



Welcome to the Agent-a-thon, Explorers!



Navigating Teams

Teams Live Navigation

Need help? **Leave**

Setting up for success

PRE-LEARNING

- REGISTER FOR LEARNING**
Aka.ms/FounderzRegister
- RE-ACCESS LEARNING**
Aka.ms/FounderzLearn

VOICE AGENT

CHAT WITH YOUR FELLOW
Aka.ms/FounderzFellow

AGENT-A-THON
Microsoft Capital & AI Agents Summit

Live event Q&A

Featured My questions Most recent

Moderator 1:42 PM
Welcome to the Agent-a-thon! Missed something? Download the Slides here: <https://aka.ms/AgentBriefing>

Julia (You) 1:51 PM
How long will we have to build our agent today?

Moderator 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.

Ask a question

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

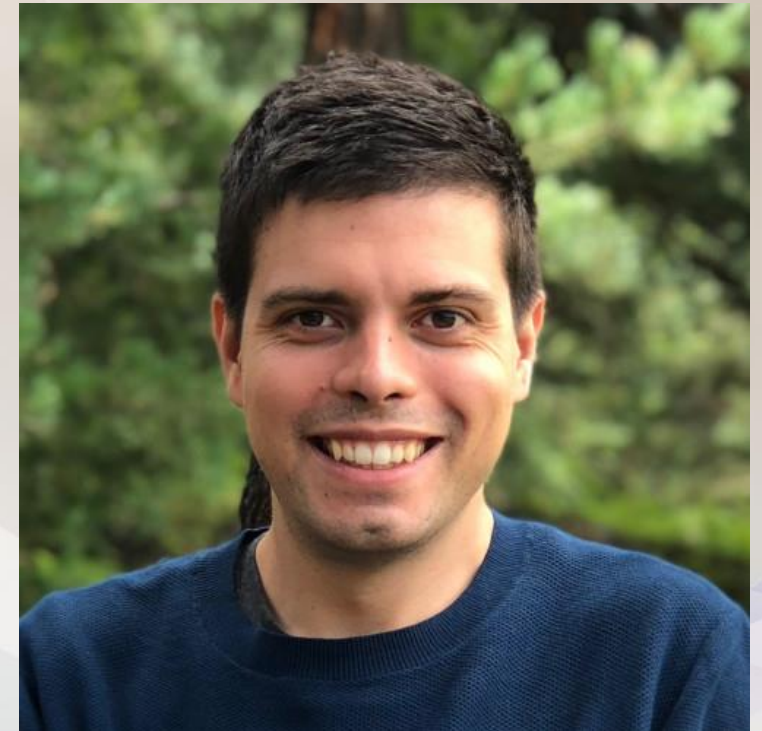
Meet your hosts



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Meet your Microsoft MVPs



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Johnson de Souza Cruz
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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

PRE-LEARNING

REGISTER FOR LEARNING

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

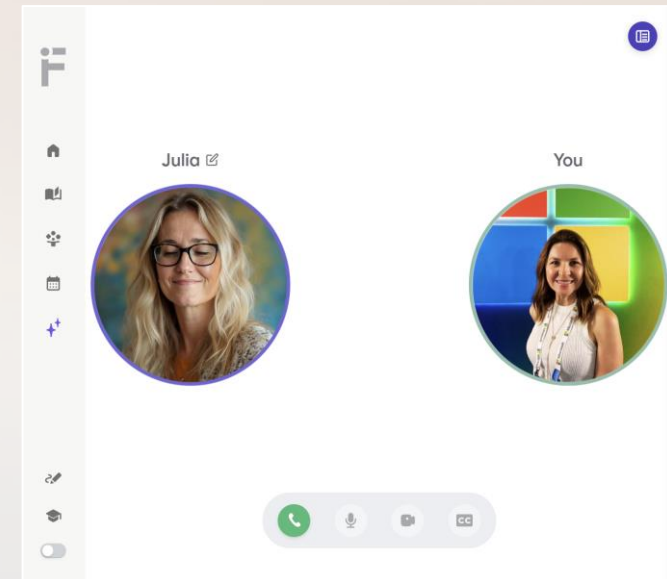
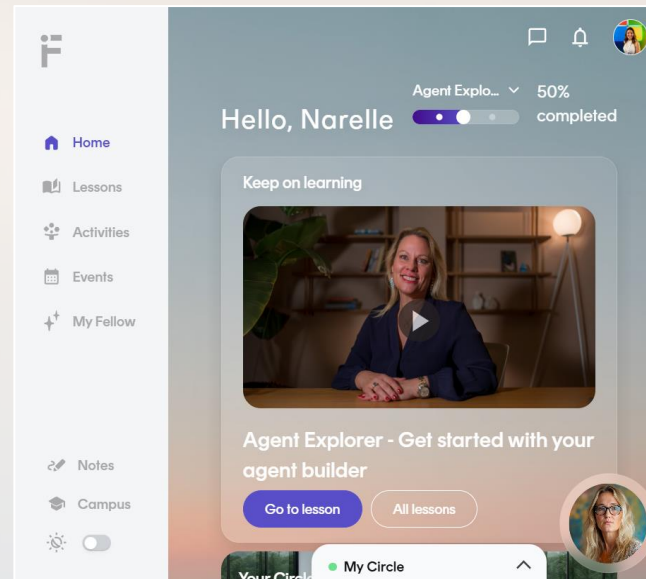
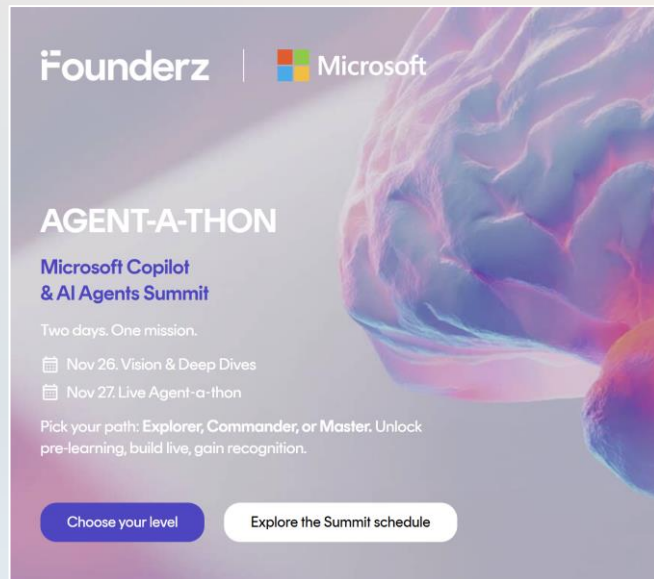
RE-ACCESS LEARNING

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

VOICE AGENT

CHAT WITH YOUR FELLOW

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



12 steps to building your AI Agent

Within the Microsoft Copilot Chat
interface (no licence required)

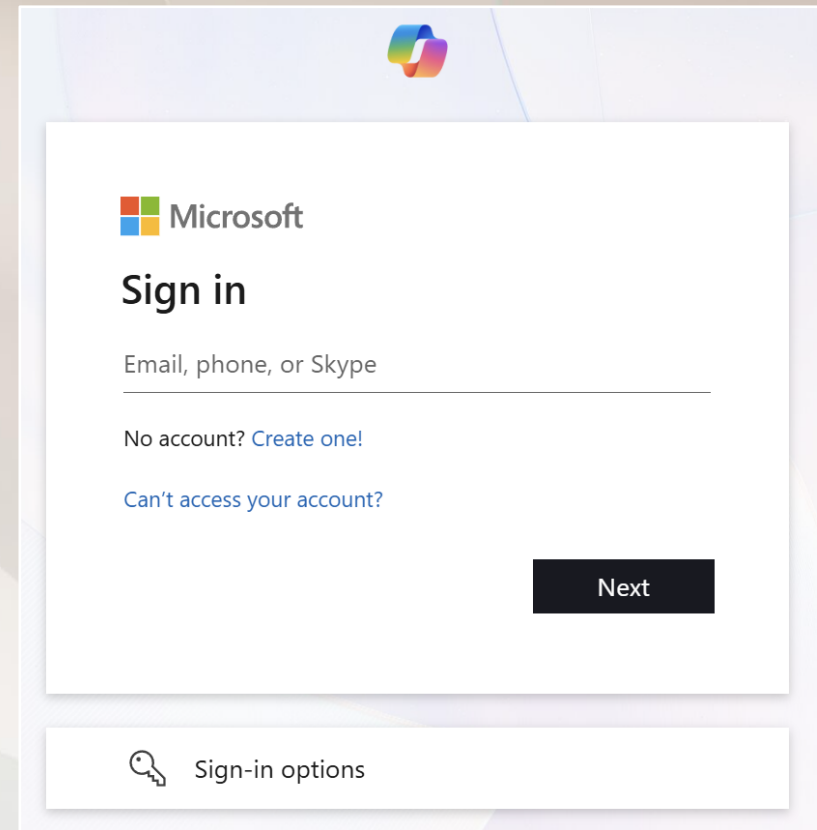
Andrea Fogel


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

A screenshot of the Microsoft sign-in interface. At the top right is the Copilot logo. The main content area features the Microsoft logo and the text "Sign in". Below this is a text input field labeled "Email, phone, or Skype". Under the input field are two links: "No account? Create one!" and "Can't access your account?". A black "Next" button is positioned to the right of the input field. At the bottom, there is a white box containing a key icon and the text "Sign-in options".



 Microsoft


Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

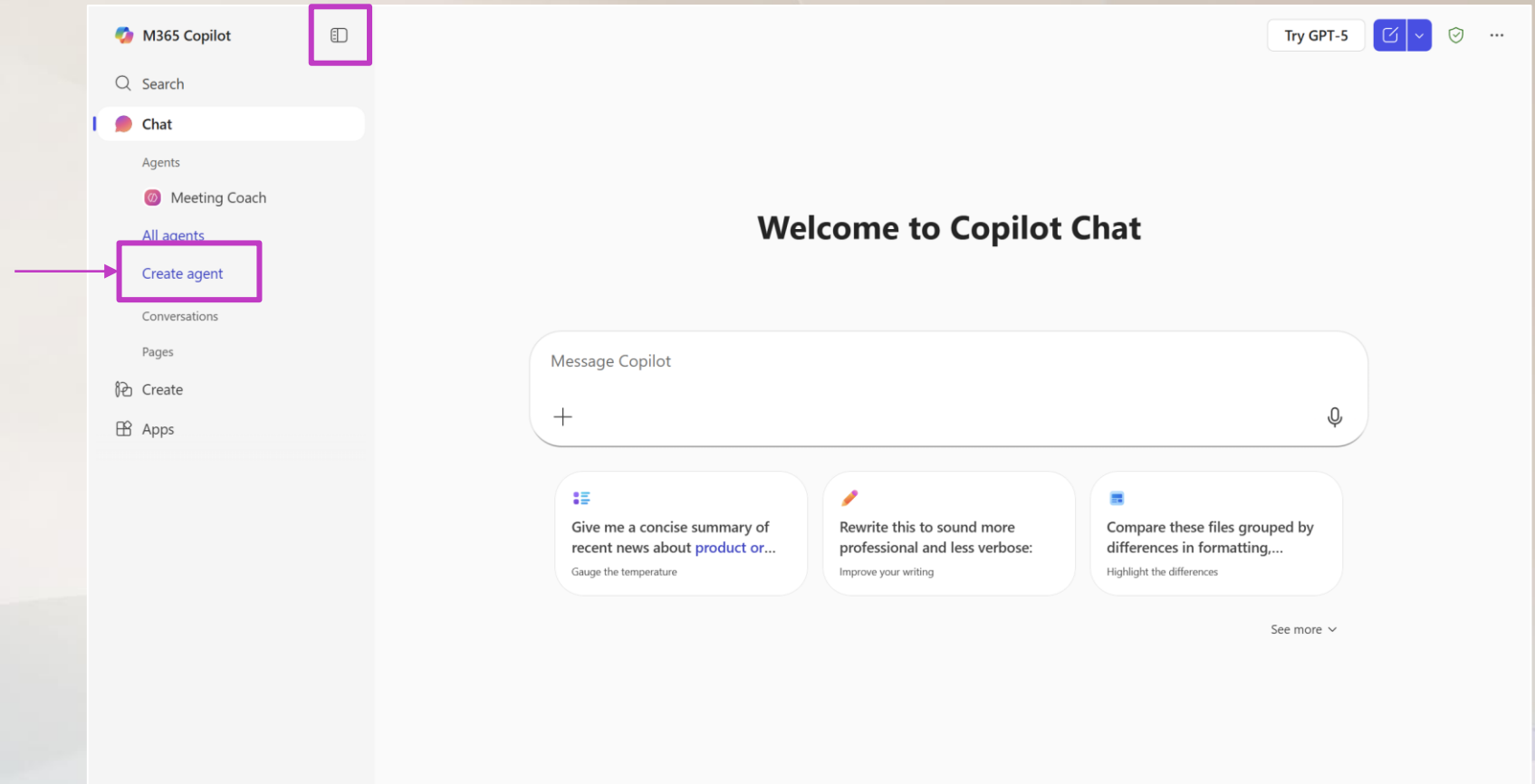
Next

 Sign-in options

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

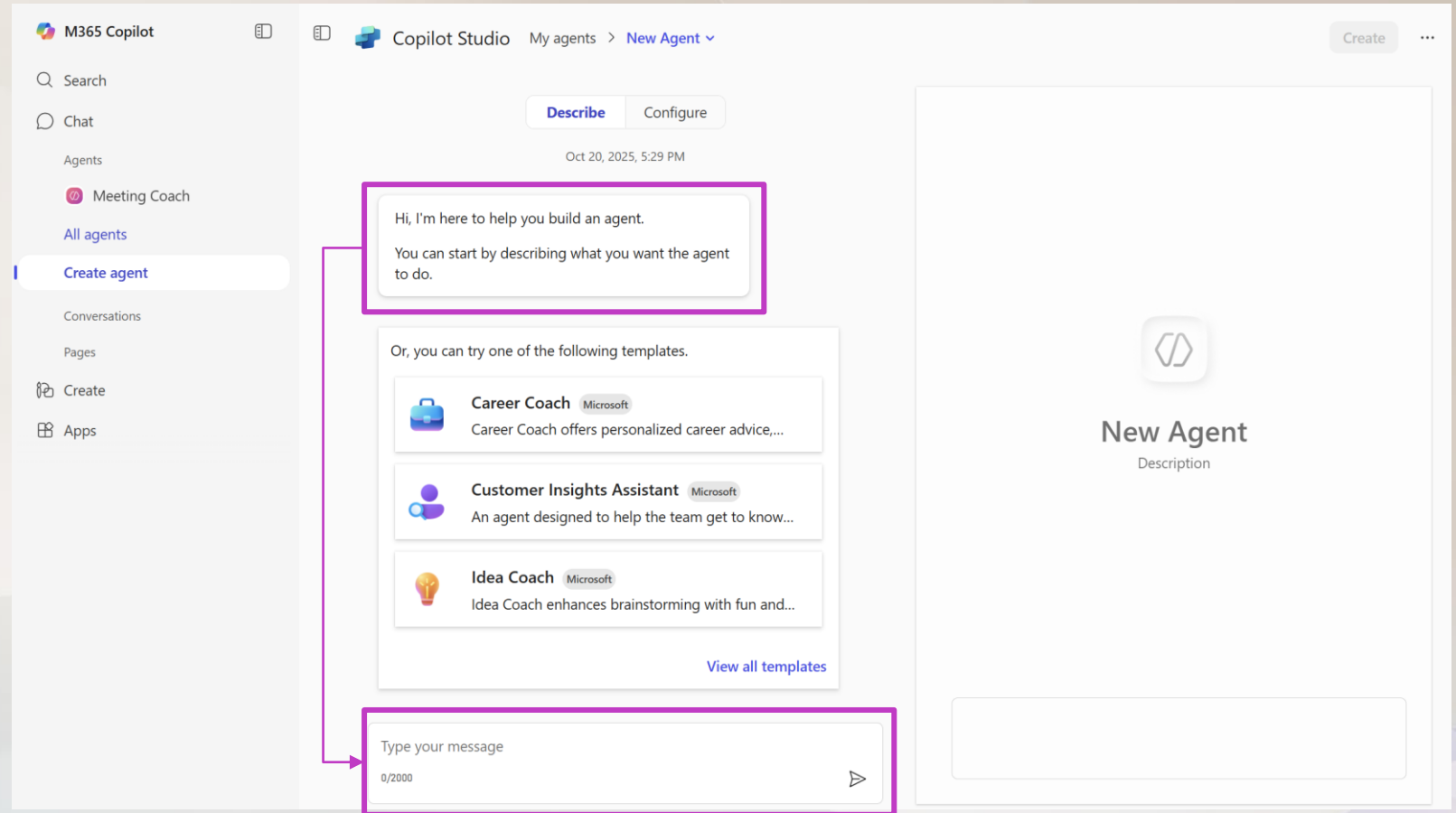
- Toggle to **Describe**

The screenshot shows the Copilot Studio interface for creating a new agent. The left sidebar contains navigation links: Search, Chat, Agents, Meeting Coach, Idea Coach, Prompt Coach, All agents, Create agent (highlighted), Conversations, Pages, Create, and Apps. The main content area is titled 'Copilot Studio My agents > New Agent'. At the top, there are two tabs: 'Describe' (selected and highlighted with a red box) and 'Configure'. Below the tabs, the 'Template' is set to 'None'. The 'Details' section includes a 'Name' field with 'New Agent' and a 'Description' field with 'Describe your agent'. The 'Instructions' section contains a text area with the prompt: 'Describe what this agent should do, define its tone, and outline any rules or guidelines it must follow'. On the right, there is a large box for the agent's description, currently showing 'New Agent' and 'Description'.

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

M365 Copilot

Copilot Studio My agents > New Agent

Describe Configure

Customer Insights Assistant Microsoft
An agent designed to help the team get to know...

Idea Coach Microsoft
Idea Coach enhances brainstorming with fun and...

[View all templates](#)

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

The agent has been set up to answer common team questions using onboarding FAQs and public policy pages, always providing concise and clear responses.

Next, let's choose a name for your agent. I suggest the name "Team FAQ Assistant." Would you like to use this name, or do you have another name in mind?

Type your message
0/2000

New chat

Leave Policy
Where can I find information about our leave policy?

IT Support
How do I request IT support as a new employee?

Remote Work
What are the guidelines for remote work?

Dress Code
Is there a dress code policy for our team?

Contact HR
How do I contact HR for onboarding questions?

Type your message

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

The screenshot shows the 'Configure' tab in Copilot Studio for an agent named 'FAQ Helper'. The interface is divided into several sections: 'Details', 'Instructions', and 'Knowledge'. The 'Details' section includes a 'Name' field with the value 'FAQ Helper' and a 'Description' field with the text 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise'. The 'Instructions' section contains a list of four rules for the agent's responses. The 'Knowledge' section is partially visible at the bottom. On the right side of the interface, there is a 'New chat' button and a list of example questions categorized by topic: Leave Policy, IT Support, Remote Work, Dress Code, and Contact HR. A 'Type your message' input field is at the bottom right.



M365 Copilot

Copilot Studio My agents > FAQ Helper

Describe **Configure**

Template: None

Details

Name

FAQ Helper

Description

Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise

Instructions

- Answer common team questions using onboarding FAQs and publicly available policy pages.
- Keep all answers short and concise.
- Use only the information from provided onboarding FAQs and public policy pages.
- Respond in a friendly and professional manner.

Knowledge

Leave Policy
Where can I find information about our leave policy?

IT Support
How do I request IT support as a new employee?

Remote Work
What are the guidelines for remote work?

Dress Code
Is there a dress code policy for our team?

Contact HR
How do I contact HR for onboarding questions?

Type your message

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**.

M365 Copilot Copilot Studio My agents > FAQ Helper

Describe Configure

Knowledge

Click below or enter public website URLs to add content for your agent to reference in responses. [Learn more](#)

Enter a URL

Prioritize the knowledge sources you added for agent knowledge-based queries. [Learn more](#) ☒

Capabilities

Code interpreter ☐

Image generator ☐

Suggested prompts

Title	Message	
Team Onboarding	What is the process for new team	
Leave Policy	Where can I find information about	
IT Support	How do I request IT support as a	
Remote Work	What are the guidelines for remot	
Dress Code	Is there a dress code policy for ou	

FAQ Helper

Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.

Team Onboarding: What is the process for new team members to get started?

Leave Policy: Where can I find information about our leave policy?

IT Support: How do I request IT support as a new employee?

Remote Work: What are the guidelines for remote work?

Dress Code: Is there a dress code policy for our team?

Contact HR: How do I contact HR for onboarding questions?

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 'Configure' tab for an agent named 'FAQ Helper' in Copilot Studio. The left sidebar shows the navigation menu with 'Create agent' selected. The main area has tabs for 'Describe' and 'Configure'. The 'Suggested prompts' section is highlighted with a red box and contains the following table:

Title	Message		
Team Onboarding	What is the process for new team		
Leave Policy	Where can I find information about		
IT Support	How do I request IT support as a		
Remote Work	What are the guidelines for remote		
Dress Code	Is there a dress code policy for our		

The right sidebar shows a preview of the 'FAQ Helper' chat interface, which includes a header with the agent's name and a description, followed by six cards for different topics: Team Onboarding, Leave Policy, IT Support, Remote Work, Dress Code, and Contact HR. Each card contains a question related to that topic. At the bottom is a text input field for the user's message.

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

The screenshot displays the Copilot Studio interface for an agent named 'FAQ Helper'. The left sidebar shows the 'Agents' section with 'FAQ Helper' selected. The main area is split into two views: 'Configure' and 'Chat'.

Configure View:

- Describe** and **Configure** tabs are at the top.
- A search bar labeled 'Enter a URL' is present.
- A toggle switch for 'Prioritize the knowledge sources you added for agent knowledge-based queries' is turned on.
- Websites:** A list containing 'https://www.microsoft.com/en-us/human-resources'.
- Capabilities:** Two toggle switches for 'Code interpreter' and 'Image generator' are both turned on.
- Suggested prompts:** A table with three rows: '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?). Each row has a trash icon and a menu icon.
- A link '+ Add a suggested prompt' is at the bottom.

Chat View:

- The title 'FAQ Helper' is at the top.
- A description: 'Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.'
- Three cards represent the suggested prompts: 'Culture', 'Flexible Work', and 'Career Development'.
- A text input field at the bottom is labeled 'Type your message' and is highlighted with a red border.

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)

Copilot Studio My agents > FAQ Helper

Describe Configure

reference in responses [Learn more](#)

Enter a URL

Prioritize the knowledge sources you added for agent knowledge-based queries. [Learn more](#)

Websites

<https://www.microsoft.com/en-us/human-resources>

Capabilities

Code interpreter ☐

Image generator ☐

Suggested prompts

Title	Message
Culture	What is it like to work at Microsoft?
Flexible Work	Does Microsoft offer flexible work?
Career Development	What is Microsoft's approach to Career Development?

+ Add a suggested prompt

FAQ Helper

Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.

New chat

Type your message

New chat

What is Microsoft's approach to Career Development?

FAQ Helper AI-generated content may be incorrect

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:

- 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.

You can explore more [here](#) 1.

I hope this was helpful to you.

3 references

- <https://www.microsoft.com...>
- [Leaders & manager excell...](#)
- [Talent acquisition & mana...](#)

New chat

how do i apply for a job?

FAQ Helper AI-generated content may be incorrect

To apply for a job at Microsoft, visit the [Talent Acquisition & Management page](#) 1. It outlines their inclusive hiring practices and provides resources for job seekers. You can explore open roles, learn about the recruitment process, and apply directly through their careers portal.

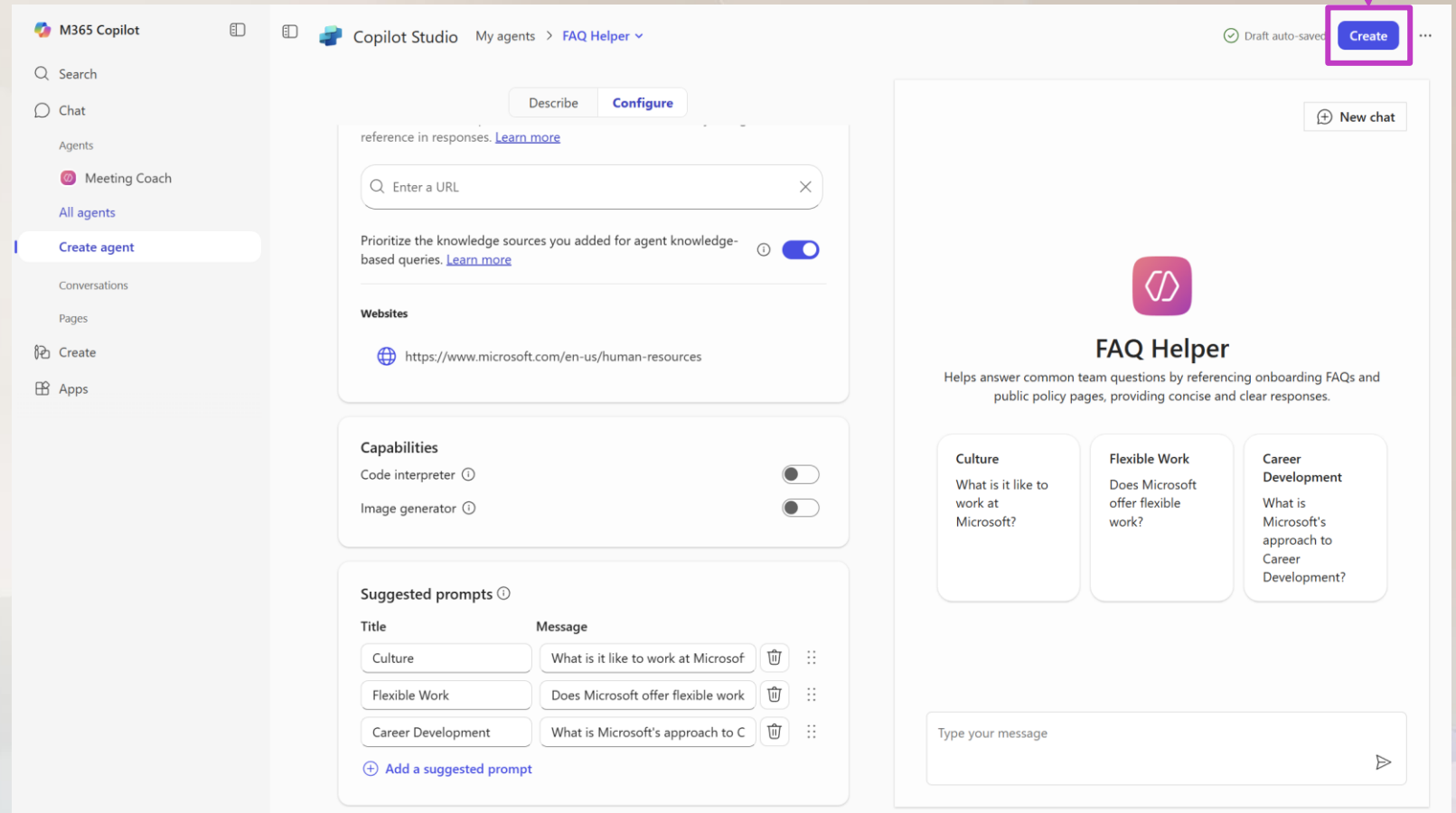
I hope this was helpful to you.

1 reference

- <https://www.microsoft.com...>

Step 10

- Click **Create**



The screenshot displays the Copilot Studio interface for creating an agent named 'FAQ Helper'. The left sidebar shows the 'Create agent' option highlighted. The main area is divided into two panels: 'Configure' and 'Preview'.

Configure Panel:

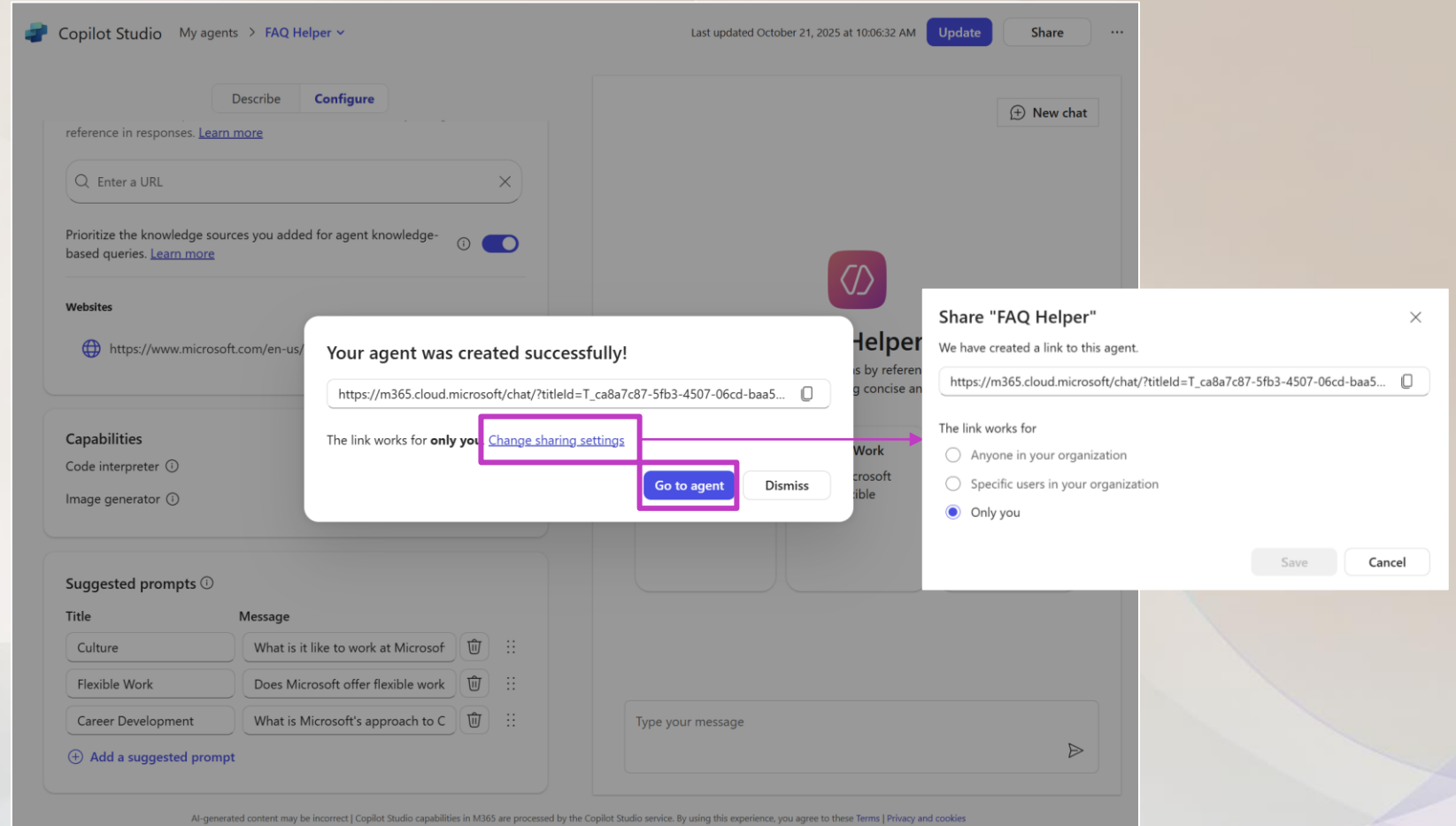
- Describe:** reference in responses. [Learn more](#)
- Configure:** Enter a URL (search bar), Prioritize the knowledge sources you added for agent knowledge-based queries. [Learn more](#) (toggle on), Websites (https://www.microsoft.com/en-us/human-resources), Capabilities (Code interpreter, Image generator - both toggled off), and Suggested prompts (Culture, Flexible Work, Career Development - each with a message and delete icon).

Preview Panel:

- FAQ Helper:** Helps answer common team questions by referencing onboarding FAQs and public policy pages, providing concise and clear responses.
- FAQs:** 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?).
- Input:** Type your message (text input field with a send button).

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**

The image consists of two screenshots of the M365 Copilot interface, illustrating two methods to edit an agent.

Left Screenshot: Shows the M365 Copilot sidebar. The 'Agents' section is expanded, listing 'FAQ Helper' and 'Meeting Coach'. A purple box highlights the three-dot menu icon next to 'FAQ Helper', and another purple box highlights the 'Edit' option in the resulting dropdown menu.

Right Screenshot: Shows the 'Copilot Studio' interface. The 'My agents' tab is selected, displaying a list of agents. A purple box highlights the 'New Agent' button in the top right. A purple arrow points from this box to the 'FAQ Helper' agent in the list, which is also highlighted with a purple box. The 'FAQ Helper' agent is shown with its details, including a name, description, and instructions section.

Name	Last edited
FAQ Helper	3 hours ago
Tax Policy Guide	1 month ago
Meeting Coach	1 month ago



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!