



Microsoft 365
Copilot

Welcome to the Agent-a-thon, Explorers!



Navigating Teams

The screenshot shows a Microsoft Teams live event interface. On the left, there's a sidebar with "Teams Live Navigation" at the top. Below it are three cards: "REGISTER FOR LEARNING" (Aka.ms/FounderzRegister), "RE-ACCESS LEARNING" (Aka.ms/FounderzLearn), and "CHAT WITH YOUR FELLOW" (Aka.ms/FounderzFellow). The "CHAT WITH YOUR FELLOW" card has a purple border. The main area displays a video feed with the title "Setting up for success". At the bottom, there are video controls and a timestamp "01:16 / 13:18". On the right, there's a "Live event Q&A" panel. The top of the panel has a "Need help?" button, a question mark icon, and a "Leave" button. The Q&A section shows a message from "Moderator" at 1:42 PM: "Welcome to the Agent-a-thon! Missed something? Download the Slides here: <https://aka.ms/AgentBriefing>". Below it, a message from "Julia (You)" at 1:51 PM asks, "How long will we have to build our agent today?", followed by a thumbs-up emoji. The "Moderator" responds at 1:52 PM: "You will have 90 minutes, starting straight after this initial briefing session. Build challenge today ends at 12.30PM CET, however you will have until 4 December to finesse your agent before submitting for the Grand Prize! More to be shared on that in a moment." At the bottom right of the Q&A panel is a purple "Ask a question" button.

How we will interact

- Q&A is **enabled**

Questions

- If you like an announcement or a question raised by the audience give it a thumbs up!
- Use the **Ask a question** box at bottom of screen
- Your question will be marked **purple**
- The experts response will be marked **green**
- Use the video controls to navigate to anything you've missed

Meet your hosts



Narelle Stefanac
Global Skills Excellence Lead
Microsoft



Andrea Fogel
Senior Global Solution Architect AI Business
Solutions AI Workforce, Microsoft



Pau Garcia-Mila
Co-Founder & Co-CEO
Founderz

Meet your Microsoft MVPs



Hanna Engel
AI Lead
Azelis



Johnson de Souza Cruz
Senior Microsoft Consultant
Reply



Mohamed Azarudeen Z
Associate Consultant
KPMG



Muhammad Samiullah
Solution Engineer
Mazik Global Inc



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AI Engineer
PEAKUP



Olajumoke Toriola
Chief Technology Officer
Ha-Shem Limited



Renato Romao de Souza
Co-Founder & CTO
Belake.ai



Sebastian Sieber
Global Director Technology
proMX



Vesa Nopanen
Principal Consultant
Sulava MEA

How today will work

10:00 – 11:00 CET

01

BRIEFING

- Setting up for success
- Learning Recap
- Key steps to building an agent
- What to do if you get stuck



11:00 – 12:30 CET

02

BUILD

- Build your agent
- Refer to your pre-learning
- Use your Copilot Voice Agent / 'Fellow'
- Ask our MVPs in Q&A



12:30 – 13:00 CET

03

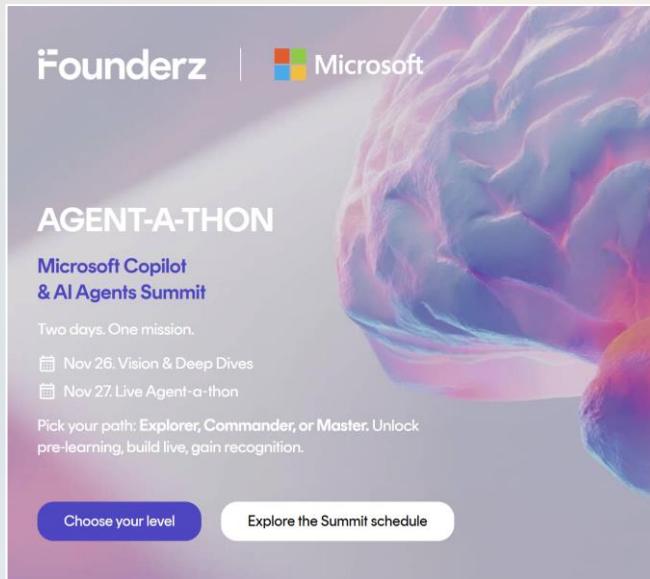
CELEBRATE

- Initial prize winners announced
- Overview of how to enter your agent into the grand prize.
- Key dates

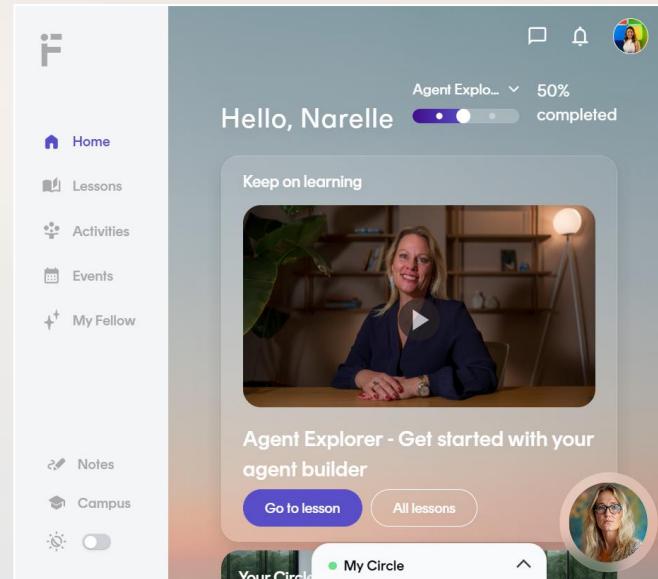
Setting up for success

P R E - L E A R N I N G

REGISTER FOR LEARNING
Aka.ms/FounderzRegister

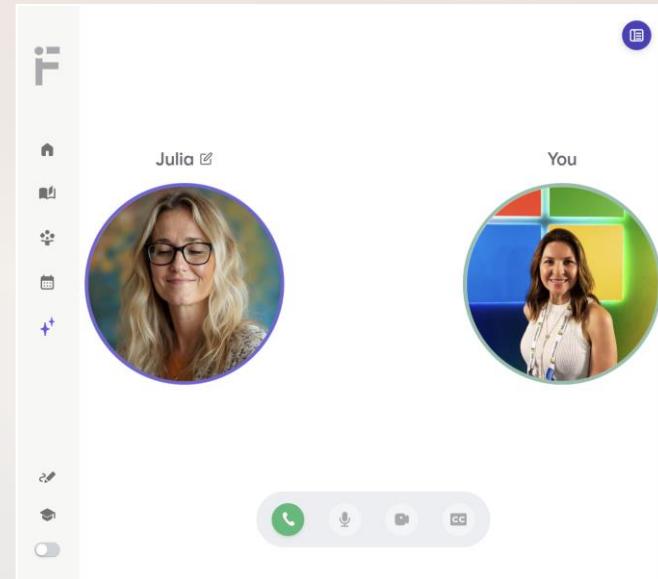


RE-ACCESS LEARNING
Aka.ms/FounderzLearn



V O I C E A G E N T

CHAT WITH YOUR FELLOW
Aka.ms/FounderzFellow

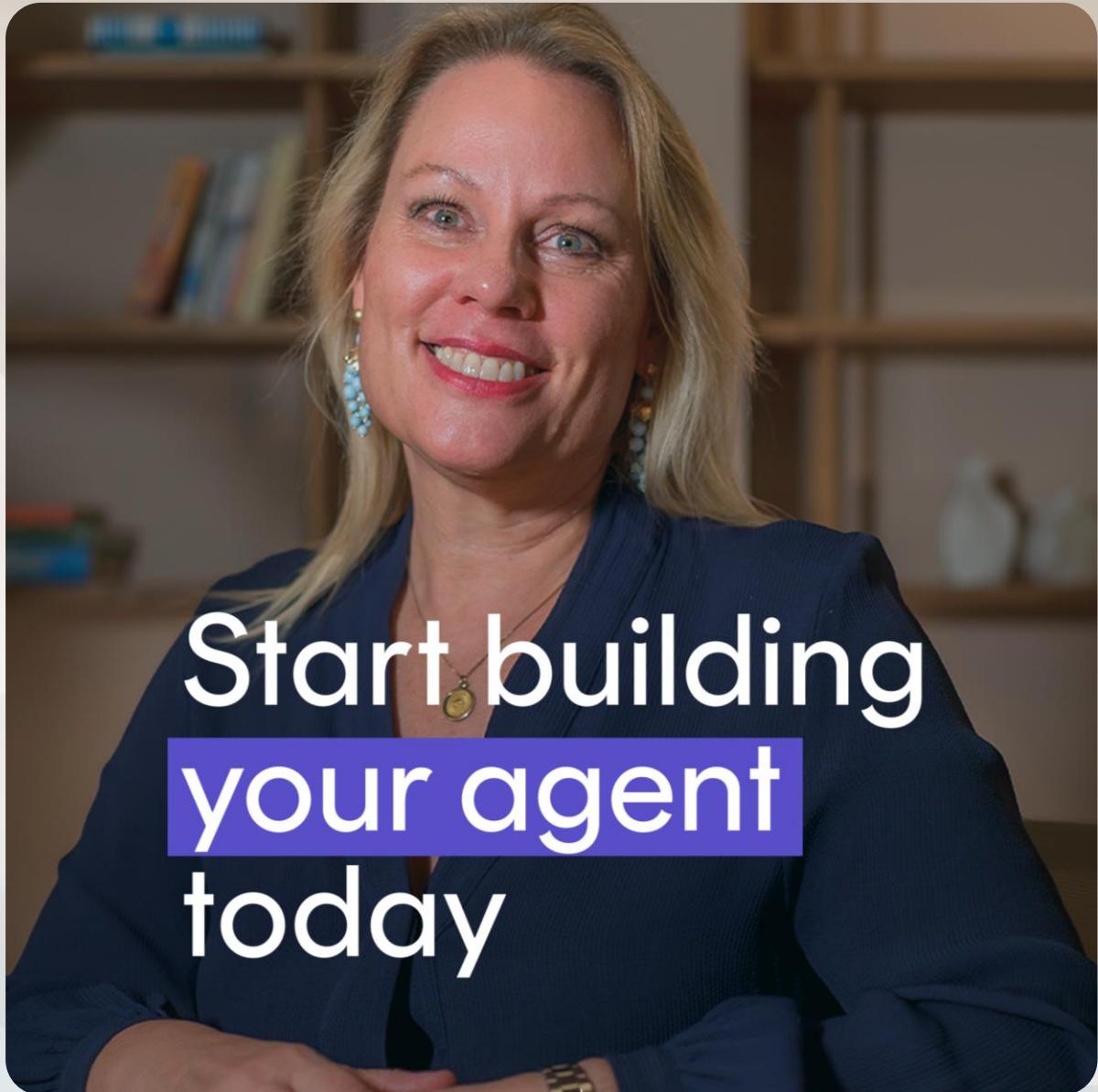


12 steps to building your AI Agent

Within the Microsoft Copilot Chat
interface (no licence required)

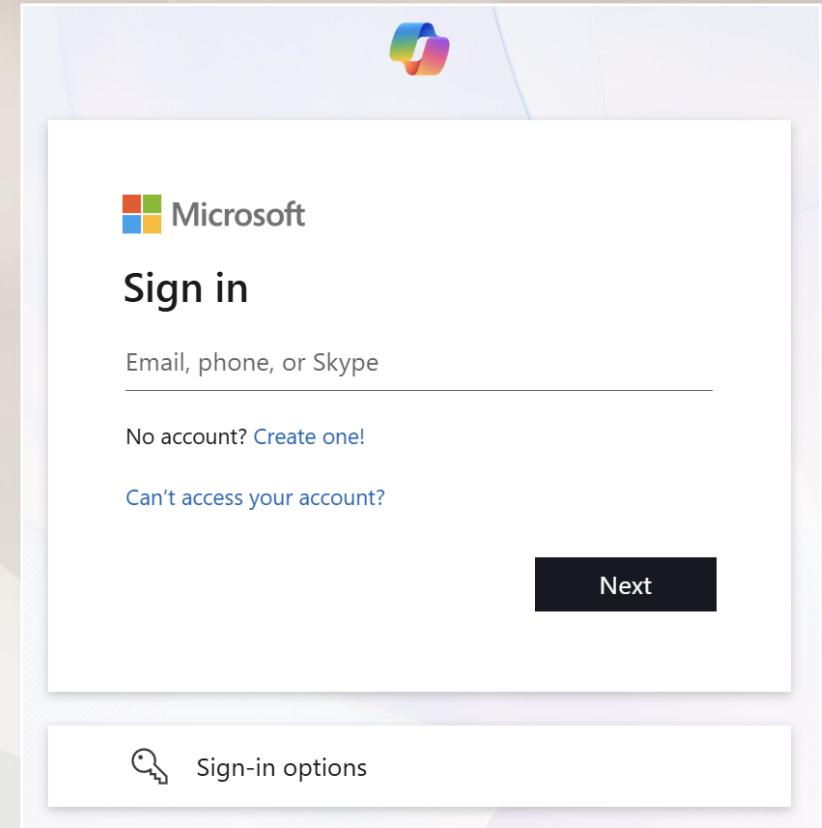
Andrea Fogel

Senior Global Solution Architect AI Business Solutions
AI Workforce, Microsoft



Step 1

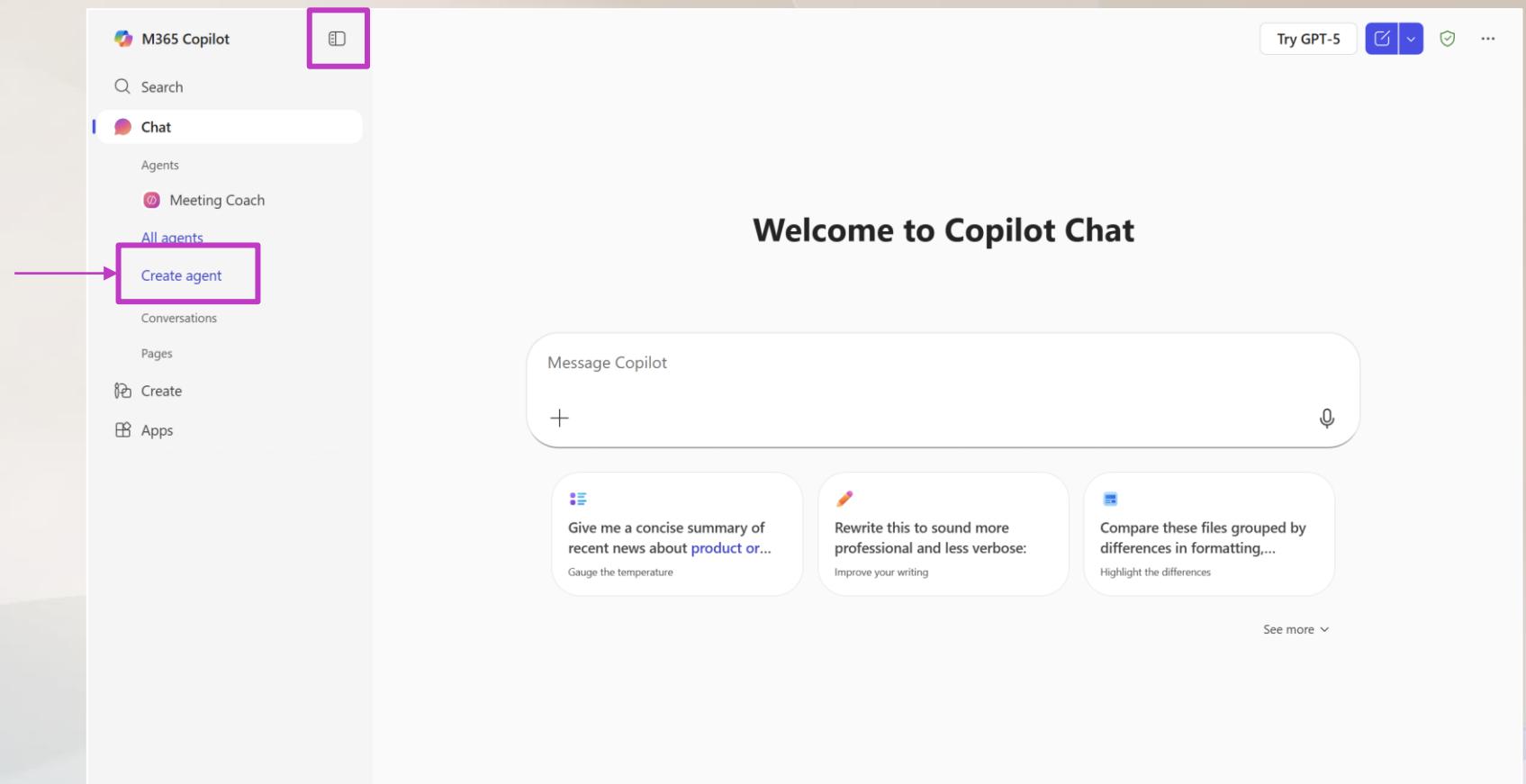
- Go to one of these three options:
 - **microsoft365.com/chat**
 - **Office.com/chat**
 - **Microsoft Teams (via the Copilot app)**
- **Sign in** with your Microsoft 365 account



Note: To create a Copilot Agent via the Microsoft Chat interface you require a Microsoft 365 Account. If you do not have this you can still complete the training on Founderz Platform, but you will not be able to build an agent.

Step 2

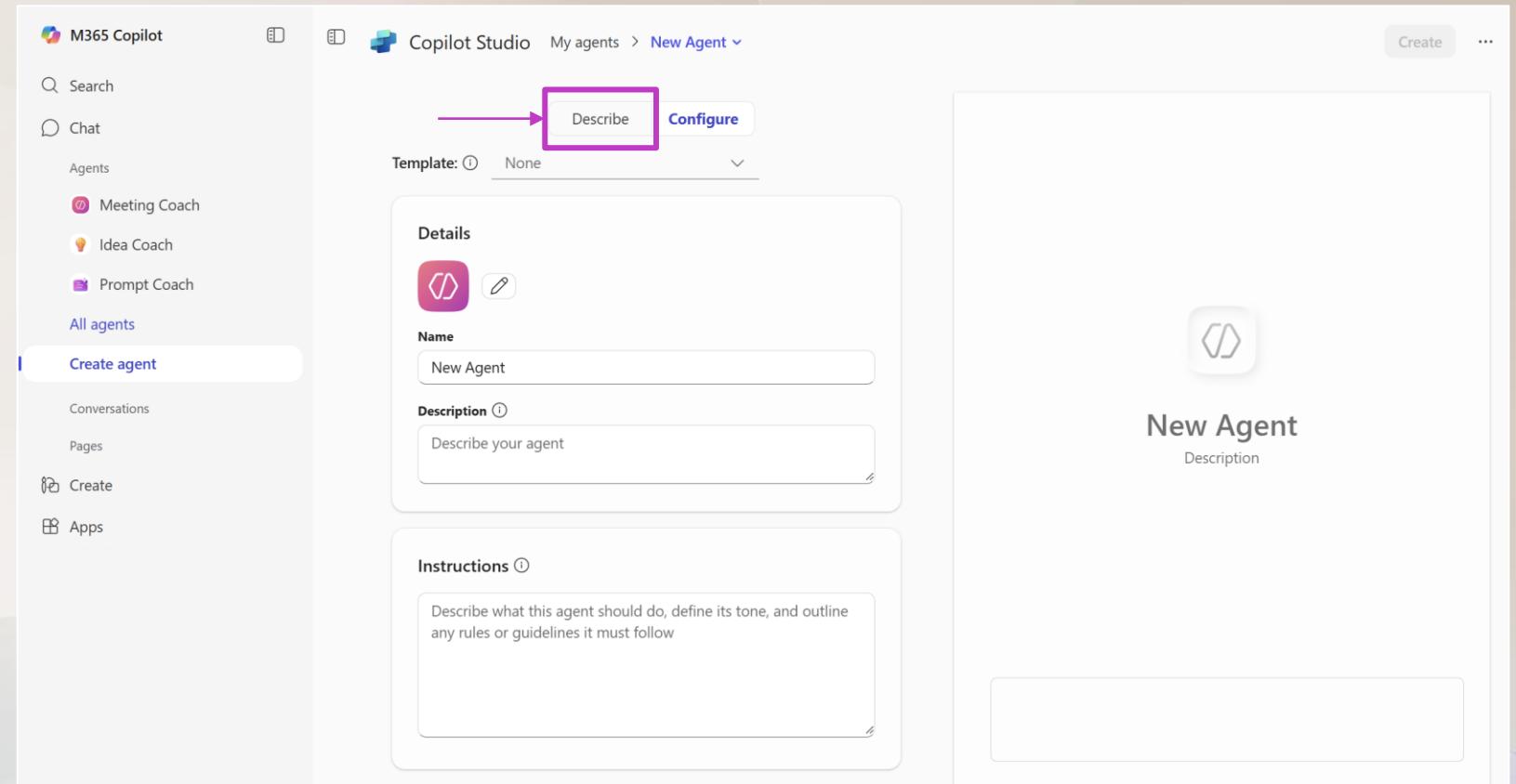
- Select **Create agent**



Note: If you do not have this option it means your IT Team / Administrator, has disabled your access to this capability. You will need to request access via your IT Team to be able to build an agent.

Step 3

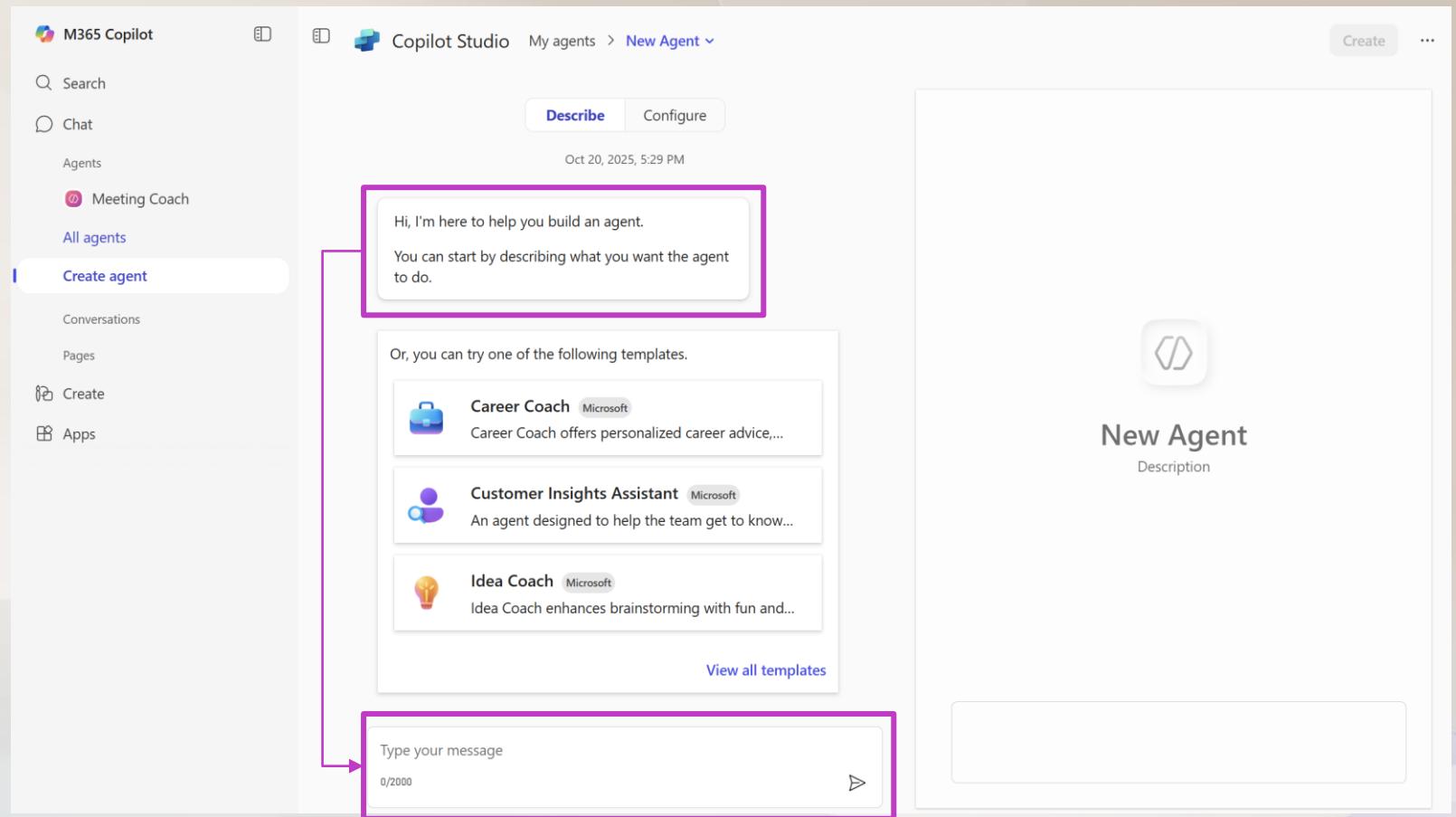
- Toggle to **Describe**



Note: You can stay on the Configure tab if you prefer, but then you have to do all of the thinking. If you toggle to Describe and follow the prompts, the agent builder will draft content for each field for you.

Step 4

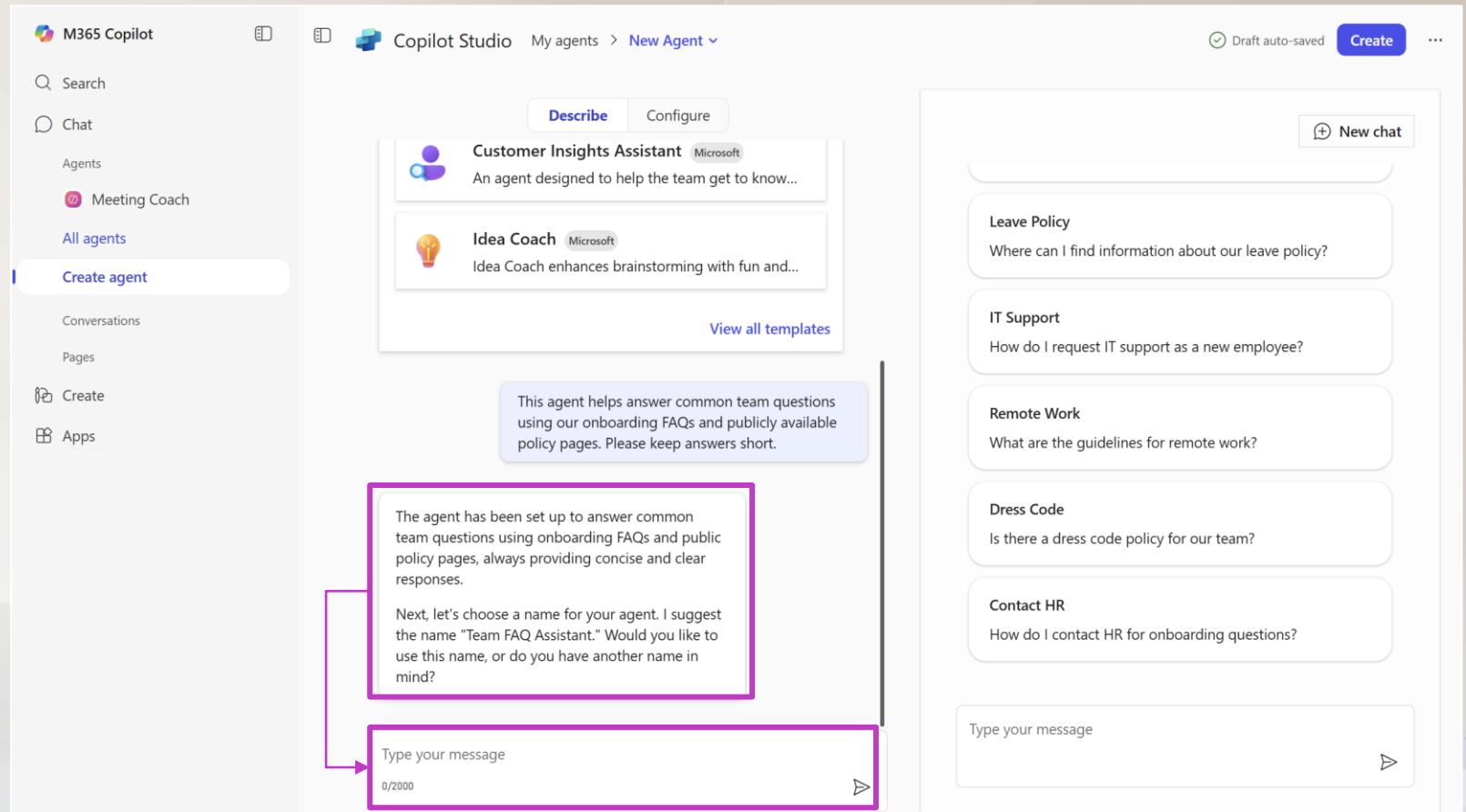
- **Describe** what you want the agent to do



Agent Description Example: This agent helps answer common team questions using our onboarding FAQs and publicly available policy pages. Please keep answers short.

Step 5

- **Name the agent**

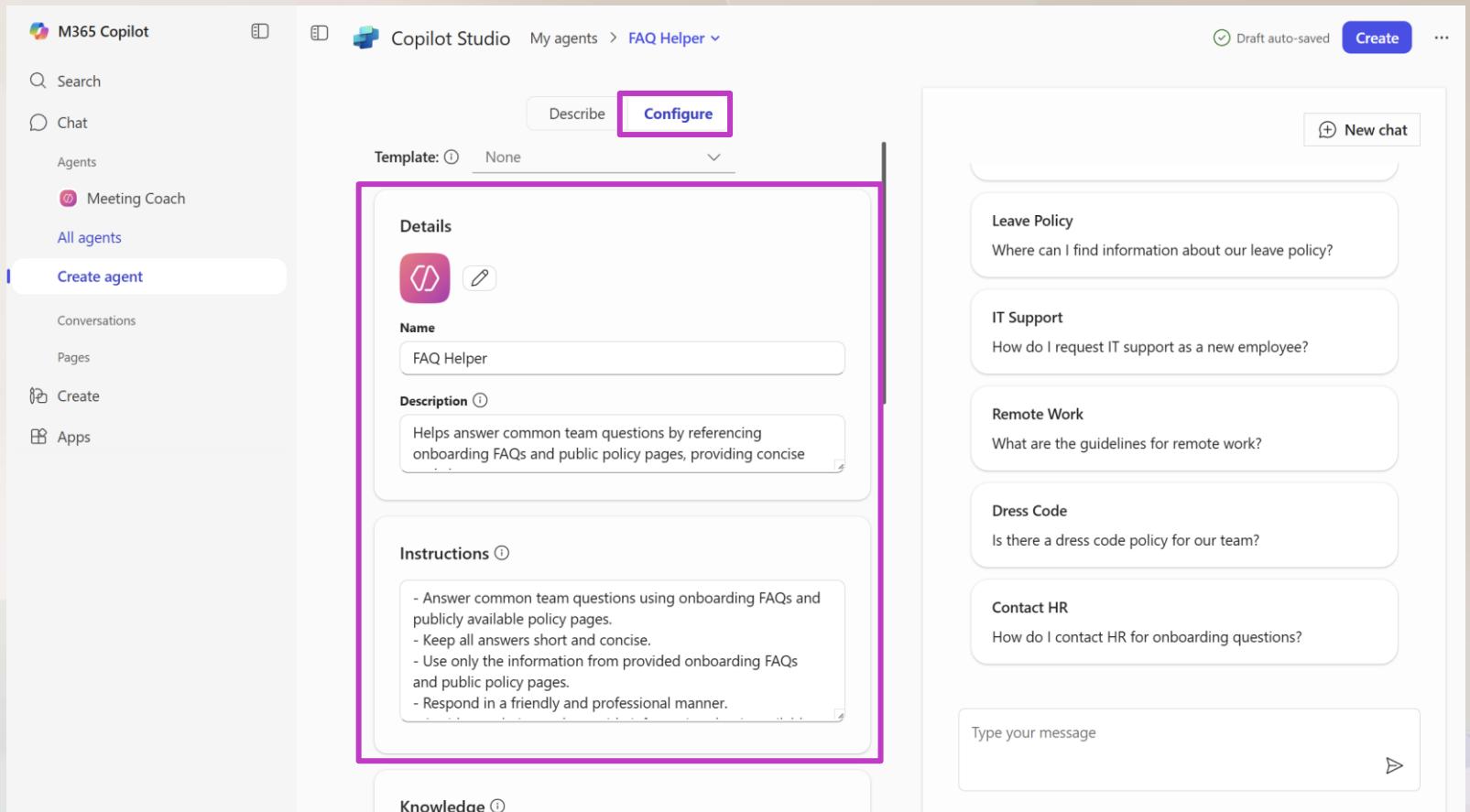


TIP: You can just say 'yes' if you would like to keep what has been suggested. Or type the name of your agent.

Name Change Example:
FAQ Helper

Step 6

- Toggle to **Configure**
- **Review & modify** each field



TIP: In the instructions we recommend adding a style block – a set of clear rules for how your agent should respond.

Extra Instructions Example:

- Answer in less than 120 words
- Answer "I don't know" if you are unsure
- Cite the source
- Always end with "I hope this was helpful to you"

Step 7

- In the “Knowledge” section, add a public website
- Toggle the ‘Prioritize the knowledge sources you added...’ to **on**.

The screenshot shows the Microsoft Copilot Studio interface. On the left, there's a sidebar with options like 'Search', 'Chat', 'Agents', 'Meeting Coach', 'All agents', 'Create agent' (which is selected), 'Conversations', 'Pages', 'Create', and 'Apps'. The main area is titled 'Copilot Studio' and shows 'My agents > FAQ Helper'. There are two tabs at the top: 'Describe' and 'Configure', with 'Configure' being active. The 'Knowledge' section contains a text input field 'Enter a URL' and a toggle switch labeled 'Prioritize the knowledge sources you added for agent knowledge-based queries.' This toggle switch is highlighted with a pink rectangle. Below it is the 'Capabilities' section, which includes 'Code interpreter' and 'Image generator' toggles. The 'Suggested prompts' section lists several items with titles like 'Team Onboarding', 'Leave Policy', 'IT Support', 'Remote Work', and 'Dress Code', each associated with a message snippet and a delete icon. To the right, the 'FAQ Helper' card is displayed, showing its purpose: 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.' It lists categories like 'Team Onboarding', 'Leave Policy', 'IT Support', 'Remote Work', 'Dress Code', and 'Contact HR', each with a brief description. At the bottom is a message input field 'Type your message'.

TIP:

- Public websites are a simple and cost-free knowledge source for your agent. You can use up to 4 public website.
- Remember to toggle it on.

Example public website:
<https://www.microsoft.com/human-resources>

Step 8

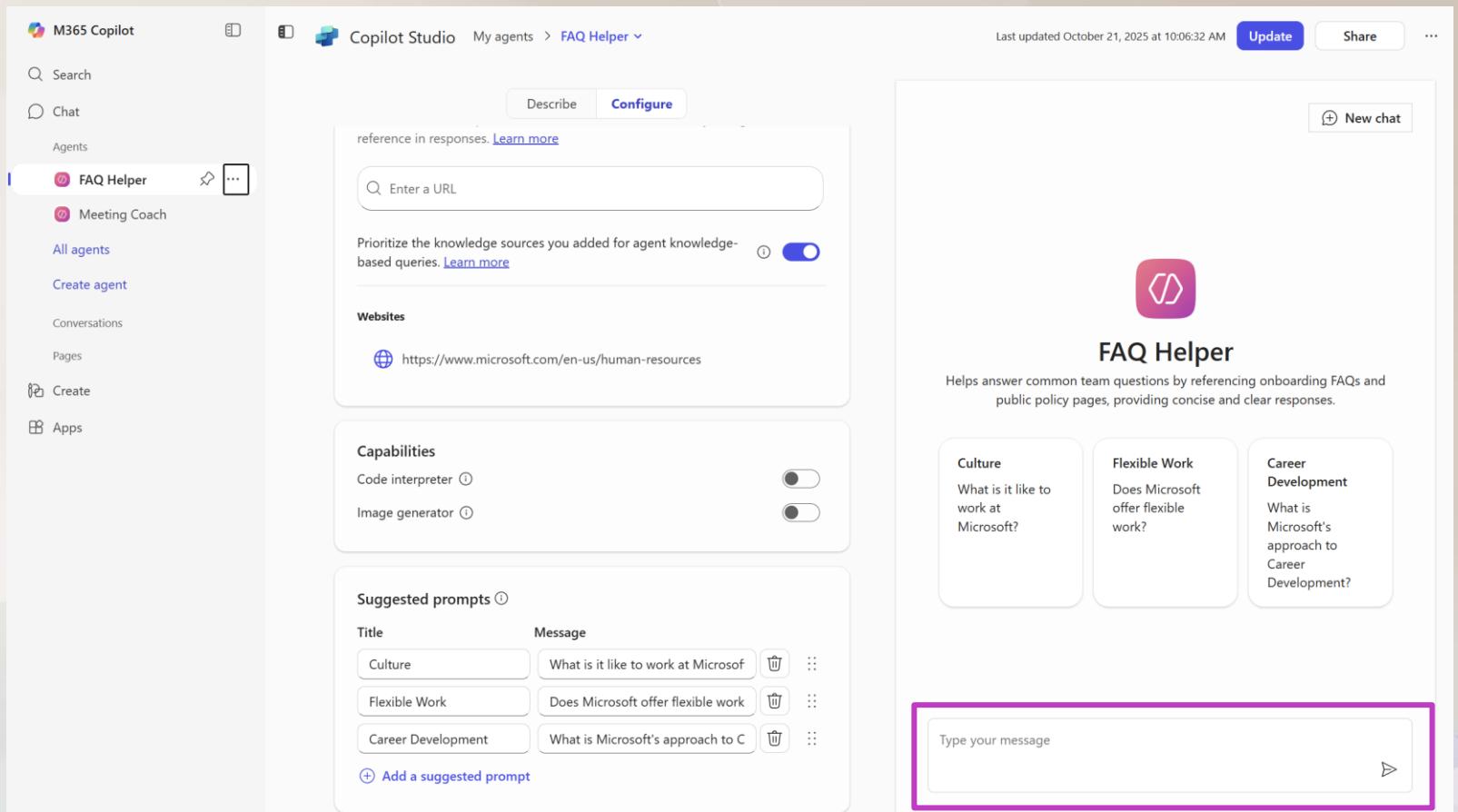
- **Review, modify, remove or add Suggested Prompts**

The screenshot shows the Microsoft Copilot Studio interface for creating an 'FAQ Helper' agent. On the left, a sidebar lists various features: M365 Copilot, Search, Chat, Agents, Meeting Coach, All agents, Create agent (which is selected), Conversations, Pages, Create, and Apps. The main area is titled 'Copilot Studio' and shows 'My agents > FAQ Helper'. It has tabs for 'Describe' and 'Configure'. Under 'Knowledge', there's a section to 'Enter a URL' and a toggle switch for prioritizing knowledge sources. Under 'Capabilities', there are switches for 'Code interpreter' and 'Image generator'. A large callout box highlights the 'Suggested prompts' section, which lists five items: 'Team Onboarding' (Message: 'What is the process for new team'), 'Leave Policy' (Message: 'Where can I find information about leave policy'), 'IT Support' (Message: 'How do I request IT support as a new employee?'), 'Remote Work' (Message: 'What are the guidelines for remote work?'), and 'Dress Code' (Message: 'Is there a dress code policy for our team?'). Each item has a trash bin icon and a more options menu icon. To the right, the 'FAQ Helper' card is shown with a purple icon, a title, and a description: 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.' Below the card are six categories: Team Onboarding, Leave Policy, IT Support, Remote Work, Dress Code, and Contact HR, each with a brief description. At the bottom is a message input field.

TIP: Sometimes the AI generated title is too generic, rename these to something that is more relevant to the user.

Step 9

- **Test** your agent by typing questions into the message box



TIP: If your agent does not provide the answers you want it to, that is your flag to fine tune in the configure section by either adding or refining the knowledge sources used or editing the instructions on how the agent should respond.

Step 9 (cont)

The screenshot shows the Copilot Studio interface with the 'FAQ Helper' agent selected. On the left, there's a sidebar with 'Copilot Studio' and 'My agents > FAQ Helper'. Below it are sections for 'Describe' (with a URL input field), 'Configure' (with a toggle for prioritizing knowledge sources), 'Websites' (listing 'https://www.microsoft.com/en-us/human-resources'), and 'Capabilities' (with toggles for 'Code interpreter' and 'Image generator'). A large central panel is titled 'FAQ Helper' and describes its function: 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.' It features three cards: 'Culture' (What is it like to work at Microsoft?), 'Flexible Work' (Does Microsoft offer flexible work?), and 'Career Development' (What is Microsoft's approach to Career Development?). At the bottom is a message input field: 'Type your message'.

A 'New chat' window is open. The user asks: 'What is Microsoft's approach to Career Development?'. The AI response, from 'FAQ Helper' (AI-generated content may be incorrect), states: 'Microsoft's approach to career development focuses on **empowering employees** through learning, growth, and leadership. Their HR mission is to support people who empower others to achieve more. Key elements include:' followed by a bulleted list: • Clear leadership principles: "Create clarity, generate energy, and deliver success" 1. • Manager excellence: Managers are expected to empower and support employees through modeling, coaching, and caring 2. • Talent development: Microsoft continuously evolves its recruitment and retention strategies to align with modern work practices 3. The response concludes with 'You can explore more [here](#)' and a link to the Microsoft careers page.

Another 'New chat' window is open. The user asks: 'how do i apply for a job?'. The AI response, from 'FAQ Helper' (AI-generated content may be incorrect), suggests visiting the [Talent Acquisition & Management page](#). It outlines inclusive hiring practices and provides resources for job seekers. The response concludes with 'I hope this was helpful to you.' and a link to the Microsoft careers page.

Step 10

- Click **Create**

The screenshot shows the Microsoft Copilot Studio interface. At the top, there's a navigation bar with the M365 Copilot logo, a search bar, and a 'Copilot Studio' section showing 'My agents > FAQ Helper'. Below the navigation is a sidebar with links like 'Search', 'Chat', 'Agents', 'Meeting Coach', 'All agents', and a prominent 'Create agent' button, which is highlighted with a purple box and a downward arrow pointing to it from the top right.

The main content area is titled 'FAQ Helper' with a sub-instruction: 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.' It features a large icon of a speech bubble with a checkmark.

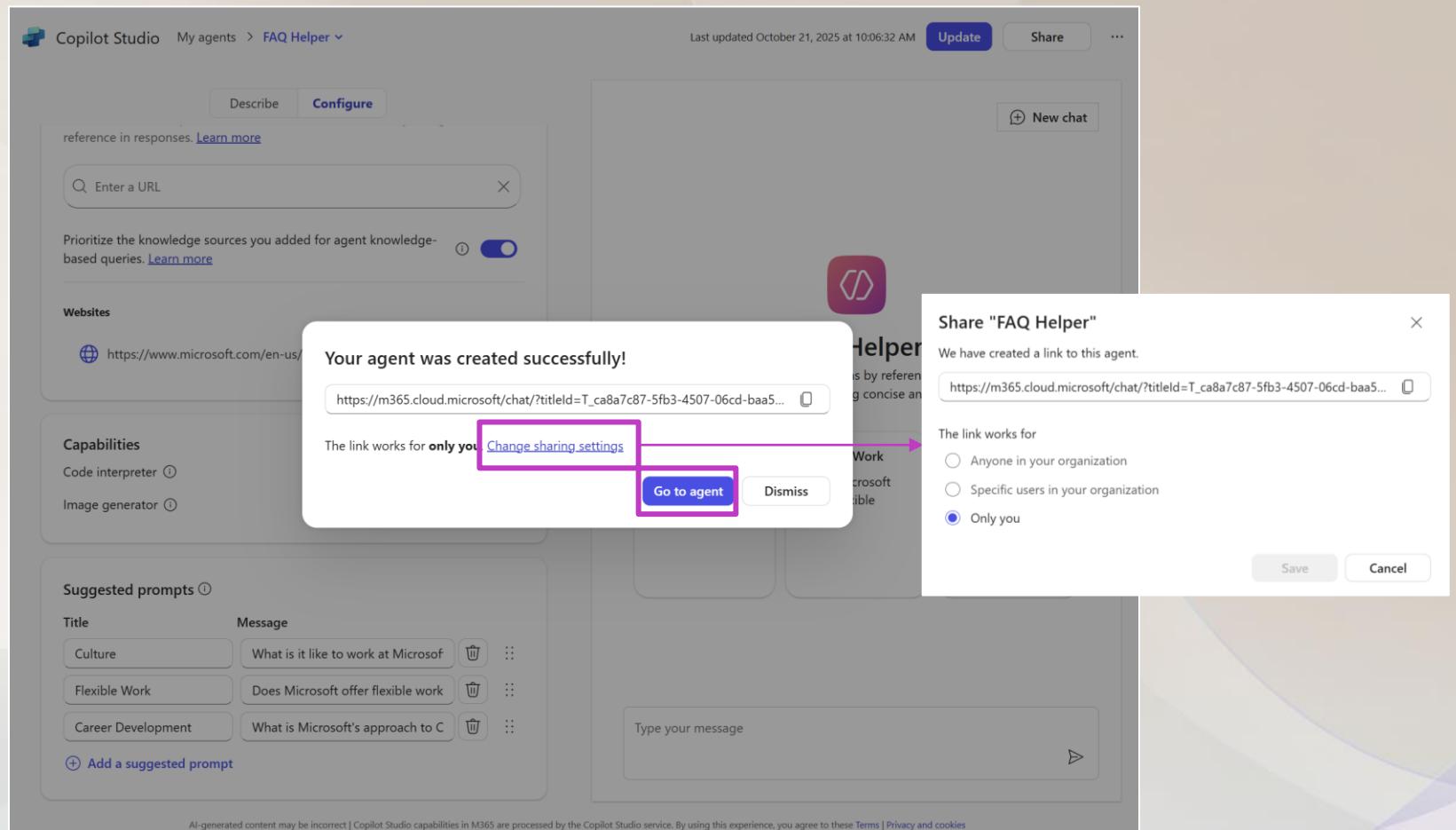
On the left side of the main area, there are sections for 'Websites' (with a URL input field), 'Capabilities' (with toggle switches for 'Code interpreter' and 'Image generator'), and 'Suggested prompts' (listing 'Culture', 'Flexible Work', and 'Career Development' with their respective messages and delete/ellipsis icons). A blue 'Describe' button is visible above the websites section.

On the right side, there are three cards: 'Culture' (What is it like to work at Microsoft?), 'Flexible Work' (Does Microsoft offer flexible work?), and 'Career Development' (What is Microsoft's approach to Career Development?). Below these cards is a large text input field labeled 'Type your message' with a send button.

At the very bottom right of the interface, there's a small 'Create' button, which is also highlighted with a purple box and a downward arrow pointing to it from the top right.

Step 11

- Share with others by clicking **Change sharing settings**
- Or simply **Go to Agent**



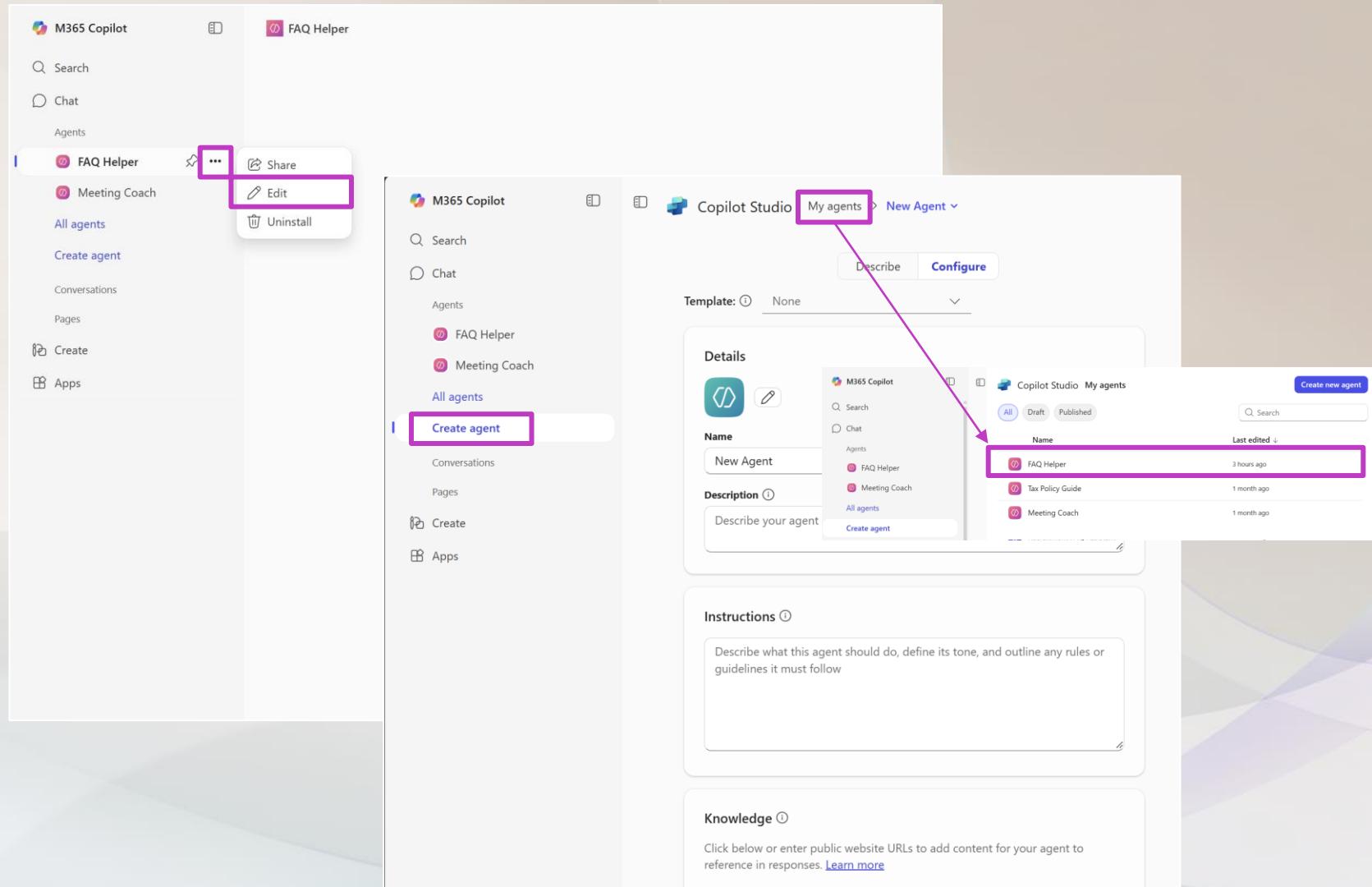
TIP: It's a great idea to share with colleagues and ask them to test out your agent.

Step 12

- To edit your agent, click the **three radio dots** and select **edit**

OR

- If you cannot see your agent, click **Create agent** select **My agents** and click agent to edit



You have now built your first AI Agent!

BUILD CHALLENGE TIPS

01

FOCUS

The Agent-a-thon is designed to make you rapidly prototype.

Leverage AI to help you build fast & finesse later.

02

LEARNING

Refer to your learning & notes on the Founderz Platform. Andrea has provided a breadth of detail to help you along.

[Aka.ms/FounderzLearn](https://aka.ms/FounderzLearn)

03

FELLOW

Work with your 'Fellow' to brainstorm ideas, overcome blockers, or have a friendly chat.

[Aka.ms/FounderzFellow](https://aka.ms/FounderzFellow)

04

Q & A

We have these slides and our Microsoft MVPs in the Teams Q&A section, ready to help you if you have questions.

[Aka.ms/AgentBriefing](https://aka.ms/AgentBriefing)

-
Q&A in Teams

JUDGING CRITERIA

INNOVATION

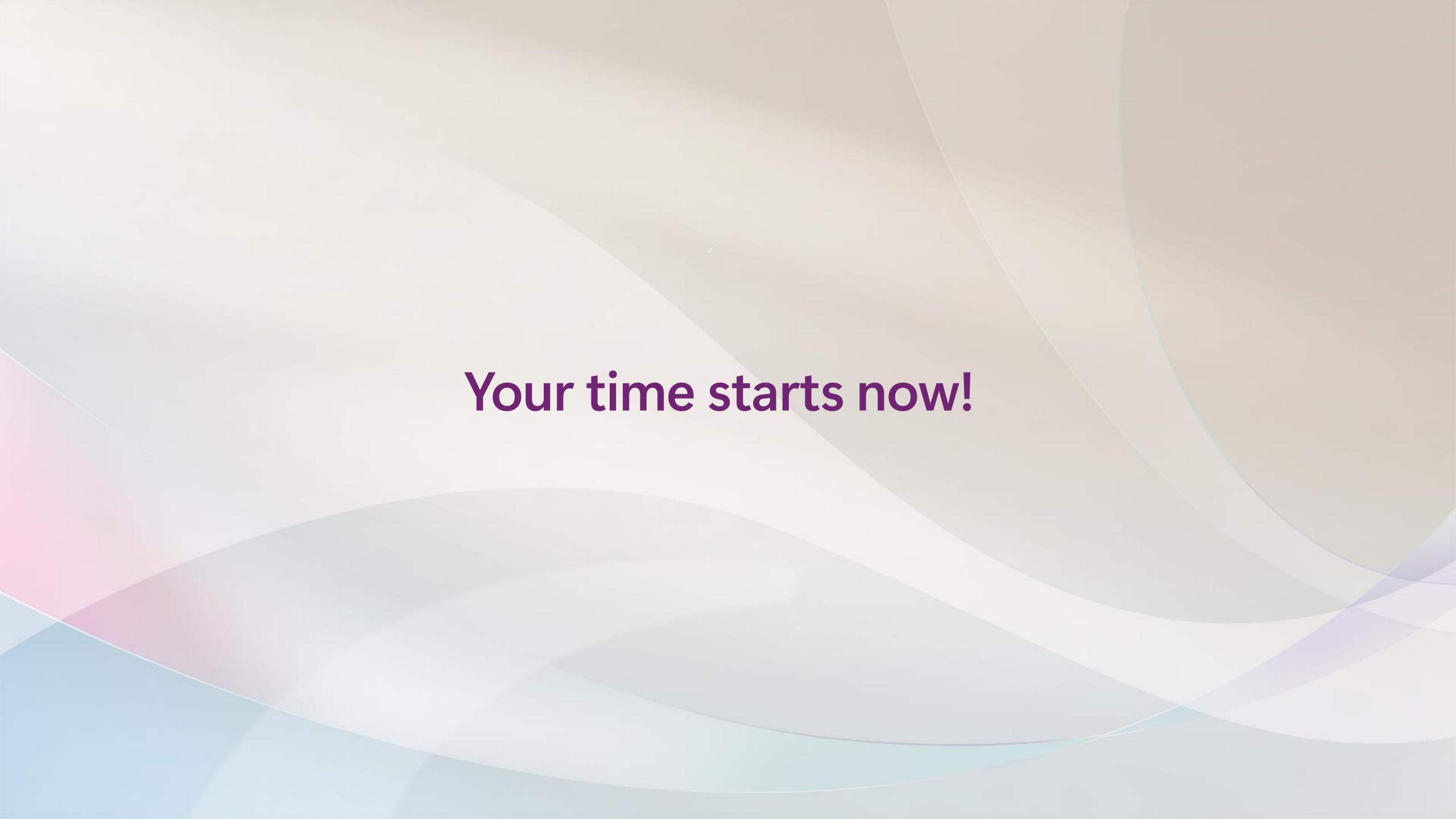
How original is the AI Agent?

USABILITY

How usable is the AI agent?

IMPACT

What is the potential quantitative and qualitative impact of the AI Agent



Your time starts now!