

EASY Link Sharing Solution

Create new agent

The screenshot shows the Copilot Studio interface for creating a new agent. On the left, the 'Details' tab is selected, showing the agent's name as 'lastmewtest'. The 'Configure' tab is also visible. Below the name, there is a text area for 'Description' with placeholder text 'Describe your agent'. Under 'Instructions', there is a text area for defining the agent's tone and rules. The 'Knowledge' section allows adding data, files, and other resources. A 'Web Search' section is present with a toggle switch set to 'Disabled'. On the right, a preview window titled 'Test your agent' shows the agent's profile with the name 'lastmewtest' and a 'Description' field. A message input field 'Type your message' is at the bottom.

 The channel was added. X

Teams and Microsoft 365 Copilot

Microsoft 365 is your cloud-powered productivity solution and includes Outlook, Word, Excel, PowerPoint, and OneDrive. [Learn more](#)

When you publish your agent to Microsoft 365, we'll publish it to Teams too. You'll get all of your agent's advantages in Teams: meeting summaries and transcripts, pointers to open issues or unresolved questions, and more effective collaboration.

Turn on Microsoft 365

Make agent available in Microsoft 365 Copilot

Agent preview


lastmewtest
Built using Microsoft Copilot Studio.



Availability options See agent in Microsoft 365 See agent in Teams

Click on availability options

The channel was added. X

← Teams and Microsoft 365 Copilot

X

Get a link

Users you select can open your agent in Microsoft Teams with this link. [Manage sharing](#)

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Download a file

Use your downloaded file to add your agent to the Microsoft Teams or Microsoft 365 store. [Learn more](#)

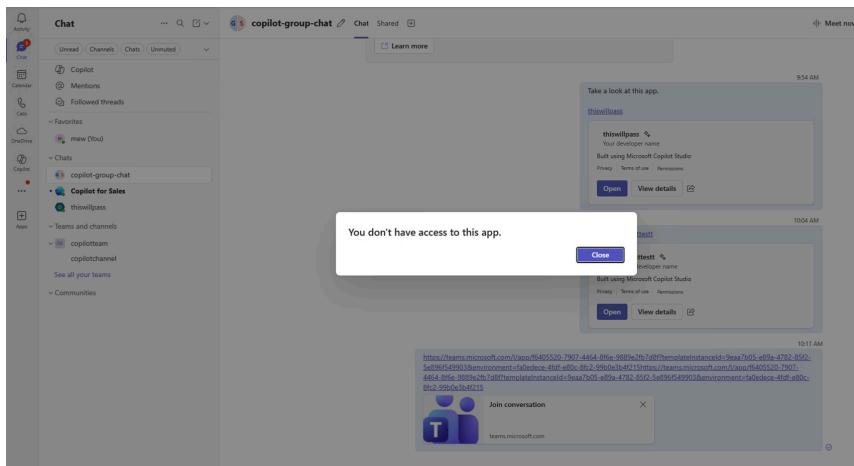
Download .zip

Show in the store

Decide who you want to show your agent to:

Show to my teammates and shared users
Appears in **Built with Power Platform**

Show to everyone in my org
Appears in **Built by your org** after admin approval



[← Teams and Microsoft 365 Copilot](#) [X](#)

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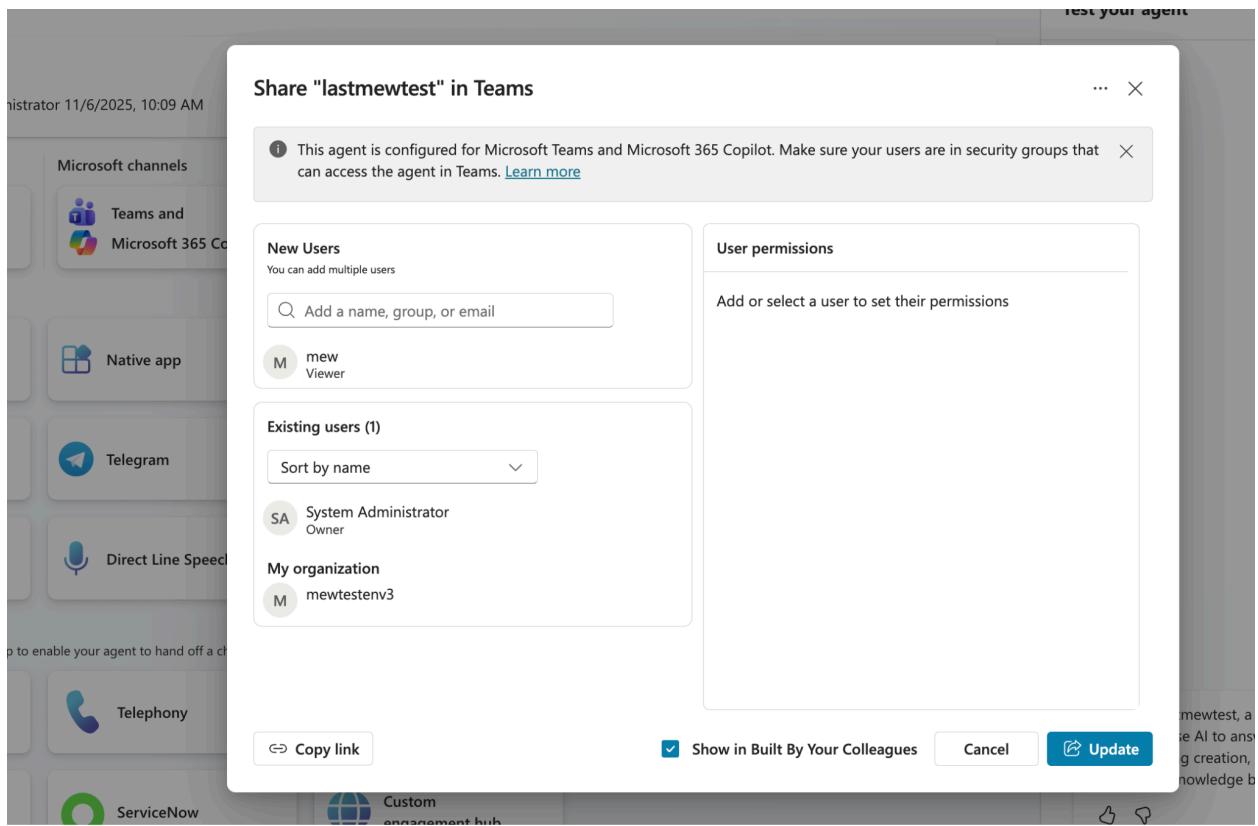
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