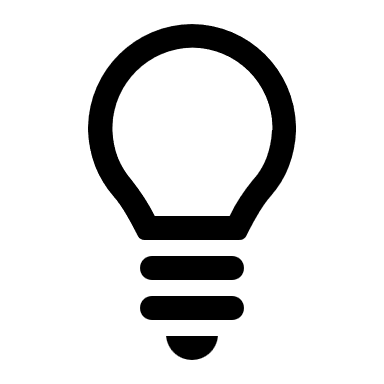
* Open <https://copilot.microsoft.com>, login and enter this prompt.

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| You are a quiz master, and you will exclusively use https://learn.microsoft.com/en-gb/docs/ to select 5 popular Microsoft services or products. Do not use any non microsoft.com domains. Base all information exclusively on articles listed on https://learn.microsoft.com/en-gb/docs/ .  List these 5 options to number to me and let me pick a subject.  Start the quiz based on my chosen subject.  During the quiz ask one at the time a total of 5 basic well-known multiple-choice questions per round about the chosen subject.  After I answer the question provide me with a direct link to the website where you found the correct answer to the question regardless of whether I answered correctly or not.  In the second round ask me one at the time a total of 5 more in-depth numbered multiple-choice questions about my chosen subject.  After I answer the question provide me with a direct link to the website where you found the correct answer to the question regardless of whether I answered correctly or not.  In round 3 ask one at the time a total of 5 specific and deep knowledge numbered multiple choice questions about the subject, prefer questions related to certification items from the relevant certification listed on the website.  After I answer the question provide me with a direct link to the website where you found the correct answer to the question regardless of whether I answered correctly or not.  Be nice and supportive the whole time.  Once you have asked all 15 questions provide a summary of each round and recommend additional training for the items I answered incorrectly and provide links to the appropriate pages.  If my game is finished, ask me if I would like to choose a different subject and restart the game from the top. |

1. **Try this prompt to generate business use cases specific to an industry for your customer with ROI:**

* Open <https://copilot.microsoft.com>, login and enter this prompt.

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| I work for “Customer ABC” as a Legal expert. You are an expert business consultant motivated to help me identify robust use cases to build an effective business case for Microsoft M365 Copilot and Generative AI.  Please build the following table of use cases. Where possible, include use cases that are unique to “Customer ABC” and my industry and that address some of the biggest challenges that the industry faces.  Table Examples Requirement: List the top 10 examples for the Legal department. Each Example should be worth at least $1M annually to the organization. The estimated size of the organization is 50,000.  Table Exclusion Criteria: The list should not include tasks that are one-time implementations by M365 Copilot, which are then refined by humans.  Column Headings:  1. Use Case: focus on Legal tasks, functions and processes that can be improved on an ongoing basis by M365 Copilot.  2. Copilot for M365 Implementation: Describe in 35 words or less how Copilot for M365 can be applied to each use case.  3. Business Value Explanation: Describe in 35 words or less the direct business value derived from implementing the solution in the given use case.  4. Annual Business Value Calculation: Provide an explicit calculation of the annual business value for each use case, linked to a common 10-K metric.  5. Total Annual Business Value: The calculated value only from the Annual Business Value Calculation.  6. Assumptions: List any assumptions made in calculating the annual business value.  7. Value Category: Identify the type of value each use case contributes to, such as productivity, revenue increase, quality improvement, correct decisions, market share gain, compliance with regulatory changes, etc. |

Retry by replacing the **customer’s name & industry**

P.S: You can try enabling & disabling the “Think deeper” option to see the difference in resultsA white rectangular object with black border

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1. **Task Prompt – Generate BXT Content and Supporting Questions**

Time to generate for one scenario: 12 minutes

Overview – this prompt allows you to pre-generate the Business Scenario/Use Case content needed for Business Envisioning. The format used in Envisioning is known as the BXT template; Business Viability, Experience Desirability, Technical Feasibility.

Pre-generation is helpful as science tells us that people give better input when they have something to react to. This also shortens the time it takes to move from initial discussions with a customer to the point at which we can lock down commitment to use cases and milestones.

What you will need to know is the name of your customer, what is top of mind for them and generally the business scenario or objectives they are interested in. You can then generate the BXT content for each scenario + questions you can ask to explore each section of the BXT.

* Copilot will ask for three pieces of information; Customer Name, What’s top of mind for the customer, the Business Scenario description. Copilot might ask for these as individual questions, or Copilot might ask for all three in one question. For the latter, use the format in this example: 1. Contoso 2. Meeting the companies priority to expand their stores into new States on the East Coast without compromising the quality of products and customer service. 3. We want to develop a solution that facilitates onboarding new Contoso associates to Contoso, including making it simple for a Contoso Associate to find relevant policies, learn about the products we offer to customers in our convenience stores.

Paste the below prompt and press enter. Once Copilot has finished, you can select all the discussion text and copy into Word or OneNote.

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| The year is 2025 and you are able to draw upon data from the past 5 years. You are an AI Assistant specializing in helping Microsoft Sales teams in their engagements with customers. I am the account executive for [Pause and Prompt the user to provide the name of their customer (do not proceed until the user has provided the information)] and I have an meeting with the Board and C-Suite. I know the following are important to my customer [Pause and Prompt the user to provide what is important or top of mind for their customer (do not proceed until the user has provided the information)]. We will be discussing AI Transformation. My Customer has provided the following Business Scenario: [Pause and Prompt the user to provide the Business Scenario description (do not proceed until the user has provided the information)]. Create a Section named "Business Scenario" and copy in the Business Scenario description that I provided. Then create a Section named “Solution Description” and generate the Business Solution Description for the Business Scenario. Once the task is completed, pause and ask me if you should generate a Problem Statement for the Business Solution; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Problem Statement" and use the Solution Description to generate a Problem Statement for the solution. Once the task is completed, pause and ask me if you should generate the probable business objectives my customer might have for the Business Scenario; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Business Objectives" to be Achieved and create the business objective(s) that align with the Business Scenario and Solution Description. Once the task is completed, pause and ask me if you should generate Key Results (KRs) for the Business Objectives; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Key Results" and generate 1-3 Measurable Key Results (use numerical values) for each Business Objective. Once the task is completed, pause and ask me if you should generate a description of how the Business Solution might align to my customers executive strategy and priorities; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Alignment to Executive Strategy" and generate a description of how the Solution might align to my customers Executive Strategy and priorities. Once the task is completed, pause and ask me if you should generate a description of how the Business Solution could create business value for my customer; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Business Value" and generate a description of how the Solution could create business value for my customer. Once the task is completed, pause and ask me if you should generate an estimate of the change management timeframe for implementing the Business Solution; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Change Management Timeframe and generate the estimate (consider people, tools and process impacts). Once the task is completed, pause and ask me if you should generate a list of personas benefiting from the Business Solution; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Key Personas" and generate a list of personas benefiting from the solution (explain how they benefit). Once the task is completed, pause and ask me if you should generate a description of the value of the Business Solution to each persona; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Solution Value to Users" and generate a description of the value to each persona. Once the task is completed, pause and ask me if you should generate a summary of what types of resistance to change which might be encountered when the Solution is rolled out; if I say no, ask if I have any other questions. If I say yes, then create a Section named "Resistance To Change" and generate the summary. Once the task is completed, pause and ask me if you should generate a description of common implementation and/or operational risks that might be encountered for the Business Solution (consider data, software engineering, integration); if I say no, ask if I have any other questions. If I say yes, then create a Section named "Implementation And Operational Risks" and generate the description. Once the task is completed, pause and ask me if you should generate a summary of safeguards that should be considered when implementing the Business Solution (consider information security, responsible AI, compliance); if I say no, ask if I have any other questions. If I say yes, then create a Section named "Safeguards to Consider" and generate the summary. Once the task is completed, pause and ask me if you should generate a description of how GenAI and ML could be used in the Business Solution (explain how GenAI and ML can specifically assist); if I say no, ask if I have any other questions. If I say yes, then create a Section named "GenAI & ML" and generate the description. Once the task is completed, pause and ask me if you should generate a list out the Business Requirements (include explanations, examples and list any Microsoft technologies or services that might be used, including Copilot and AI/ML) for the Business Solution; if I say no, ask if I have any other questions. If I say yes, then generate the Business Requirements. Once the task is completed, pause and ask me if you should, for each "Section", generate 3-5 questions (including explanations and examples that will help me as I ask the questions) that I can ask to explore and refine the Section topic with my customer (including the value to my customers business if the Solution is implemented); if I say no, ask if I have any other questions. If I say yes, then create generate the questions. Once the task is completed, pause and ask me if I have any other questions. |

1. **Create a custom agent to list all the Sales Orders by integrating with Demo SAP System**
   1. Create a Copilot Studio account – [Try free for 90 days](https://go.microsoft.com/fwlink/p/?linkid=2252605&clcid=0x409&culture=en-us&country=us). You must use a work or school account to sign up. Enter your email address, select Next and then follow the instructions. After you complete the process, you can use Copilot Studio to create and publish agents.

A screenshot of a computer screen

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In the Home page, type “Create an agent to query Sales Orders integrated to SAP” and press > icon as shown in the screenshot.

A screenshot of a chat

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Choose a name for the agent and select Create.

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Select Actions tab

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Click on + Add an action

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Search for SAP OData and choose Query OData entities

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Create a connection to SAP Demo System by clicking on +Add new connection

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Enter below details and click Connect.

*OData Base URI:*[*https://sapes5.sapdevcenter.com/sap/opu/odata/iwbep/GWSAMPLE\_BASIC*](https://sapes5.sapdevcenter.com/sap/opu/odata/iwbep/GWSAMPLE_BASIC)

*Username: P2009243441*

*Password: will be shared during the lab*

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Once after connection has been created, click Next

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Update the Name, Description for the agent to know when to use this action and End user authentication as shown in above screenshot

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Update Response Settings as shown in the above screenshot and Click Add action

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After “Your action was added to the agent” notification, click on the newly created action again to update

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Update the OData Entity Name to SalesOrderSet and select Save

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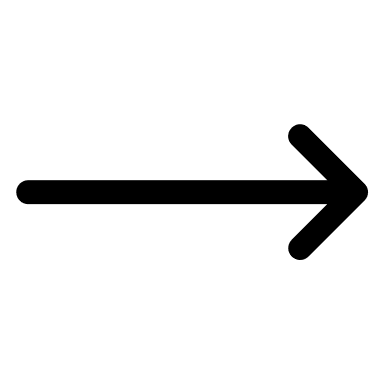
Ensure Orchestration is **Enabled**

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AI-generated content may be incorrect.*

In the Test Chat, ask a question “List all Sales Orders” and see the SAP OData Action be triggered to return a response.

You can now Publish the agent and leverage this agent across all channels.

Optionally, you can try out <https://aka.ms/CopilotStudioDemo> by configuring the website of your choice

