

MS-4019



エージェントを使用して日常のビジネスプロセスを変革する

- ・本講義の内容は以下のMicrosoft Learnの教材に準拠しています

[エージェントを使用して日常のビジネスプロセスを変革する - Training | Microsoft Learn](#)

本コースについて

- ・本コースでは以下について解説します
 - ・Microsoft 365 Copilotで提供される事前構築済みエージェントの利用方法
 - ・Microsoft 365 Copilot チャット内でのエージェントの作成方法
 - ・SharePointサイト内でのエージェントの作成方法
 - ・作成したエージェントを組織内で共有する方法
- ・本コースにはラボ（演習環境）があります
 - ・英語版のみ
 - ・皆様のお手元の（皆様が普段使っている）Microsoft 365 Copilot環境は本コースでは使用しません

コース構成

- ・モジュール1 エージェントの使用を開始する
- ・モジュール2 事前構築済みの Microsoft 365 Copilot エージェントを調べる
 - ・演習1～5 エージェントの利用
- ・モジュール3 エージェントのビルドと管理
 - ・演習6～7 エージェントの作成
- ・モジュール4 エージェントの共有と使用

モジュール1



エージェントの使用を開始する

✓ 900 XP

33 分 • モジュール • 8 ユニット

このモジュールでは、エージェントが SharePoint と Microsoft Copilot チャットに埋め込まれた AI を利用したアシスタントとして機能する方法について説明します。提案を提供し、プロセスを自動化し、ユーザーが複雑なタスクをナビゲートするのを支援することで、リアルタイムのサポートを提供します。

概要 ▾

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
- Microsoft 365 Copilotの「エージェント」とは?
- エージェントを使うメリット
- エージェントの活用例: Researcher (リサーチツール) エージェント
- エージェントの種類
- エージェントを作成・使用できるユーザー
- エージェントを使用してコラボレーションを強化する
- エージェントのITガバナンス制御
- 知識確認クイズ
- まとめ

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Microsoft 365 Copilotとは？

- ・ビジネスユーザーの業務を支援する「アシスタントAI」
- ・Microsoft 365のアプリ（Word、Excel、PowerPoint等）の中の「Microsoft 365 Copilot」：ユーザーのアプリの操作を支援
- ・Microsoft TeamsやWebで利用できる「Microsoft 365 Copilot Chat」：ユーザーの質問に回答

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例: PowerPoint内のMicrosoft 365 Copilotの利用例

The screenshot shows a Microsoft 365 Copilot interface within a PowerPoint slide. A red box highlights the top-left corner of the slide area. A context menu is open at the top center, with the first item, '新しいプレゼンテーションの作成(C)', highlighted with a red border. The main slide content consists of the Japanese text 'タイトルを入力' (Input title) and 'サブタイトルを入力' (Input subtitle). Below the slide, a note section is labeled 'ノートを入力' (Input note).

自動保存 オフ ファイル ホーム挿入 描画 デザイン 画面切り替え アニメーション スライドショー 記録 校閲 表示 ヘルプ Acrobat Copilot

検索するか Copilot に質問する (Alt+Q)

新しい
スライド
Copilot
セクション

貼り付け
クリップボード

スライド

フォント

段落

図形描画

編集

Adobe A...

音声

秘密度

アドイン

デザイン Copilot の提案

1

新しいプレゼンテーションの作成(C)

ファイルを使用して新しいプレゼンテーションを作成する(E)

スライドの追加(D)

トピックの追加(A)

Copilot に質問(A)

タイトルを入力

サブタイトルを入力

ノートを入力

スライド 1/1 日本語 アクセシビリティ: 問題ありません

ノート 表示設定

102%

プロンプト（指示文）を入力して送信

自動保存

ファイル ホーム 挿入 描画 デザイン 画面切り替え

貼り付け 新しいスライド Copilot リセット セクション

クリップボード スライド

1

Copilot でプレゼンテーションを作成

Hi, how can I help?

以下についてのプレゼンテーションを作成します カフェインが少なめのコーヒーのメリットを一般消費者にわかりやすく説明する短いプレゼンテーション

70 / 2000 Length: Suggested 参照ファイル

Style: Default Frontier

カフェインが少なめのコーヒーのメリットを一般消費者にわかりやすく説明する短いプレゼンテーション

Teams でプレゼンテーション 共有

ディクテーション リマインダー アドイン デザイン Copilot の提案 Copilot

音声 秘密度 アドイン

スライド 1/1 日本語 アクセシビリティ: 問題ありません ノート 表小改正

102%

プレゼンテーションが作成される！

自動保存

ファイル ホーム 挿入 描画 デザイン 画面切り替え

貼り付け 新しいスライド Copilot リセット セクション スライド

クリップボード

1

The slide is titled "Copilot でプレゼンテーションを作成 AI により生成". It contains 12 content boxes arranged in a grid:

- 内容 (Content): カフェインが少なめのコーヒーのメリットをわかりやすく紹介
- 通常のコーヒーとのカフェイン量の違い (Difference from regular coffee): カフェインが少なめのコーヒーとは何か
- 過剰なカフェイン摂取によるリスクの軽減 (Reducing risks from excessive caffeine intake): 睡眠への影響が少ない
- デカフェとローカフェインコーヒーの違い (Difference between decaf and low-caff coffee): 敏感な人や妊婦も楽しめる
- 健康へのやさしい影響 (Health benefits): 日常生活でのメリット
- タ方や夜でも安心して飲める (Drinking late at night): カoffeeのリラックス効果をそのまま味わえる
- 選び方とおすすめの飲み方 (How to choose and drink): 市販のカフェイン少なめコーヒーの選び方
- 自宅での簡単な淹れ方や楽しみ方 (Home brewing methods): カフェイン控えめコーヒーの魅力を再確認しよう

スライドにタイトルを追加しています... 生成を停止 ESC

Teams でプレゼンテーション 共有

ディクテーション リセット 音声 秘密度 アドイン デザイン Copilot

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Microsoft Teams の Microsoft 365 Copilot Chat

The screenshot shows the Microsoft Teams application window. On the left, there is a vertical sidebar with various icons: Activity (bell), Chat (with a red notification badge '2'), Call, Calendar, OneDrive, Copilot (highlighted with a red box), Viva Learning, Planner, and an ellipsis icon. The main area displays a message from the Copilot: "こんにちは Hiromichi さん。会議の要約を依頼してみてください". Below this message is a input field labeled "Copilot へメッセージを送る" with a plus sign, a "ツール" button, and a "ソース" button. At the top of the main area, there are tabs for "職場" and "Web", a "GPT-5 を試す" button, and other Microsoft branding.

利用例

The screenshot shows the Microsoft Copilot interface within the Microsoft Teams application. The top navigation bar includes the Microsoft logo, back/forward arrows, a search bar labeled '検索 (Ctrl+E)', and user information. Below the search bar, there are two tabs: '職場' (Workplace, highlighted with a red box) and 'Web'. To the right of these tabs are buttons for 'GPT-5 を試す' (Try GPT-5), a file icon, a dropdown menu, and a shield icon.

A red box highlights the text input field where the user has typed: '私のマネージャーからの最近の連絡を箇条書きにして' (Summarize my manager's recent contacts in outline).

The main content area displays a summary message from the Copilot AI: '以下は [redacted] さんからの最近の連絡を箇条書きでまとめたものです（メールとTeamsメッセージを含む）' (This is an outline summary of the recent contacts from [redacted] (including emails and Teams messages)).

Below this, a section titled '最近のメール連絡' (Recent Mail Contacts) lists several items, each with a small preview and an '...参加' (...join) button. One item is partially visible with the text '...定。' (...set). A large callout box at the bottom left is labeled 'Copilot ヘメッセージを送る' (Send message to Copilot) and contains buttons for '+', 'ツール' (Tools), 'ソース' (Sources), a microphone icon, and a vertical ellipsis icon.

At the bottom center, a footer note reads: 'AI で生成されたコンテンツは誤りを含む可能性があります。' (The content generated by AI may contain errors).

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Web版の「Microsoft 365 Copilot Chat」のチャット

The screenshot shows a web browser window for '会話 | M365 Copilot'. The address bar displays the URL <https://m365.cloud.microsoft/chat/?auth=2>. The interface includes a top navigation bar with icons for back, forward, home, search, and user profile. Below the address bar are tabs for '職場' (Workplace) and 'Web', with 'Web' being the active tab. A button labeled 'GPT-5 を試す' (Try GPT-5) is also present. The main content area contains a large text message from the AI: 'こんにちは Hiromichi さん。何かお手伝いできることはありますか?' (Hello Hiromichi-san. Is there anything I can help you with?). At the bottom, there is a message input field with placeholder text 'Copilot ヘメッセージを送る' (Send a message to Copilot), a '+' button, a 'ツール' (Tools) icon, and microphone and volume control icons.

会話 | M365 Copilot

https://m365.cloud.microsoft/chat/?auth=2

職場 Web

GPT-5 を試す

こんにちは Hiromichi さん。何かお手伝いできることはありますか?

Copilot ヘメッセージを送る

+ ツール

表示を増やす ▾

利用例

The screenshot shows a Microsoft M365 Copilot web interface. At the top, there's a header bar with a back button, refresh button, home button, a search bar containing the URL <https://m365.cloud.microsoft/chat/?auth=2>, and various icons for settings and user profile.

In the main content area, there are two tabs: "職場" (Workplace) and "Web". The "職場" tab is highlighted with a red box. Below the tabs, there's a date selector with "今日" (Today) and a "来週の私の予定をまとめて" (Summarize my schedule for next week) button.

A large red box highlights the main content area where the AI-generated summary is displayed. It starts with the heading "月曜日" (Monday) and lists events:

- [朝会](#)
時間: 8:30 AM – 9:00 AM
場所: Microsoft Teams Meeting
主催者: MTT - Japan
参加予定者にあなた ([Hiromichi Yamada](#)) が含まれています。 [朝会](#)
- [MS-4019 Day 1 - 88502](#)
時間: 9:20 AM – 5:20 PM

At the bottom, there's a message input field "Copilot ヘメッセージを送る" and a toolbar with a plus sign, a "ツール" (Tools) icon, a "ソース" (Source) icon, a microphone icon, and a vertical ellipsis.

At the very bottom, a footer note reads "AI で生成されたコンテンツは誤りを含む可能性があります。"

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Microsoft 365 Copilotの「エージェント」とは？

- ・※ 「Agent」 = 代理人・仲介者
- ・ユーザーを支援する目的で設計されたインテリジェントなソフトウェアツール
- ・内部的には生成AIや機械学習などのテクノロジを利用
- ・ユーザーに提案を提供したり、反復的なタスクを自動化したり、分析情報を提供したりできる

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エージェントを使うメリット

- ・**生産性の向上。** エージェントは平凡で反復的なタスクを引き受け、より戦略的で創造的な取り組みに集中するための時間をユーザーに提供する。
- ・**精度と一貫性の向上。** エージェントは、正確なアルゴリズムとデータ処理機能を使用して、作業の精度と一貫性を高められる
- ・**パーソナライズされた支援。** 独自のエージェントを作成することで、業務に役立つソリューションを提供できる

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エージェントの活用例（講師の実体験）

- ある社員（＝講師）は毎年、期末に、自分の1年間の活動をアピールする「成果報告書レポート」を作成して上司に提出していた。
 - 自分が作成したファイル、自分に共有されたファイル、送受信したメール、Teamsのメッセージ、Outlook予定表などを振り返ってデータを集める
 - 集めたデータを整理して英語の報告書にまとめる
- これにはかなりの時間をかける必要があった
 - 毎年、3週間程度、他の業務と並行して作業していた
- しかし昨年からは、「**Researcher（リサーチツール）エージェント**」を活用して、ほぼ全自動でレポートを作成できるようになった！
 - エージェントが作成したレポートの内容を確認・微修正して、上司に提出すればよい

「Researcher (リサーチツール) エージェント」の利用例

The screenshot shows the Microsoft Copilot interface. On the left, there's a vertical sidebar with icons for Home, Copilot, Create, OneDrive, and Pages. The main area features the 'Researcher (Frontier)' logo and title. A text input field contains Japanese instructions for generating a report. A large yellow box highlights the instructions again. On the right, a sidebar lists various agents: Copilot, Researcher (Frontier) (which is highlighted with a red box), Visual Creator, Prompt Coach, Idea Coach, and 'さらに表示' (More). Below the agents are links for 'エージェントの入手' and 'エージェントの作成'. At the bottom, there's a 'Chat' section with a message from '昨日' (Yesterday).

私が2025年度（2024年7月から現在まで）に達成した活動、実績、成果について報告してください。
実績、功績、長所、表彰について、あらゆる情報をレポートに含めてください。
テクニカルトレーナーとして提供したトレーニングの内容、受講者の満足度、チーム内外におけるリーダー

私が2025年度（2024年7月から現在まで）に達成した活動、実績、成果について
報告してください。
実績、功績、長所、表彰について、あらゆる情報をレポートに含めてください。
テクニカルトレーナーとして提供したトレーニングの内容、受講者の満足度、
チーム内外におけるリーダーシップ、注目すべきプロジェクト、受賞・表彰など、
複数の視点から詳細を記載してください。
セクションとヘッダーを設けた詳細なレポートを作成してください。同僚からの
フィードバックや推薦、感謝の言葉などがあればその情報も添付してください。

Copilot

エージェント

Researcher (Frontier)

Visual Creator

Prompt Coach

Idea Coach

さらに表示

エージェントの入手

エージェントの作成

チャット

昨日

約10分かけて、「Researcherエージェント」が社内のドキュメント、メール、Teamsチャネルなどから情報をかき集め、徹底的に分析し、13ページに及ぶ、私のこの1年間の詳細な成果報告書が作成された！

- 年間活動報告・成果報告(FY25)
 - 紹介:
 - このレポートでは、[REDACTED] が 25 年度にマイクロソフト テクニカルトレーナー(MTT)として行った主な活動、成果、成果をまとめたものです。トレーニングの提供や学習者の満足度から、チーム内外でのリーダーシップへの貢献、実施された注目すべきプロジェクト、受賞した賞/表彰まで、複数の視点をカバーしています。以下の各セクションでは、具体的なデータと研修生や同僚からのフィードバックに裏付けられた重要な成果に焦点を当てています。
 - トレーニングの提供と即応性の成果:
 - コースポートフォリオの拡大: [REDACTED] は今年、トレーニングのレパートリーを劇的に広げました。FY25 に予定されていた 5 つの新しいコースはすべて完全に準備され、さらに計画を超えた 21 のコースが追加され、今年は合計 26 の新しいコースが学習されました¹。これにより、[REDACTED] が提供できるコースの総数は 39 コース(主要な AI 関連コースをすべて含む)となり、[REDACTED] は日本チーム 1 で最も幅広いコースポートフォリオを持つトレーナーとなりました。特に、[REDACTED] はほぼすべての新しい AI/Copilot コースで「Qualified Preferred」トレーナーのステータスを取得し、最新のコンテンツをすぐに配信できるようになりました¹。
 - マルチドメインデリバリー(AI、Copilot、セキュリティ): [REDACTED] は、AI、Copilot、Security の 3 つの主要なソリューション分野でトレーニングを提供し、インストラクター主導のトレーニングコンテンツを 28 日間提供しました¹。これは、内部 KPI の目標である 22 日を +6 日上回っており、複数のドメインをカバーする能力を示し、チーム全体のデリバリー能力に大きく貢献しています¹。さらに、[REDACTED] は AI とセキュリティの必要なすべての技術的準備トラックを予定より早く完了しました¹。
 - 緊急のトレーニングニーズに対応するアジャリティ: 年間を通じて、[REDACTED] は予定期外のリクエストに対して並外れた対応力を示しました。例えば、新しいコンテンツが急務になったとき、[REDACTED] は MS-4009(Microsoft 365 Copilot Studio)や AZ-2007(GitHub Copilot: アプリ開発を加速する)などの講座を急遽用意しました¹。また、AI Skills Fest のコンテンツへの寄稿や AI-900 アバターベースのトレーニングビデオのレビューなど、差し迫ったトレーニングの要求を満たすための補助学習教材の作成も引き受けました¹。この俊敏性のおかげで、日本チームは急速に変化する環境の中で、最も新しいコースのリクエストに応えることができ、[REDACTED] が最初に新しいコースをカバーするためにしばしばリードしたり、ボランティアをしたりすることで、チーム全体のパフォーマンスが向上しました¹。
 - 成功したプライベートトレーニング: [REDACTED] は、主要な顧客向けにいくつかの注目度の高いプライベートトレーニングセッションを提供し、優れた結果をもたらしました。昨年、[REDACTED] は [REDACTED]、[REDACTED]、[REDACTED] の 3 つのプライベートトレーニング(PD)を主導し、それぞれが参加者の高い満足度で完了しました¹。各プライベートセッションの後、[REDACTED] は社内の「[REDACTED] ポータルで詳細な事後分析レポートを作成して共有し、学んだ教訓が文書化され、チームや他の部門にフィードバックされるようにしました¹。これらのプライベートなエンゲージメントは、クライアントから優れたフィードバックを得ただけでなく、ベストプラクティスをトレーニング組織全体に広めるのにも役立ちました。
 - パフォーマンス指標の概要: (目標と達成)
 - 新コース準備: 目標: 5 - 達成: 26 (予定 5 + 追加 21)¹
 - 認定コース総数: 目標: N/A - 達成: 39 コース (すべての主要な AI/Copilot コースを含む)¹
 - コンテンツ配信日数: 目標: ≥22 日 - 達成日: 28 日 (3 つのソリューション領域にわたり)¹

追加のプロンプトで、英文で出力するよう指示すれば、英語のレポートも生成される。これを上司に送信。



Hi, this is a report of
my performance for
this year.



上司（シンガポール）



Wow! You've done
an amazing job this
year!

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
- Microsoft 365 Copilotの「エージェント」とは?
- エージェントを使うメリット
- エージェントの活用例: Researcher (リサーチツール) エージェント
- エージェントの種類
- エージェントを作成・使用できるユーザー
- エージェントを使用してコラボレーションを強化する
- エージェントのITガバナンス制御
- 知識確認クイズ
- まとめ

エージェントの種類

- ・事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- ・ SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ・ ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- ・ 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

エージェントの種類

マイクロソフトによってあらかじめ作成された、すぐに使えるエージェント

- ・事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- ・ SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ・ ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- ・ 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

ユーザーが必要に応じて作成するエージェント

エージェントの種類

モジュール2で
詳しく解説

- 事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

事前構築済みのエージェントにアクセスする

The screenshot shows the Microsoft Copilot interface. On the left, a sidebar lists various services: アクティビティ (Activity), チャット (Chat) with 2 notifications, 通話 (Call), カレンダー (Calendar), OneDrive, Copilot (highlighted with a red box and arrow), Viva Learning, Planner, and アプリ (App). The main area is titled "M365 Copilot" and shows "Chat" selected. Below Chat are links to エージェント (Agent), リサーチツール (Research Tools), and アナリスト (Analyst). A list of agents includes "Files", "CSD LinkedIn helper", "Power BI (MSIT)" (highlighted with a red box and arrow), and "すべてのエージェント" (All Agents). Below this is "エージェントの作成" (Create Agent). The central workspace displays the message "こんにちは。「何ができますか?」と尋ねてみてください". At the bottom right is a message input field with placeholder "Copilot ヘメッセージを送る" and icons for "ツール" (Tools), "ソース" (Sources), microphone, and speaker.

MS 検索 (Ctrl+E) Microsoft ... GPT-5 を試す

アクティビティ
チャット
通話
カレンダー
OneDrive
Copilot
Viva Learning
Planner
...
アプリ

M365 Copilot

Chat

エージェント

リサーチツール

アナリスト

Files

CSD LinkedIn helper

Power BI (MSIT)

すべてのエージェント

エージェントの作成

こんにちは。「何ができますか?」と尋ねてみてください

Copilot ヘメッセージを送る

+ ツール ソース

表示を増やす ▼

事前構築済みのエージェントにアクセスする

MS 検索 (Ctrl+E) Microsoft エージェントの作成

アクティビティ
チャット
通話
カレンダー²
OneDrive
Copilot
Viva Learning
Planner
...
アプリ

M365 Copilot
Chat
エージェント
リサーチツール
アナリスト
Files
CSD LinkedIn helper
Power BI (MSIT)
すべてのエージェント
エージェントの作成

エージェントストア

複雑なタスクを完了するのに役立つ専門知識を持つエージェントを見つけます

エージェントを検索

エージェント

多数の「事前構築済みエージェント」をすぐに利用できる

表示を増やす ▾

Microsoft によるビルト

リサーチツール
リサーチツールを使用すると、すべての従業員がオンデマンドで専門知識に...
アナリスト
さまざまな形式のファイルに対して複雑なデータ分析を実行します。
Prompt Coach
プロンプトの記述と改善
Writing Coach
Take your writing to the next level
Idea Coach
ブレインストーミングプロセスの計画とナ...
Career Coach
キャリアコーチでキャリアアップする

エージェントの種類

- 事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

SharePointエージェントを起動

Contoso Electronics

H T... フォローしていません サイト アクセス

+ 新規 ページの詳細 ... 発行済み 共有 編集

SharePointサイト

このエージェントは、この SharePointサイトのコンテンツ全体を参照して、質問に回答してくれる

Building a more sustainable world together

The Landing

Adele さん、こんにちは。

ようこそ! 質問するか、次のいずれかのプロンプトで作業を開始します:

重要なハイライトを要約してください

これらのリソースに基づいて FAQ を作成してください

これらのリソースを使用するにはどうすればよいですか?

+ このサイトについて質問する 0

Home Site List Library User Search New

SharePoint サイトのデフォルトのエージェントの要件

- 要件が満たされた場合、SharePoint の各サイトに**デフォルトのエージェント**が用意（自動作成）される
- 要件：
 - ユーザーが Copilot ライセンス要件を満たし、適切なアクセス許可を持っていること
 - 組織の Microsoft 365 環境が適切に構成されていること
- 要件が満たされない場合は、SharePoint サイトのデフォルトのエージェントは用意（自動作成）されない
 - したがって、**すべての SharePoint サイトにデフォルトでエージェントが配置されるわけではない**

エージェントの種類

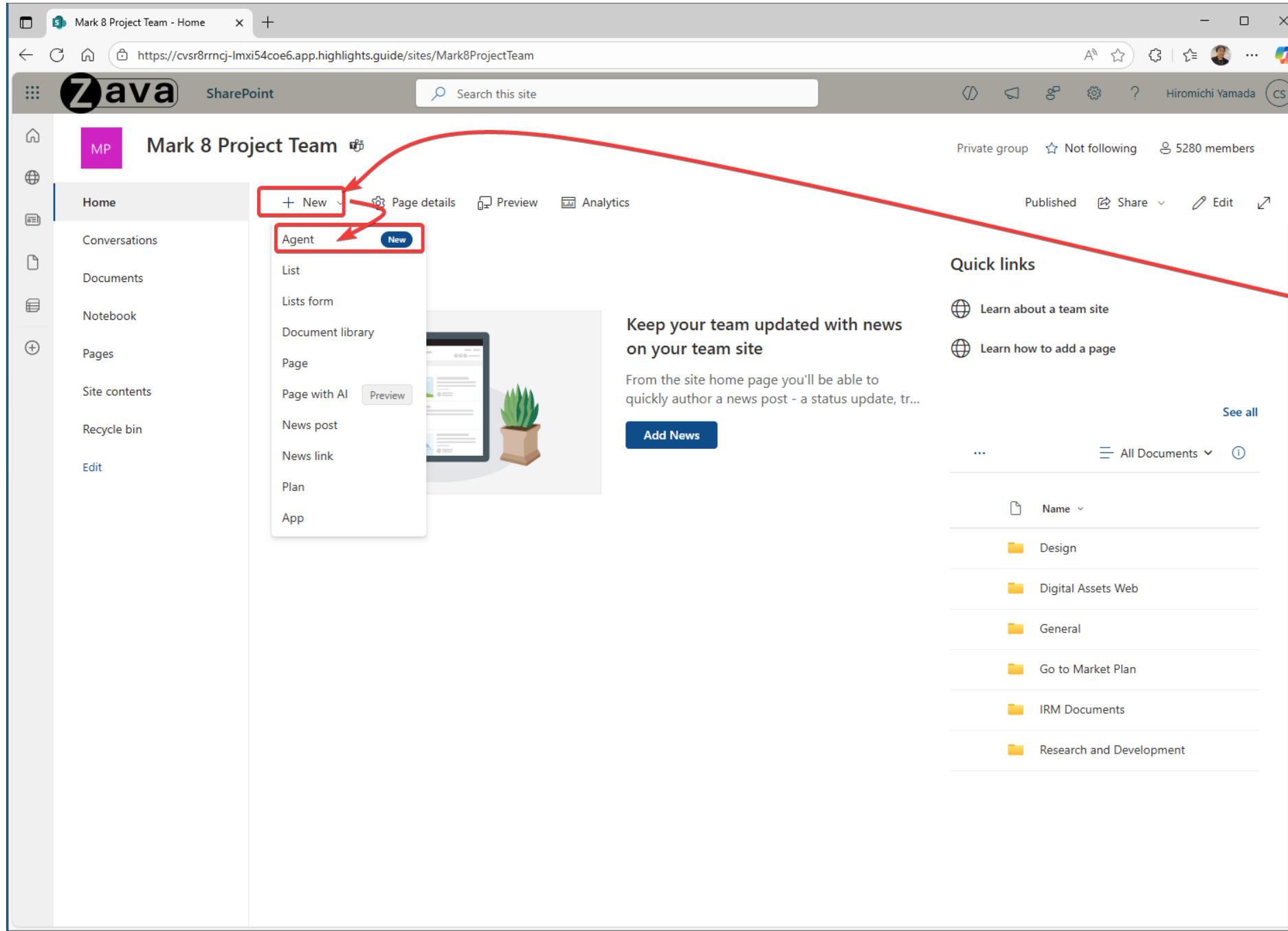
- 事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

モジュール3で
詳しく解説

エージェントの種類

- ・事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- ・SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ・ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- ・高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

SharePointサイトのメニューから「+New」、「Agent」をクリック



The screenshot shows the SharePoint site 'Mark 8 Project Team - Home' at the URL <https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam>. A red arrow points from the text 'Whether you're using your own SharePoint site or the simulated site, let's use the site's home page. On the site home page, select +New, and then in the drop-down menu that appears, select Agent.' to the 'Agent' option in the 'New' menu.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources End

initiate the process to create a new agent for a site:

- The SharePoint site's home page
- The command bar of a document library
- The context menu of the selected files in a document library
- The agent chat pane

Whether you're using your own SharePoint site or the simulated site, let's use the site's home page. On the site home page, select **+New**, and then in the drop-down menu that appears, select **Agent**.

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon

← Previous End →

5 Hr 54 Min Remaining

Editボタンをクリック

The screenshot shows a Microsoft Edge browser window with two tabs open. The main tab is a SharePoint site for 'Mark 8 Project Team'. A modal window titled 'Create your new agent' is displayed, showing details about the 'Mark 8 Project Team agent'. The 'Edit' button at the bottom right of this modal is highlighted with a red box and a red arrow pointing to it from the right side of the screen. The background shows the SharePoint navigation bar and a sidebar with various links. To the right of the browser window, there is a separate 'Instructions - 藏場 - Microsoft Edge' window showing steps for creating an agent.

Create your new agent

MP

Mark 8 Project Team agent

By Hiromichi Yamada

This agent is based on these sources:

Mark 8 Project Team Site

Your agent is ready

You can now use, share, and edit the Mark 8 Project Team agent. Edit your agent to manage relevant sources, behavior, and sharing options.

Open agent **Edit**

Instructions - 藏場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

initiate the process to create a new agent for a site:

- The SharePoint site's home page
- The command bar of a document library
- The context menu of the selected files in a document library
- The agent chat pane

Whether you're using your own SharePoint site or the simulated lab, let's use the site's home page. On the site home page, select **+New**, and then in the drop-down menu that appears, select **Agent**.

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon

Previous End

5 Hr 53 Min Remaining

エージェント名を変更できる（オプション）

The screenshot shows the 'Create your new agent' form in the SharePoint 'Mark 8 Project Team' site. The 'Overview' tab is selected. A red box highlights the 'Name' field, which contains 'Mark 8 Project Team agent'. A red arrow points from this field to the 'Agent preview' window on the right. The 'Agent preview' window displays the agent's name, 'Hello Hiromichi Yamada!', and three default prompts: 'Summarize any key highlights', 'Create an FAQ based on these resources', and 'How can I use these resources?'. At the bottom of the preview window is a text input field with the placeholder '+ Ask questions or type / to add file:'. At the bottom left of the main form is a 'Save and close' button.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources End

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.

5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.

6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon must be a .png file that's doesn't exceed 1 MB in size. If you don't have an icon to use, proceed to the next step.

7. At this stage, notice how the **Save and close** button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

← Previous End →
5 Hr 52 Min Remaining

エージェントのアイコンを変更できる（オプション）

The screenshot shows the 'Create your new agent' form in the Microsoft Copilot agent tool. The 'Overview' tab is selected. The 'Name' field contains 'Mark 8 Project Team agent'. Below it is a placeholder icon (a purple square with 'MP') and a 'Change' button, which is highlighted with a red box and a red arrow pointing to it from the left. The 'Purpose' field contains the text: 'Provide a brief description of the agent's objective.' Below that is another placeholder text: 'This is an agent curated based on the content from the Mark 8 Project Team site.' At the bottom right of the form is a 'Save and close' button.

Instructions - 職場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon must be a .png file that's doesn't exceed 1 MB in size. If you don't have an icon to use, proceed to the next step.
7. At this stage, notice how the **Save and close** button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

← Previous End →

5 Hr 52 Min Remaining

Mark 8 Project Team - Home

https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam

Zava SharePoint

Search this site

Hiromichi Yamada

MP

Mark 8 Project Team

Create your new agent

Overview Sources Behavior

Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.

Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)

Add a SharePoint site [Search by site title or enter a URL](#)

Mark 8 Project Team [Remove](#)

Sourced from entire site Sourced from document libraries, folders or files

Save and close

Agent preview

Give Feedback

Mark 8 Project Team agent

Hello Hiromichi Yamada!

Welcome! Ask a question or get started with one of these prompts:

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

Ask questions or type / to add file:

See all

8. The **Sources** tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in

Previous End

Transform your everyday business processes with agents

Instructions Resources

close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

「ドキュメントの追加」をクリック

The screenshot shows a Microsoft Edge browser window with two tabs open. The left tab is titled 'Mark 8 Project Team - Home' and displays the 'Create your new agent' dialog. The right tab is titled 'Instructions - 職場 - Microsoft Edge' and displays a step-by-step guide for creating an agent.

Left Tab: Create your new agent

- Tab:** Sources (selected)
- Description:** Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.
- Switch:** Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)
- Add a SharePoint site:** Search by site title or enter a URL
- Source:** Sourced from document libraries, folders or files
- Buttons:**

Right Tab: Instructions - 職場 - Microsoft Edge

Transform your everyday business processes with agents

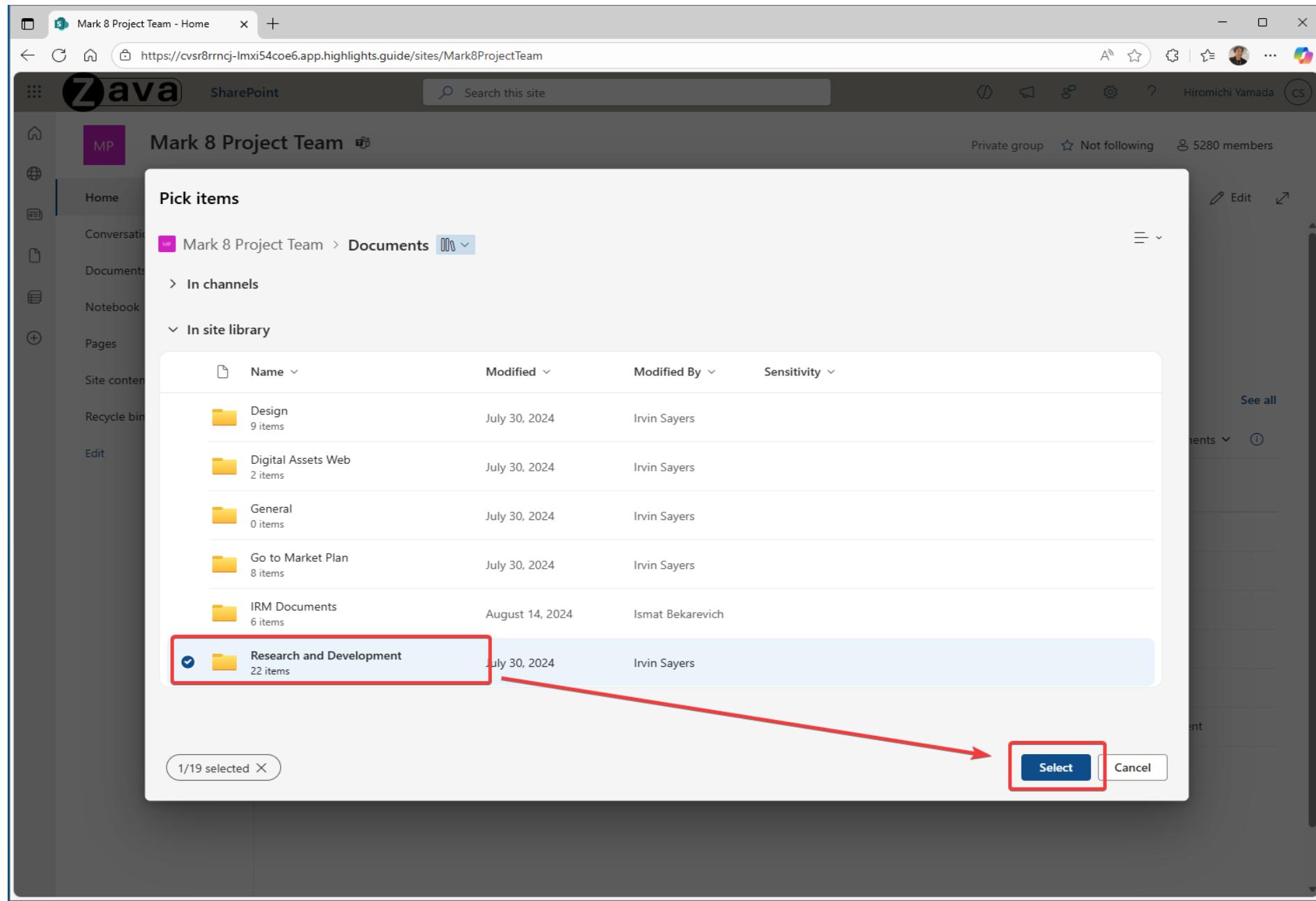
Instructions Resources

Step 8: The Sources tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in**

5 Hr 50 Min Remaining

サイトの「ライブラリ」内の特定のフォルダーを選択（これにより、このエージェントは、SharePointサイト全体ではなく、このフォルダー内のデータについて回答を行うようになる）



The screenshot shows a 'Pick items' dialog box over a SharePoint site. The dialog lists several document libraries:

Name	Modified	Modified By	Sensitivity
Design	July 30, 2024	Irvin Sayers	
Digital Assets Web	July 30, 2024	Irvin Sayers	
General	July 30, 2024	Irvin Sayers	
Go to Market Plan	July 30, 2024	Irvin Sayers	
IRM Documents	August 14, 2024	Ismat Bekarevich	
Research and Development	July 30, 2024	Irvin Sayers	

A red box highlights the 'Research and Development' folder, and a red arrow points from it to the 'Select' button at the bottom right of the dialog.

Instructions - 職場 - Microsoft Edge

Transform your everyday business processes with agents

close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the Sources tab.

8. The Sources tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in

Previous End 5 Hr 49 Min Remaining

振る舞い（ビヘイビア）をクリック

Mark 8 Project Team - Home + https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam

Zava SharePoint Search this site Hiromichi Yamada CS

Mark 8 Project Team

Create your new agent

Overview Sources Behavior

Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.

Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)

Add a SharePoint site [Search by site title or enter a URL](#)

Mark 8 Project Team Remove

Sourced from document libraries, folders or files

Research and Development Preparing ...

+ Add document libraries, folders or files

Save and close

Agent preview Give Feedback

Sources are preparing. Responses will improve when sources are complete.

Mark 8 Project Team agent

Hello Hiromichi Yamada!

Welcome! Ask a question or get started with one of these prompts:

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

+ Ask questions or type / to add file:

Instructions - 聽場 - Microsoft Edge https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources ?

- Once you're back on the **Sources** tab, you can select the **+Add document libraries, folders, or files** option if you want to add more libraries, files, or folders.
- Once you finish defining your sources, you should select the **Behavior** tab. The **Behavior** tab allows you to define a **Welcome message**, which is displayed when a user selects this agent in SharePoint. This message field is available in SharePoint agents, but not in Copilot Chat agents.
- From here, you can configure up to three starter prompts.
- Finally, you can define the instructions for the agent using natural language text, just like you do when creating an agent in Copilot Chat.
- Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
- Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
- Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- If you're using the simulation, then you're

← Previous End →

5 Hr 49 Min Remaining

Welcomeメッセージ、スタータープロンプト、エージェントの指示などをカスタマイズできる（オプション）

The screenshot shows the 'Create your new agent' dialog in a SharePoint site ('Mark 8 Project Team') and a separate 'Instructions' page from Microsoft Edge.

SharePoint Site (Left):

- Welcome messaging:** A text area for a welcome message, with the placeholder "Welcome! Ask a question or get started with one of these prompts:" highlighted by a red box.
- Starter prompts:** A section for defining how users can interact with the agent, containing three options:
 - Summarize any key highlights
 - Create an FAQ based on these resources
 - How can I use these resources?
- Agent instructions:** A section for defining the agent's role, tone, and limitations, with the placeholder "Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone." highlighted by a red box.

Agent Preview (Center):

- A preview window titled "Mark 8 Project Team agent" showing the welcome message: "Hello Hiromichi Yamada! Welcome! Ask a question or get started with one of these prompts."
- Three starter prompts listed: "Summarize any key highlights", "Create an FAQ based on these resources", and "How can I use these resources?"
- An input field at the bottom: "+ Ask questions or type / to add file: 📁".

Instructions - Microsoft Edge (Right):

- Once you're back on the **Sources** tab, you can select the **+Add document libraries, folders, or files** option if you want to add more libraries, files, or folders.
- Once you finish defining your sources, you should select the **Behavior** tab. The **Behavior** tab allows you to define a **Welcome message**, which is displayed when a user selects this agent in SharePoint. This message field is available in SharePoint agents, but not in Copilot Chat agents.
- From here, you can configure up to three starter prompts.
- Finally, you can define the instructions for the agent using natural language text, just like you do when creating an agent in Copilot Chat.
- Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
- Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
- Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- If you're using the simulation, then you're

Navigation buttons at the bottom: Previous, End, and a progress bar indicating 5 Hr 48 Min Remaining.

Save and closeをクリック

The screenshot shows two Microsoft Edge browser windows side-by-side.

Left Window (SharePoint Site):

- Title bar: Mark 8 Project Team - Home
- Address bar: https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam
- Page title: Mark 8 Project Team
- Section: Create your new agent
- Sub-section: Behavior
- Content areas:
 - Welcome messaging: "Welcome! Ask a question or get started with one of these prompts:"
 - Starter prompts: "Help users by providing questions or requests that showcase how this agent can help."
 - Summarize any key highlights
 - Create an FAQ based on these resources
 - How can I use these resources?
 - Agent instructions: "Define the agent's role, tone, and limitations. Be specific about what responses you'd like and give examples if needed."
 - Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone.
- Bottom right: Save and close button (highlighted with a red box)

Right Window (Instructions - 職場):

- Title bar: Instructions - 職場 - Microsoft Edge
- Address bar: https://labclient.labondemand.com/InstructionsWin... A
- Section: Transform your everyday business processes with agents
- Content:
 - Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
 - Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
 - Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
 - If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.
- Section: Congratulations
- Text: You have successfully completed this lab. Click **End** to mark the lab as **Complete**.
- Buttons: Previous, End
- Bottom: 5 Hr 47 Min Remaining

エージェントの作成を終了する

Mark 8 Project Team - Home + https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam

Zava SharePoint Search this site Hiromichi Yamada CS

Mark 8 Project Team

Create your new agent

Overview Sources Behavior

Welcome messaging

Help users understand how to best use this agent

Welcome! Ask a question or get started with one of these prompts:

Starter prompts

Help users by providing questions or requests that showcase how this agent can help.

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

Agent instructions

Define the agent's role, tone, and limitations. Be specific about what responses you'd like and give examples if needed.

Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone.

✓ Saved

Agent preview

Give Feedback

Sources are preparing. Responses will improve when sources are complete.

Mark 8 Project Team agent

Hello Hiromichi Yamada!

Welcome! Ask a question or get started with one of these prompts:

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

+ Ask questions or type / to add file: Q

Agent file location Copilot

Instructions - 職場 - Microsoft Edge https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources

13. Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.

14. Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.

15. Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.

16. If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.

Congratulations

You have successfully completed this lab. Click **End** to mark the lab as **Complete**.

← Previous End →

5 Hr 46 Min Remaining

作成したエージェントに切り替えて、エージェントを利用できる

The screenshot shows a SharePoint site titled "Mark 8 Project Team". On the right side, a "Mark 8 Project Team agent" pane is open, displaying recent agents and a "Create an agent" button. A red box highlights the "Mark 8 Project Team agent" button in the recent list, and a red arrow points from the top-left corner of the pane towards it. The URL in the browser is <https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam>.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources
13. Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
14. Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
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16. If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.

Congratulations
You have successfully completed this lab. Click **End** to mark the lab as **Complete**.

Previous End 5 Hr 45 Min Remaining

エージェントの種類

- ・事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- ・SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ・ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- ・高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

Microsoft 365 Copilot Chatのメニューから「Create agent」（エージェントの作成）をクリック

The screenshot shows the Microsoft 365 Copilot Chat interface in a browser window. On the left, a navigation pane lists various features like Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, Conversations, Pages, Notebooks, Create, Apps, and user information. The 'Create agent' option is highlighted with a red box and an arrow pointing to it from the top-left. In the center, there's a large input field labeled 'Message Copilot' with a placeholder 'Hi, how can I help?'. Below it are three cards: 'Rewrite this to sound more professional and less verbose...', 'Summarize file', and 'Find emails from person with keywords in the subject line an...'. To the right, a sidebar titled 'Exercise' provides instructions for creating an agent, listing four steps. Step 1 is also highlighted with a red box and an arrow.

Transform your everyday business processes with agents

Instructions Resources

exercise is to help you understand how to think critically about the purpose and functionality of agents that you create within Microsoft 365 Copilot Chat.

Exercise

In this exercise, you're encouraged to be creative and design an agent that's of significant interest to you. For example, you might want to solve a real-world business problem, improve productivity in a specific area at your company, or address a personal topic that interests you. Because each student creates their own personal agent, the instructions below focus on the structure and order of how to configure an agent rather than specifying actual values to enter in each field. It's up to you to decide what you want to enter in each field as you create your agent.

1. In Microsoft Edge, open a new tab and enter the following URL: <https://m365copilot.com>
2. In Microsoft 365, select **Create agent** in the navigation pane.
3. In the Copilot Studio window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what

Transform your everyday business processes with agents

Instructions Resources

exercise is to help you understand how to think critically about the purpose and functionality of agents that you create within Microsoft 365 Copilot Chat.

Exercise

In this exercise, you're encouraged to be creative and design an agent that's of significant interest to you. For example, you might want to solve a real-world business problem, improve productivity in a specific area at your company, or address a personal topic that interests you. Because each student creates their own personal agent, the instructions below focus on the structure and order of how to configure an agent rather than specifying actual values to enter in each field. It's up to you to decide what you want to enter in each field as you create your agent.

1. In Microsoft Edge, open a new tab and enter the following URL: <https://m365copilot.com>
2. In Microsoft 365, select **Create agent** in the navigation pane.
3. In the Copilot Studio window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what

← Previous Next →

4 Hr 6 Min Remaining

「expense reimbursement support agent」（経費精算支援エージェント）と入力して送信

The screenshot shows a Microsoft Edge window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Left Sidebar:** Chat | M365 Copilot, Copilot Studio, My agents > New Agent > Create agent (highlighted in blue).
- Middle Content:**
 - Describe Tab:** Hi, I'm here to help you build an agent. You can start by describing what you want the agent to do.
 - Configure Tab:** Not visible in the screenshot.
 - Agent Templates:** Or, you can try one of the following templates.
 - Career Coach** Microsoft: Career Coach offers personalized career advice...
 - Customer Insights Assistant** Microsoft: An agent designed to help the team get to know...
 - Idea Coach** Microsoft: Idea Coach enhances brainstorming with fun and...
 - Type your message field:** expense reimbursement support agent (highlighted with a red box) and a red arrow pointing to the **Send** button (forward arrow icon).
 - Bottom Footer:** AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)- Right Panel:** Transform your everyday business processes with agents. Instructions and Resources tabs are visible. A numbered list of steps is displayed:
 1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
 2. In Microsoft 365, select **Create agent** in the navigation pane.
 3. In the **Copilot Studio** window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
 4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
 5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
 6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond

「ok」と入力して進める

The screenshot shows the Microsoft Edge browser window with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The page is titled "Transform your everyday business processes with agents - 藏場 - Microsoft Edge". The main content area displays the "Copilot Studio" interface under the "New Agent" tab. On the left sidebar, the "Create agent" option is selected. A message box on the right says: "Your agent is now set up to provide support and guidance for users navigating expense reimbursement processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone." Below this, another message says: "Next, let's choose a name for your agent. I suggest the name "Expense Reimbursement Support". Would you like to use this name, or do you have another name in mind?". A red box highlights the word "ok" in a button, and a red arrow points from this button to a "Send" icon (forward arrow) in the "Type your message" input field. The top right corner of the page has a "Transform your everyday business processes with agents" card.

Transform your everyday business processes with agents

Instructions Resources

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>

2. In Microsoft 365, select Create agent in the navigation pane.

3. In the Copilot Studio window, the Describe tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select View all templates. If you selected View all templates, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.

4. The Type your message field that appears below the templates on the left-side of the page is used for configuring your agent. The Type your message field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the Type your message field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the Send (forward arrow) icon.

5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.

6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond

← Previous Next →

3 Hr 51 Min Remaining

Edgeブラウザーで新しいタブを開く

The screenshot shows the Microsoft Edge browser window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Content Area:**
 - M365 Copilot:** Chat tab selected.
 - Copilot Studio:** My agents > Expense Reimbursement Support
 - Description Tab:** Shows a summary of the agent's purpose: "processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone." It also asks for a name, suggesting "Expense Reimbursement Support".
 - Type your message field:** Placeholder text: "The agent's name has been updated to 'Expense Reimbursement Support'." Below it, instructions for refining tasks like submitting claims, tracking reimbursements, and explaining company policies.
 - Agent preview:** A list of starter prompts:
 - required documents: "What documents do I need for reimbursement?"
 - Reimbursement timeline: "How long does it take to get reimbursed?"
 - Policy clarification: "Can you explain the travel reimbursement policy?"
 - Tracking status: "How can I check the status of my reimbursement?"
 - Contacting finance: "Who do I contact for reimbursement issues?"
 - Type your message field:** Placeholder text: "Type your message".
- Right Panel:** Transform your everyday business processes with agents
- Instructions:** A list of numbered steps:
 4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
 5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
 6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
 7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
 8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.
- Bottom Navigation:** Previous, Next, 3 Hr 49 Min Remaining

以下のURLを開く

The screenshot shows a Microsoft Edge browser window. The address bar displays the URL: https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx. This URL is highlighted with a red rectangle. The browser's sidebar on the left shows a list of tabs, with the same GitHub URL appearing twice. The main content area of the browser displays a Copilot Studio guide titled "Transform your everyday business processes with agents". The guide includes instructions and resources, with step 4 and step 5 visible. Step 4 describes how to use the "Type your message" field to configure an agent. Step 5 discusses providing a name for the agent. The bottom right corner of the browser window shows a progress bar indicating "3 Hr 46 Min Remaining".

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot New tab

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx - Search

Filter your search: History Favorites Tabs

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

5. If you didn't provide a name for your agent in the you just entered, then Copilot provides a suggested name and confirm the name or provide a should reply accordingly.

Copilot Studio typically asks you to questions for your agent. It may do this of questions. Respond to each until the agent's description is Copilot Studio might also ask if you'd any publicly available websites as for this agent. While you can respond assign your knowledge sources tab in the upcoming steps.

the agent's description, select the at the top of the form.

re tab, review the **Name**, **Instructions** fields. Make any you feel are needed. Note that the created by Copilot Studio to **Description** that you provided, along any follow-up questions that you in the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered. Verify the instructions map to your intent in guiding

ENG US 2:47 AM 11/8/2025

← Previous Next →

3 Hr 46 Min Remaining

Wordファイルをダウンロード

Transform your everyday business processes with agents - 蔵場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge browser window with two tabs open. The left tab is a GitHub repository for 'mslearn-copilotstudio' containing files like 'Expenses_Policy.docx'. The right tab is 'Copilot Studio' showing instructions for configuring an agent. A red box highlights the download icon (a downward arrow) in the GitHub file list.

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

← Previous Next →

3 Hr 44 Min Remaining

元のタブに戻る

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge browser window with two tabs open. The active tab is a GitHub repository page for 'mslearn-copilotstudio/expenses'. The repository has 35 forks and 21 stars. The 'Code' tab is selected. On the right side of the GitHub interface, there is a Copilot Studio configuration window titled 'Transform your everyday business processes with agents'. The window includes sections for 'Instructions' and 'Resources', and a list of numbered steps:

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
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8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

At the bottom of the Copilot Studio window, there are 'Previous' and 'Next' buttons, and a progress bar indicating '3 Hr 44 Min Remaining'.

Configureをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

M365 Copilot

Search Chat Agents Researcher Analyst Writing Coach Idea Coach Prompt Coach All agents Create agent Conversations Pages Notebooks Create Apps

User1-56373077@LOD... •••

Describe Configure

processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone.

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

The agent's name has been updated to "Expense Reimbursement Support".

Now, let's refine what this agent will do. Could you specify the main tasks or questions you want Expense Reimbursement Support to handle? For example, should it assist with submitting claims, tracking reimbursements, explaining company policies, or something else?

Type your message 0/2000

Agent preview

required documents
What documents do I need for reimbursement?

Reimbursement timeline
How long does it take to get reimbursed?

Policy clarification
Can you explain the travel reimbursement policy?

Tracking status
How can I check the status of my reimbursement?

Contacting finance
Who do I contact for reimbursement issues?

Type your message

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.

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8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

Previous Next

ENG US 2:49 AM 11/8/2025 3 Hr 44 Min Remaining

Knowledgeまでスクロールし、アップロードボタンをクリック

The screenshot shows the Microsoft Edge browser displaying the Copilot Studio interface for creating an agent. The URL is <https://m365.cloud.microsoft/chat/?fromcode=m365copilot>. The left sidebar shows various coaching options like Writing Coach, Idea Coach, and Prompt Coach. The main area is titled 'Copilot Studio' and shows 'Expense Reimbursement Support'. The 'Describe' tab is selected. The 'Knowledge' section is highlighted with a red box and a red arrow points to the 'Search by name, enter a URL, or drop a file' input field, which has a small downward arrow icon indicating it's a file upload field.

Transform your everyday business processes with agents - 職場 - Microsoft Edge
https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

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Verify the instructions map to your intent in guiding

Previous Next

3 Hr 43 Min Remaining

ENG US 2:49 AM 11/8/2025

先程ダウンロードした「経費精算に関するルールが記載されたWordファイル」を選択

The screenshot shows the Microsoft Edge browser window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Main Content Area:** Copilot Studio interface for creating an AI agent named "Agent Support".
- Left Sidebar:** Includes sections for "Create agent", "Conversations", "Pages", "Notebooks", "Create", and "Apps".
- Middle Section:** Shows a preview of the agent's responses to various questions, such as "What documents do I need for reimbursement?", "Reimbursement timeline", "Policy clarification", "Tracking status", and "Contacting finance".
- Bottom Section:** A "Type your message" input field with a send icon.
- Right Panel:** A vertical panel titled "Transform your everyday business processes with agents" containing numbered instructions for configuring the agent.

The instructions on the right side are:

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
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At the bottom, there are navigation buttons for "Previous" and "Next", and a progress bar indicating "3 Hr 43 Min Remaining".

ナレッジにファイルが追加された

The screenshot shows a Microsoft Edge window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 聞場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Left Sidebar (M365 Copilot):**
 - Search
 - Chat
 - Agents
 - Researcher
 - Analyst
 - Writing Coach
 - Idea Coach
 - Prompt Coach
 - All agents
 - Create agent** (highlighted)
 - Conversations
 - Pages
 - Notebooks
 - Create
 - Apps
- Middle Content Area (Copilot Studio):**
 - Describe** tab (selected)
 - Configure** tab
 - Knowledge**: A section for choosing knowledge sources. It includes a search bar ("Search by name, enter a URL, or drop a file"), a toggle for "Only use specified sources", and a "Choose other data sources" section with a "Custom Connector" button. A red box highlights the "Uploaded files" section, which contains a file named "Expenses_Policy.docx".
 - Agent preview**: A list of questions your agent can answer:
 - required documents: What documents do I need for reimbursement?
 - Reimbursement timeline: How long does it take to get reimbursed?
 - Policy clarification: Can you explain the travel reimbursement policy?
 - Tracking status: How can I check the status of my reimbursement?
 - Contacting finance: Who do I contact for reimbursement issues?
 - Type your message**: A text input field with a send arrow icon.
- Right Panel (Instructions):**
 - Transform your everyday business processes with agents
 - Instructions Resources
 - From the selected template.
 - A numbered list of steps:
 4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
 5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
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 7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
 8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

At the bottom of the right panel, there are "Previous" and "Next" buttons, and a progress bar indicating "3 Hr 40 Min Remaining".

画面右側のテスト領域にプロンプトを入力して送信

The screenshot shows the Microsoft Edge browser window with the URL <https://m365.cloud.microsoft/chat/?fromcode=m365copilot>. The page is titled "Chat | M365 Copilot".

M365 Copilot (Sidebar)

- Search
- Chat
- Agents
- Research
- Analyst
- Writing
- Idea Coach
- Prompt
- All agents

Create agent

Uploaded files
Expenses_Policy.docx

Capabilities
Create documents, charts, and code
Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files.
Word, Excel, PowerPoint icons

User1-56373077@LOD...

Agent preview

- Draft auto-saved Create ...
- New chat**

required documents
What documents do I need for reimbursement?

Reimbursement timeline
How long does it take to get reimbursed?

Policy clarification
Can you explain the travel reimbursement policy?

Tracking status
How can I check the status of my reimbursement?

Contacting finance
Who do I contact for reimbursement issues?

What's the expense limit for a hotel stay? (Input field highlighted with a red border)

Instructions **Resources**

If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent.

Previous Next

ENG US 2:55 AM 11/8/2025 3 Hr 38 Min Remaining

アップロードしたナレッジ（Wordファイル）の内容に基づいた回答が返される

The screenshot shows the Microsoft Edge browser window with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The page title is "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The main content area is "Copilot Studio" under "My agents > Expense Reimbursement Support". The "Instructions" tab is selected. On the right, there is a sidebar with numbered steps and a status message "Your agent was created successfully". The central area shows an "Agent preview" with a message about the expense limit for a hotel stay, which is highlighted with a red box. A blue callout box points to this message with the Japanese text: "(ホテル滞在の費用の上限は1泊あたり150ドルまでです。出張先の近くにある標準的なホテルに宿泊しなければなりません)".

Transform your everyday business processes with agents

Instructions Resources

If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

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11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.

12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.

13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.

14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent.

Chat | M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

All agents

Create

Page

Not

Create

Apps

User1-56373077@LOD... •••

Transform your everyday business processes with agents - Microsoft Edge

Transform your everyday business processes with agents

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Describe Configure

Search by name, enter a URL, or drop a file

Only use specified sources

Restrict your agent's overall scope when accuracy is critical. [Learn more](#)

Choose other data sources

(ホテル滞在の費用の上限は1泊あたり150ドルまでです。出張先の近くにある標準的なホテルに宿泊しなければなりません)

Capabilities

Create documents, charts, and code

Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files.

W X P

AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)

ENG US 2:56 AM 11/8/2025

Type your message

New chat

Agent preview

What's the expense limit for a hotel stay?

Expense Reimbursement Su... Ai-generated content may be incorrect

The expense limit for a **hotel stay** is **\$150 per night**. Here are the key guidelines for accommodation expenses:

- You should stay at a **standard or moderate hotel** located conveniently near your business destination.
- Use the **company's preferred hotel booking tool or website** to find the best rates and discounts.
- Avoid luxury or resort hotels and **extra charges** such as room service, minibar, laundry, or spa services.

Would you like help finding the preferred hotel booking tool or understanding how to submit a hotel reimbursement request?

Type your message

Previous Next

3 Hr 36 Min Remaining

Createをクリック

The screenshot shows the Microsoft Copilot Studio interface for creating a new agent named "Expense Reimbursement Support".

Left Sidebar: Shows navigation options like Chat, Search, Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, and Create agent (which is selected).

Middle Panel: Displays the "Copilot Studio" interface with the agent name "Expense Reimbursement Support". It includes sections for "Describe" (with a search bar), "Configure" (with "Only use specified sources" and "Choose other data sources" options), "Upload files" (with "Expenses_Policy.docx" uploaded), and "Capabilities" (with "Create documents, charts, and code" enabled). A note at the bottom states: "AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)".

Top Right: Shows the "Create" button highlighted with a red box.

Right Side: A sidebar titled "Transform your everyday business processes with agents" contains instructions and resources. The first section, "If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.", has a red border around its content. Below it, numbered steps 10 through 14 describe the creation process, with step 13 specifically highlighting the "Create" button and step 14 mentioning the success message.

Bottom Right: Includes "Previous" and "Next" buttons, a progress bar showing "3 Hr 34 Min Remaining", and the date/time "11/8/2025 2:58 AM".

Go to agentをクリック

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The URL is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays the Copilot Studio interface for creating an "Expense Reimbursement Support" agent. A modal window in the center says "Your agent was created successfully!" with a "Go to agent" button highlighted by a red box. To the right, a sidebar titled "Instructions" contains numbered steps 10 through 14, and a "Resources" section with a note about agent context.

Transform your everyday business processes with agents

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Last updated November 8, 2025 at 2:59:12 AM

Update Share ...

Agent preview

What's the expense limit for a hotel stay?

Expense Reimbursement Su... Al-generated content may be incorrect.

The expense limit for a **hotel stay** is **\$150 per night**. Here are the key guidelines for accommodation expenses:

Your agent was created successfully!

This agent is currently **private** and only available to you.

Go to agent Share

Type your message

Instructions Resources

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.

11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.

12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.

13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.

14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent

Previous Next

3 Hr 34 Min Remaining

作成した「経費精算サポート」エージェントが一覧に追加された

The screenshot shows a Microsoft Edge browser window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Page Content:**
 - M365 Copilot** tab is active.
 - Expense Reimbursement Support** agent card is displayed, highlighted with a red border. It includes:
 - Icon: Purple circle with a white bracket symbol.
 - Name: Expense Reimbursement Support
 - Created by: User1-56373077
 - Message Copilot** input field.
 - Starter Prompts:**
 - How to submit expenses: How do I submit an expense reimbursement request?
 - Required documents: What documents do I need for reimbursement?
 - Reimbursement timeline: How long does it take to get reimbursed?
 - Navigation Pane:** Agents, Researcher, Analyst, Expense Reimbursement ... (highlighted with a red box), Writing Coach, Idea Coach, All agents, Create agent, Conversations, Pages, Notebooks, Create, Apps.
 - User Information:** User1-56373077@LOD...
- Right Panel:** A guide titled "Transform your everyday business processes with agents".
 - Instructions:** websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.
 - List:**
 - In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
 - In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
 - On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
 - Once you feel the agent is configured properly, select the **Create** button at the top of the page.
 - Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent by configuring user access settings. By default, the agent only works for you. Once you've configured the sharing settings (or left it as is just for you), select the **Go to agent** button to open your agent.
 - On your agent's window, note how the agent appears in the navigation pane. Feel free to enter any of the starter prompts or enter any other custom prompts to test out the agent.
 - When you're done using the agent, select **All agents**.

エージェントの種類

- 事前構築済みエージェント
 - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- SharePoint エージェント
 - SharePointサイト内にデフォルトで用意されるエージェント
- ビジネス ユーザー向け日常作業用エージェント
 - SharePointサイト内で作成されるエージェント
 - Microsoft 365 Copilot Chat内で作成されるエージェント
- 高度なエージェント
 - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成されるエージェント

別コースで
詳しく解説

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
- Microsoft 365 Copilotの「エージェント」とは?
- エージェントを使うメリット
- エージェントの活用例: Researcher (リサーチツール) エージェント
- エージェントの種類
- エージェントを作成・使用できるユーザー
- エージェントを使用してコラボレーションを強化する
- エージェントのITガバナンス制御
- 知識確認クイズ
- まとめ

エージェントを作成・使用できるユーザー

※組織にMicrosoft 365とSharePointを導入済みだが、組織内のユーザー全員にMicrosoft 365 Copilot ライセンスが割り当てられているわけではない、と仮定

組織のユーザーへのMicrosoft 365 Copilotライセンスの割り当て		なし	あり
Microsoft 365 Copilot Chat	Webモードの利用（職場のデータにはアクセスせず、Copilot (AI) 自身の知識やWeb検索の結果に基づいて質問に回答してもらう）	○	○
	Workモードの利用（職場のデータに基づいて質問に回答してもらう）	×※1	○
	エージェントの作成・共有	○	○
	作成・共有されたエージェントの利用	○※1	○
SharePointエージェント	SharePointエージェントの作成（編集）	×	○※2
	SharePointエージェントの利用	×	○

※1 「従量課金制Copilot課金プラン」（PAYG、Pay as you go）を購入すれば、Microsoft 365 Copilot ChatでWorkモードを使用したり、エージェントが職場のデータにアクセスしたりすることが可能

※2 SharePointサイトの編集アクセス許可が必要

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
- Microsoft 365 Copilotの「エージェント」とは?
- エージェントを使うメリット
- エージェントの活用例: Researcher (リサーチツール) エージェント
- エージェントの種類
- エージェントを作成・使用できるユーザー
- エージェントを使用してコラボレーションを強化する
- エージェントのITガバナンス制御
- 知識確認クイズ
- まとめ

エージェントを使用してコラボレーション（共同作業）を強化する

- ・たとえば、社員があるプロジェクトを進めているとする
- ・エージェント（SharePointエージェントやCopilot Chatのエージェント）はそのプロジェクトに関連するドキュメントを提示したり、今後必要なタスクを提案したりできる
- ・エージェントに正確なキーワードを与えなくても、エージェントは質問に関連するドキュメントを検索できる
- ・プロジェクト内の特定の領域に特化した独自のエージェントも作成できる

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
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エージェントのITガバナンス制御

- エージェントに対して効果的な **IT ガバナンス** (=エージェントを安全・適切に利用するためのルールやしくみ) を確立するには、組織は次の制御の実装を検討する必要がある
 - エージェントの利用ポリシー（利用ルール）を作る
 - 定期的なリスク評価を行う
 - エージェントが使用するデータの暗号化やバックアップを行う
 - エージェントのパフォーマンスを監視する
 - エージェントを利用する社員へのトレーニングを行う

モジュール1

- Microsoft 365 Copilotとは?
 - PowerPoint・Teams・Webチャットでの利用例
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- まとめ

知識確認クイズ 1/3

- Q1: 次のうち、既製の SharePoint サイトエージェントに関する正しい説明はどれですか?
- A: すべての SharePoint サイトには、既製のエージェントが付属しています。
- B: SharePoint サイトの既製エージェントは、常にサイトの既定のエージェントとして残る必要があります。
- C: SharePoint サイトのエージェントが用意（自動作成）された場合、そのエージェントはサイトの既定のエージェントとして割り当てられます。

知識確認クイズ 2/3

- Q2. 「社員のSさん」は、SharePoint サイトでエージェントを作成したいと考えています。Sさんには Copilot ライセンスが割り当てられました。Sさんがエージェントを作成する前に、他にどのような要件を満たす必要がありますか?
- A: Sさんは、サイトの編集権限以上を持っている必要があります。
- B: Sさんには Copilot ライセンスがあるため、他の要件はありません。

知識確認クイズ 3/3

- Q3: 組織が Microsoft 365 Copilot サブスクリプションを持っていない場合に、Workデータ（職場のデータ）にアクセスできるエージェントを作成するための要件は次のどれですか？
- A1: ユーザーは、Microsoft 365 Copilot ライセンスを持っている必要があります。
- A2: 組織には従量制課金の Copilot プランが必要です。
- A3: 組織は Microsoft 365 Copilot サブスクリプションを購入する必要があります。

モジュール1

- Microsoft 365 Copilotとは?
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- まとめ

モジュール1まとめ 1/2

- Microsoft 365 Copilotは、ビジネスユーザーの業務を支援する「アシスタントAI」である。Microsoft 365のアプリの操作の支援、Microsoft Teams・Webでのチャットでの質問回答などを行う。
- Microsoft 365 Copilotのエージェントは、ユーザーの支援を行うインテリジェントなツールである。生成AIや機械学習などを利用している。ユーザーに提案を提供したり、反復的なタスクを自動化したり、分析情報を提供したりできる。
- 単純なタスクをエージェントにまかせることで、ユーザーはより重要な作業に集中できる

モジュール1 まとめ 2/2

- Microsoft 365 Copilot Chat内で利用できる「Researcher（リサーチツール）」エージェントなどの事前構築済みエージェント、SharePointサイト内のデフォルトのエージェントなど、すぐに使えるエージェントがある
- 必要に応じてSharePointサイト内やMicrosoft 365 Copilot Chat内で独自のエージェントを作成できる
- エージェントを利用して、チームのコラボレーション（共同作業）を強化・効率化できる
- 組織で安全・適切にエージェントを利用するため、エージェントの利用ポリシーを定めるなどのITガバナンスが必要である

モジュール2



事前構築済みの Microsoft 365 Copilot エージェントを調べる

✓ 1200 XP

1 時間 12 分 • モジュール • 11 ユニット

このモジュールでは、Microsoft 365 Copilot Chatの事前構築済みエージェントを使用するための実用的なガイドを提供します。これにより、ユーザーは AI を使用した会話ツールを使用して、タスクを合理化し、情報を効率的に取得し、生産性を向上させることができます。

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

モジュール2

- **アナリストエージェント、演習1（講師デモ）**
- リサーチツールエージェント、演習2（講師デモ）
- プロンプトコーチエージェント、演習3（講師デモ）
- アイデアコーチエージェント、演習4（講師デモ）
- ライティングコーチエージェント、演習5（講師デモ）
- 知識確認クイズ
- まとめ

アナリストエージェント

- Excelファイルなどのデータの分析を行うエージェント
- データの概要、傾向、予測、可視化などを行う
- 熟練したデータサイエンティストのように思考し、数分で、元のデータからインサイト（データに対する洞察、深い理解）を導き出す
- 問題を段階的に解決しながら、必要なだけステップを踏んで、高品質な回答を出力
- 内部的にはPythonコードを生成・実行している

[リサーチツールおよびアナリストが、Microsoft 365 Copilotにおいて一般提供開始となりました。 - Windows Blog for Japan](#)

モジュール2

- ・アナリストエージェント、**演習1（講師デモ）**
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
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- ・まとめ

このExcelデータファイルを分析する

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge window with a survey results spreadsheet titled "Project_Nexus_survey_results.xlsx". A red box highlights the "Download file" button at the top of the browser window. The spreadsheet contains data from rows 1 to 23, with columns A through K. Column K is a legend for the rating scale. The sidebar on the right displays instructions for using the Microsoft 365 Copilot's Analyst agent to analyze the survey results.

Instructions Resources

timeline, and their overall experience with the new system. You plan to use the Microsoft 365 Copilot's prebuilt Analyst agent to explore the survey results from Project Nexus. As with any prebuilt agent, you can enter your own custom prompts, or you can use the agent's starter prompts. The Analyst agent's starter prompts are designed to produce quantitative, qualitative, and visualization analysis, and overall project insights and recommendations.

Perform the following steps to direct the Analyst agent to interpret and visualize the survey results regarding Project Nexus:

1. Select the following link to download a copy of the **Project Nexus Survey Results** https://github.com/MicrosoftLearning/MS-4004-use-cases/raw/refs/heads/master/ResourceFiles/Project_Nexus_survey_results.xlsx. Select the **Download** button at the top of the screen to download the file to your device.
2. In **Microsoft Edge**, open a new tab and enter the following URL: <https://M365copilot.com>
3. In **Microsoft 365**, select the **Analyst** agent if it appears in the navigation pane under the **Agents** section. Otherwise, select **All agents** in the navigation pane, and then in the **Agent Store** window, select **Analyst** in the **Built by Microsoft** section.
4. In **Microsoft 365**, the **Analyst** agent window appears. In the prompt field, select the **Add content and agents** icon, which is the plus sign (+) icon.
5. In the menu that appears, select **Upload from this device**. In **File Explorer**, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
6. In the prompt field, enter the following prompt next

Previous Next

5 Hr 50 Min Remaining

Microsoft 365 Copilot Chatで、Analystエージェントをクリック

Transform your everyday business processes with agents - 聽場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Instructions Resources

Transform your everyday business processes with agents

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5. In the menu that appears, select **Upload from this device**. In **File Explorer**, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
6. In the prompt field, enter the following prompt next

Previous Next

5 Hr 43 Min Remaining

+をクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

M365 Copilot Chat | M365 Copilot

aboutblank Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?auth=2

M365 Copilot Analyst

Search Chat Agents Researcher Analyst Explore agents Create agent Conversations Pages Notebooks Create Apps

Ask Analyst to analyze your data and generate insights

+

Analyze data Get insights Visualize

What are the trends you see in the uploaded files? Which... What are some quick insights about the data from the... Create a table with the volume of planets, add a column to...

There's nothing here yet! Try going to the chat to start a new chat or use one of the suggested prompts.

User1-56373077@LOD... 12:50 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

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5. In the menu that appears, select **Upload from this device**. In **File Explorer**, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
6. In the prompt field, enter the following prompt next

Previous Next

5 Hr 42 Min Remaining

Upload Images and Filesをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge window with two tabs: 'about:blank' and 'Chat | M365 Copilot'. The 'Chat | M365 Copilot' tab displays the Microsoft 365 Copilot interface. On the left, a navigation pane lists 'M365 Copilot', 'Analyst', 'Search', 'Chat', 'Agents', 'Researcher', 'Explore agents', 'Create agent', 'Conversations', 'Pages', 'Notebooks', 'Create', and 'Apps'. The 'Analyst' option is selected and highlighted with a blue bar. The main area features the 'Analyst' logo and the text 'Ask Analyst to analyze your data and generate insights'. Below this are three buttons: 'Add work content' (highlighted with a red border), 'Get insights', and 'Visualize'. A sub-section under 'Add work content' shows the 'Upload images and files' option, which is also highlighted with a red border. A message box at the bottom says 'There's nothing here yet! Try going to the chat to start a new chat or use one of the suggested prompts.' To the right of the main interface is a task card titled 'Transform your everyday business processes with agents'. It contains instructions, resources, and a timeline. The instructions section provides steps to direct the Analyst agent to interpret survey results from Project Nexus. Step 1 involves selecting a link to download survey results. Step 2 involves opening Microsoft Edge and navigating to the M365 Copilot URL. Step 3 involves selecting the Analyst agent in Microsoft 365. Step 4 involves opening the Analyst agent window and selecting the 'Add content and agents' icon. Step 5 involves navigating to the 'File Explorer' and opening the downloaded survey results file. Step 6 involves entering a specific prompt in the agent's input field.

Transform your everyday business processes with agents

Instructions Resources

timeline, and their overall experience with the new system. You plan to use the Microsoft 365 Copilot's prebuilt Analyst agent to explore the survey results from Project Nexus. As with any prebuilt agent, you can enter your own custom prompts, or you can use the agent's starter prompts. The Analyst agent's starter prompts are designed to produce quantitative, qualitative, and visualization analysis, and overall project insights and recommendations.

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5. In the menu that appears, select **Upload from this device**. In **File Explorer**, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
6. In the prompt field, enter the following prompt next

User1-56373077@LOD... ...

ENG US 12:50 AM 11/8/2025

← Previous Next →

5 Hr 42 Min Remaining

データファイルを選択してOpen

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge window with the following elements:

- Address Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- URL:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Analyst Agent Window:** The main window displays the "Analyst" logo and two cards: "Get insights" and "Visualize". It also shows a message: "There's nothing here yet! Try going to the chat to start a new chat or use one of the suggested prompts."
- File Selection Dialog:** A "Open" dialog is overlaid on the window, showing the "Downloads" folder. A file named "Project_Nexus_survey_results.xlsx" is selected and highlighted with a red box. A red arrow points from the "Downloads" folder in the navigation pane of the dialog to the "Downloads" folder in the address bar of the browser.
- Browser Navigation:** The address bar shows the URL: https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- System Status Bar:** ENG US 12:51 AM 11/8/2025
- Right Panel:** A sidebar titled "Transform your everyday business processes with agents" contains sections for "Instructions" and "Resources". It includes a detailed description of the Analyst agent and a numbered list of steps to use it.

プロンプト（このシートを分析して）をクリックして入力し、送信

Transform your everyday business processes with agents - 職場 - Microsoft Edge
https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Analyst

Analyst

Analyzing Project_Nexus...
Analyze this spreadsheet and tell me the top three trends.

Analyze data
What are the trends you see in the uploaded files? Which...

Get insights
What are some quick insights about the data from the...

Visualize
Create a table with the volume of planets, add a column to...

There's nothing here yet!
Try going to the chat to start a new chat or use one of the suggested prompts.

User1-56373077@LOD... •••

Transform your everyday business processes with agents

Instructions Resources End

2. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
3. In Microsoft 365, select the Analyst agent if it appears in the navigation pane under the Agents section. Otherwise, select All agents in the navigation pane, and then in the Agent Store window, select Analyst in the Built by Microsoft section.
4. In Microsoft 365, the Analyst agent window appears. In the prompt field, select the Add content and agents icon, which is the plus sign (+) icon.
5. In the menu that appears, select Upload from this device. In File Explorer, navigate to the Downloads folder and select the Project Nexus Survey Results file that you downloaded earlier and then select Open.
6. In the prompt field, enter the following prompt next to the linked Project Nexus Survey Results file:
Analyze this spreadsheet and tell me the top three trends.
- Note how Analyst runs several Python commands to come up with its final list of trends. You might have to wait a minute or so for it to complete all the commands so that it can aggregate the results and determine the top three trends. Below each command is a description of the results of that command. Continue to scroll down through the results to see the top three trends.
7. You want to drill deeper into each category, so start out by entering the following prompt:
What is the average rating for each

Previous Next

5 Hr 40 Min Remaining

Analystエージェントによるファイルの分析が始まる。5分ほど待つ

Transform your everyday business processes with agents - 聽場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft Edge browser window with the title "Transform your everyday business processes with agents - 聽場 - Microsoft Edge". The URL in the address bar is "https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812". The main content area is the "Chat | M365 Copilot" window. On the left is the sidebar with "M365 Copilot" selected. The main area shows a conversation with "Analyst". A message from "Analyst" says "Analyze this spreadsheet and tell me the top three trends." Below it, "Reasoning..." shows a list of steps: "✓ Loading and inspecting data >", "✓ Coding and Executing... >", "✓ Exploring sheet content >", and "... Coding and Executing... >". At the bottom, there's a text input field "Ask Analyst to analyze your data and generate insights" with a plus sign icon, a microphone icon, and a blue send button. A note at the bottom says "AI-generated content may be incorrect". The status bar at the bottom right shows "ENG US" and the date "11/8/2025" with a timestamp of "12:53 AM". To the right of the main window is a sidebar titled "Transform your everyday business processes with agents". It contains a numbered list of instructions:

4. In Microsoft 365, the Analyst agent window appears. In the prompt field, select the Add content and agents icon, which is the plus sign (+) icon.
5. In the menu that appears, select Upload from this device. In File Explorer, navigate to the Downloads folder and select the Project Nexus Survey Results file that you downloaded earlier and then select Open.
6. In the prompt field, enter the following prompt next to the linked Project Nexus Survey Results file:
Analyze this spreadsheet and tell me the top three trends.
7. Note how Analyst runs several Python commands to come up with its final list of trends. You might have to wait a minute or so for it to complete all the commands so that it can aggregate the results and determine the top three trends. Below each command is a description of the results of that command. Continue to scroll down through the results to see the top three trends.
8. You want to drill deeper into each category, so start out by entering the following prompt:
What is the average rating for each survey category?
9. In our testing, the agent returns what appears to be a blank page. In actuality, it isn't a blank page; it's just a large chunk of blank space between the agent's response and the prompt field. If the same thing happens to you, scroll up using the vertical scroll bar and you should find the response. And if you scroll all the way down to the bottom of the page, the prompt field should appear. This agent is

Instructions Resources ? End

Previous Next 5 Hr 39 Min Remaining

Analystエージェントによる分析結果が表示される

Chat | M365 Copilot

Analyst > Analyze this spreadsheet and tell me the top three

✓ Summarizing survey results >

✓ Preparing final analysis >

Search Chat Agents Researcher Analyst Explore agents Create agent Conversations Analyze this spreadsheet and ... Five Cool Microsoft Copilot Fe... All conversations Pages Notebooks Create Apps

Thanks for sharing the survey data! After analyzing the spreadsheet, here are the **top three trends** that emerged from the responses:

◆ **1. Polarized Satisfaction**

Although the average scores for the four key survey questions—**Project Satisfaction, Communication Effectiveness, Timeline Adherence, and Overall Experience**—hover around 3 on a 1–5 scale, the **distribution is bimodal**. That means:

- Many respondents rated the project very low (1–2).
- Many others rated it very high (4–5).
- Few chose the middle option (3).

This suggests a **split user experience**: some participants are quite happy, while others are clearly dissatisfied.

Here's a visual summary of the rating distributions:

Ask Analyst to analyze your data and generate insights

We'd love your feedback. We have two questions for you.

AI-generated content may be incorrect

ENG US 1:05 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

4. In Microsoft 365, the Analyst agent window appears. In the prompt field, select the **Add content and agents** icon, which is the plus sign (+) icon.
5. In the menu that appears, select **Upload from this device**. In **File Explorer**, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
6. In the prompt field, enter the following prompt next to the linked Project Nexus Survey Results file:
Analyze this spreadsheet and tell me the top three trends.
- Note how Analyst runs several Python commands to come up with its final list of trends. You might have to wait a minute or so for it to complete all the commands so that it can aggregate the results and determine the top three trends. Below each command is a description of the results of that command. Continue to scroll down through the results to see the top three trends.
7. You want to drill deeper into each category, so start out by entering the following prompt:
What is the average rating for each survey category?
8. In our testing, the agent returns what appears to be a blank page. In actuality, it isn't a blank page; it's just a large chunk of blank space between the agent's response and the prompt field. If the same thing happens to you, scroll up using the vertical scroll bar and you should find the response. And if you scroll all the way down to the bottom of the page, the prompt field should appear. This agent is

Previous Next

5 Hr 27 Min Remaining

ビジュアライズ（データのグラフ化）なども行われる

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

Analyze this spreadsheet and ...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Analyst > Analyze this spreadsheet and tell me the top three

- Many others rated it very high (4–5).
- Few chose the middle option (3).

This suggests a **split user experience**: some participants are quite happy, while others are clearly dissatisfied.

Here's a visual summary of the rating distributions:

The chart for Project Satisfaction shows counts for ratings 1 through 5. The chart for Communication Effectiveness shows counts for ratings 1 through 5.

Rating	Project Satisfaction Count	Communication Effectiveness Count
1	11	7
2	7	12
3	10	15
4	14	6
5	8	7

日本語でレポートを作成して プrezent資料用に要約して さらに詳細な分析をして

Ask Analyst to analyze your data and generate insights

+

We'd love your feedback.

We have two questions for you.

AI-generated content may be incorrect

ENG US 1:06 AM 11/8/2025

Instructions Resources

Transform your everyday business processes with agents

- In Microsoft 365, the Analyst agent window appears. In the prompt field, select the **Add content and agents** icon, which is the plus sign (+) icon.
- In the menu that appears, select **Upload from this device**. In File Explorer, navigate to the **Downloads** folder and select the **Project Nexus Survey Results** file that you downloaded earlier and then select **Open**.
- In the prompt field, enter the following prompt next to the linked Project Nexus Survey Results file:
Analyze this spreadsheet and tell me the top three trends.
- Note how Analyst runs several Python commands to come up with its final list of trends. You might have to wait a minute or so for it to complete all the commands so that it can aggregate the results and determine the top three trends. Below each command is a description of the results of that command. Continue to scroll down through the results to see the top three trends.
- You want to drill deeper into each category, so start out by entering the following prompt:
What is the average rating for each survey category?
- In our testing, the agent returns what appears to be a blank page. In actuality, it isn't a blank page; it's just a large chunk of blank space between the agent's response and the prompt field. If the same thing happens to you, scroll up using the vertical scroll bar and you should find the response. And if you scroll all the way down to the bottom of the page, the prompt field should appear. This agent is

Previous Next

5 Hr 26 Min Remaining

「in Japanese」と追加のプロンプトを入力すると分析結果が日本語で出力される

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The URL is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays the M365 Copilot Chat interface. A red box highlights the "in Japanese" button in the top right corner of the chat window. Another red box highlights the text "in Japanese" in the main response area. The response text is:

こちらが「Project Nexus」アンケート結果の分析に基づく、3つの主要な傾向です（日本語訳）：

◆ 1. 満足度の二極化

アンケートの4つの評価項目（プロジェクト満足度、コミュニケーションの有効性、スケジュール遵守、全体的な体験）の平均スコアはすべて「3」付近ですが、回答の分布は二極化しています。

- 「1~2」の低評価をつけた人が多数。
- 「4~5」の高評価をつけた人も多数。
- 中間の「3」は少數。

つまり、参加者の体験は「満足している層」と「不満を感じている層」に分かれており、単なる平均値では見えないユーザー体験の分断が存在します。

At the bottom of the response area, there are three buttons: "日本語でレポートを作成して", "プレゼン資料用に要約して", and "さらに詳細な分析をして".

Below the response area, there is a feedback pop-up with the text "We'd love your feedback." and "We have two questions for you." with a close button.

The bottom status bar shows "AI-generated content may be incorrect", "ENG US", "1:07 AM", "11/8/2025", and a green progress bar indicating "5 Hr 26 Min Remaining".

To the right of the main content, a sidebar titled "Transform your everyday business processes with agents" contains a list of numbered steps:

4. In Microsoft 365, the Analyst agent window appears. In the prompt field, select the Add content and agents icon, which is the plus sign (+) icon.
5. In the menu that appears, select Upload from this device. In File Explorer, navigate to the Downloads folder and select the Project Nexus Survey Results file that you downloaded earlier and then select Open.
6. In the prompt field, enter the following prompt next to the linked Project Nexus Survey Results file:

Analyze this spreadsheet and tell me the top three trends.

Note how Analyst runs several Python commands to come up with its final list of trends. You might have to wait a minute or so for it to complete all the commands so that it can aggregate the results and determine the top three trends. Below each command is a description of the results of that command. Continue to scroll down through the results to see the top three trends.
7. You want to drill deeper into each category, so start out by entering the following prompt:

What is the average rating for each survey category?
8. In our testing, the agent returns what appears to be a blank page. In actuality, it isn't a blank page; it's just a large chunk of blank space between the agent's response and the prompt field. If the same thing happens to you, scroll up using the vertical scroll bar and you should find the response. And if you scroll all the way down to the bottom of the page, the prompt field should appear. This agent is

At the bottom of the sidebar, there are "Instructions" and "Resources" tabs, along with a "End" button.

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、**演習2（講師デモ）**
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

リサーチツールエージェント

- ・英語版では「Researcher」エージェントと呼ばれる
- ・業務における複数ステップにわたる調査を支援
- ・Web検索や職場のデータ検索を実行してデータを収集
- ・これまでにない高精度かつ高品質なインサイト（指示された調査タスクに関する深い理解）を提供

[Microsoftによって構築されたエージェント - Microsoft サポート](#)

[リサーチツールおよびアナリストが、Microsoft 365 Copilotにおいて一般提供開始となりました。 - Windows Blog for Japan](#)

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、**演習2（講師デモ）**
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

Researcherエージェントをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot Chat interface. On the left, a sidebar lists various options like Chat, Search, Agents, and Researcher. The 'Researcher' option is highlighted with a red box and an arrow pointing to it from the top-left. The main area is titled 'Researcher' and contains a prompt field asking 'What do you want to research today?'. Below it are six suggested prompts: 'Market Analysis', 'Meeting Prep', 'Status Tracker', 'Project Update', 'Topic Report', and 'Customer Brief'. At the bottom, a message says 'There's nothing here yet! Try going to the chat to start a new chat or use one of the suggested prompts.' The status bar at the bottom right shows 'ENG US' and the date '11/8/2025'.

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors.

1. In Microsoft 365, select the **Researcher** agent if it appears in the navigation pane under the **Agents** section. Otherwise, select **All agents** in the navigation pane, and then in the **Agent Store** window, select **Researcher** in the **Built by Microsoft** section.
2. In Microsoft 365, the **Researcher** agent window appears. In the prompt field, enter the following prompt (replace **Topic X** with an actual project name or topic that you participated in at your organization):
Help me gather and summarize all recent discussions, documents, and emails related to [Topic X] from the past 90 days.
3. Review the Researcher agent's response. If it asks any follow-up questions, reply however you wish. For example, Researcher may ask questions such as:
4. Are there any specific aspects of [Topic X] you're particularly interested in, such as performance, updates, or issues?
5. Do you need a detailed report or a high-level summary?
6. Is there any specific format you prefer for the summary, such as a report, or a presentation?
7. After reviewing Researcher's results, determine if you want it to refine the scope. For example, you can ask it to:
 - List any action items for me .**
 - Provide more details on the meeting with {person's name}.**
 - Summarize the key decisions from these communications.**

← Previous Next →

5 Hr 22 Min Remaining

プロンプトを入力

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

M365 Copilot Researcher

Search Chat Agents Researcher Analyst Explore agents Create agent Conversations Analyze this spreadsheet and t... Five Cool Microsoft Copilot Fe... All conversations Pages Notebooks Create Apps

User1-56373077@LOD...

Try going to the chat to start a new chat or use one of the suggested prompts.

Researcher

日本市場における過去5年間の飲料消費トレンドを、インターネット上で入手できるデータやニュースから整理してください。

+ 0 Sources

Status Tracker
Summarize action items for me.

Customer Brief
Help me prepare for a meeting with Customer.

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors.

1. In Microsoft 365, select the **Researcher** agent if it appears in the navigation pane under the **Agents** section. Otherwise, select **All agents** in the navigation pane, and then in the **Agent Store** window, select **Researcher** in the **Built by Microsoft** section.
2. In Microsoft 365, the **Researcher** agent window appears. In the prompt field, enter the following prompt (replace **Topic X** with an actual project name or topic that you participated in at your organization):
~~Help me gather and summarize all recent discussions, documents, and emails related to [topic X] from the past 90 days~~
3. Review the Research agent's response. If it asks any follow-up questions, reply however you wish. For example, Researcher may ask questions such as:
4. Are there any specific aspects of [Topic X] you're particularly interested in, such as performance, updates, or issues?
5. Do you need a detailed report or a high-level summary?
6. Is there any specific format you prefer for the summary, such as a report, or a presentation?
7. After reviewing Researcher's results, determine if you want it to refine the scope. For example, you can ask it to:
 - List any action items for me .
 - Provide more details on the meeting with {person's name}.
 - Summarize the key decisions from these communications.

Previous Next

5 Hr 16 Min Remaining

Researcherエージェントにさらに詳細な指示を与え、調査を開始させる

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?auth=2

M365 Copilot

Search

Chat

Agents

研究员

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

Analyze this spreadsheet and t...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

今日

研究员 > 日本飲料消費トレンド調査の確認事項

日本市場における過去5年間の飲料消費トレンドを、インターネット上で入手できるデータやニュースから整理してください。

研究员

ありがとうございます。日本市場における過去5年間の飲料消費トレンドについて、インターネット上のデータやニュースをもとに整理するというご依頼ですね。

理解を深めるために、以下の点を確認させてください：

- 特に注目している飲料カテゴリーはありますか？（例：炭酸飲料、エナジードリンク、ミネラルウォーター、アルコール飲料、機能性飲料など）
- 消費トレンドの中で、どのような観点を重視していますか？（例：売上推移、消費者の嗜好変化、健康志向、サステナビリティ、マーケティング戦略など）
- 出力形式について特に希望はありますか？（例：表形式での比較、年ごとの変化の可視化など）

「そのまま進めてください」や「お任せします」と言っていただければ、私の判断で調査を開始します。

そのまま進めてください

コーヒー市場の消費トレンドについて調べてください。進めて下さい。

+ 0⁰ Sources

AI-generated content may be incorrect

ENG US 1:20 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors

- In Microsoft 365, select the Researcher agent if it appears in the navigation pane under the Agents section. Otherwise, select All agents in the navigation pane, and then in the Agent Store window, select Researcher in the Built by Microsoft section.
- In Microsoft 365, the Researcher agent window appears. In the prompt field, enter the following prompt (replace Topic X with an actual project name or topic that you participated in at your organization):

Help me gather and summarize all recent discussions, documents, and emails related to [Topic X] from the past 90 days.
- Review the Research agent's response. If it asks any follow-up questions, reply however you wish. For example, Researcher may ask questions such as:
- Are there any specific aspects of [Topic X] you're particularly interested in, such as performance, updates, or issues?

コーヒー市場の消費トレンドについて調べてください。進めて下さい。

can ask it to:

- List any action items for me .
- Provide more details on the meeting with {person's name}.
- Summarize the key decisions from these communications.

Previous Next

5 Hr 13 Min Remaining

Researcherエージェントによる調査が開始される。5分ほど待つ

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?auth=2

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

Analyze this spreadsheet and t...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

0 Sources

AI-generated content may be incorrect

ENG US 1:23 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors.

1. In Microsoft 365, select the **Researcher** agent if it appears in the navigation pane under the **Agents** section. Otherwise, select **All agents** in the navigation pane, and then in the **Agent Store** window, select **Researcher** in the **Built by Microsoft** section.
2. In Microsoft 365, the **Researcher** agent window appears. In the prompt field, enter the following prompt (replace **Topic X** with an actual project name or topic that you participated in at your organization):

Help me gather and summarize all recent discussions, documents, and emails related to [Topic X] from the past 90 days.
3. Review the Research agent's response. If it asks any follow-up questions, reply however you wish. For example, Researcher may ask questions such as:
4. Are there any specific aspects of [Topic X] you're particularly interested in, such as performance, updates, or issues?
5. Do you need a detailed report or a high-level summary?
6. Is there any specific format you prefer for the summary, such as a report, or a presentation?
7. After reviewing Researcher's results, determine if you want it to refine the scope. For example, you can ask it to:
 - List any action items for me.
 - Provide more details on the meeting with {person's name}.
 - Summarize the key decisions from these communications.

Previous Next

5 Hr 9 Min Remaining

調査結果が表示される

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?auth=2

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

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User1-56373077@LOD... ...

0^o Sources

AI-generated content may be incorrect

ENG US 1:26 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors.

- In Microsoft 365, select the **Researcher** agent if it appears in the navigation pane under the **Agents** section. Otherwise, select **All agents** in the navigation pane, and then in the **Agent Store** window, select **Researcher** in the **Built by Microsoft** section.
- In Microsoft 365, the **Researcher** agent window appears. In the prompt field, enter the following prompt (replace **Topic X** with an actual project name or topic that you participated in at your organization):

```
Help me gather and summarize all recent discussions, documents, and emails related to [Topic X] from the past 90 days.
```
- Review the Research agent's response. If it asks any follow-up questions, reply however you wish. For example, Researcher may ask questions such as:
- Are there any specific aspects of [Topic X] you're particularly interested in, such as performance, updates, or issues?
- Do you need a detailed report or a high-level summary?
- Is there any specific format you prefer for the summary, such as a report, or a presentation?
- After reviewing Researcher's results, determine if you want it to refine the scope. For example, you can ask it to:
 - List any action items for me .
 - Provide more details on the meeting with {person's name}.
 - Summarize the key decisions from these communications.

Previous Next

5 Hr 6 Min Remaining

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

プロンプトコーチエージェント

- ・ユーザーが適切に構造化されたプロンプトを作成するのを支援する
- ・プロンプトへのフィードバックを提供する
- ・プロンプトの例を提案する

[Microsoft によって構築されたエージェント - Microsoft サポート](#)

[テンプレートから Prompt Coach エージェントを作成する | Microsoft Learn](#)

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、**演習3（講師デモ）**
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

Microsoft 365 Copilot Chatで「Explore agents」（または「All agents」）をクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot Chat interface. On the left, a sidebar lists navigation options: M365 Copilot, Search, Chat, Agents (selected), Researcher, Analyst, Explore agents (highlighted with a red box), Create agent, Conversations, Pages, Notebooks, Create, and Apps. The main content area is titled 'Agent Store' and contains a search bar labeled 'Search agents'. Below it, there's a section titled 'Your agents' with icons for 'Researcher' and 'Analyst'. A 'Built by Microsoft' section features three cards: 'App Builder (Frontier)', 'Workflows Agent (Front...)', and 'Researcher'. The 'Researcher' card includes a snippet: 'With Researcher, now every employee has access to experts...'. At the bottom, a status bar shows 'User1-56373077@LOD...', a battery icon, 'ENG US', '1:39 AM 11/8/2025', and navigation buttons for 'Previous' and 'Next'.

Transform your everyday business processes with agents

Instructions Resources ? End

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

[Learn more](#)

[Create agent](#)

Agent Store

Find agents with the expertise to help you complete complex tasks

Search agents

Your agents

Researcher Analyst

Built by Microsoft

App Builder (Frontier)
Transform your idea into an app. No coding required.

Workflows Agent (Front...)
Build workflows with natural language, no code needed.

Researcher
With Researcher, now every employee has access to experts...

User1-56373077@LOD... ...

ENG US 1:39 AM 11/8/2025

Previous Next

Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
2. In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
3. The goal of this exercise is to interact with the agent using your own data. You should begin by reviewing the agent's built-in prompt suggestions. Try one or two of the sample prompts that appear on the agent page.
4. After testing the sample prompts, you should now run three to five queries or actions the agent supports. When you do so, explore what data the agent can access, such as your calendar, emails, files, or organizational data. The prompts that you enter must obviously align with your project and the agent you chose. However, here's some sample prompts that might spur an idea as to the type of prompts you can enter:

4 Hr 53 Min Remaining

Prompt Coachをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot app interface. On the left, a sidebar lists options like Chat, Search, Chat, Agents, Researcher, Analyst, and Explore agents (which is selected). The main area displays a grid of 'Built by Microsoft' agents. The 'Prompt Coach' card is highlighted with a red border. Other cards include App Builder (Frontier), Workflows Agent (Frontier), Researcher, Analyst, Idea Coach, Career Coach, Learning Coach, Surveys, and Microsoft 365 Admin. A message at the top of the page says: 'You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.' A 'Create agent' button is also visible.

Transform your everyday business processes with agents

Instructions Resources

⚠️ Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
2. In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
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← Previous Next →

4 Hr 53 Min Remaining

Addをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Prompt Coach
Microsoft Corporation
Add

Write and improve your prompts

Prompt Coach is designed to assist in crafting well-structured, effective prompts. This companion excels in both generating new prompts and analyzing existing ones, ensuring they align with your goals. With a focus on guiding users through the entire process, this companion offers valuable feedback, examples, and actionable suggestions for continuous improvement. Prompt Coach is designed to work with Microsoft 365 Copilot.

App features

Agent
Use with Copilot or add to a chat or meeting. Added agents are turned on by default.

Created by Microsoft Corporation
Version 1.3.0

By using Prompt Coach, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

Learn more

Create agent

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

Transform your everyday business processes with agents

Instructions Resources

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← Previous Next →

4 Hr 52 Min Remaining

Prompt Coachエージェントが選択された

Transform your everyday business processes with agents - 課場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot app interface. On the left, a navigation pane lists various agents: M365 Copilot, Search, Chat, Agents (with sub-options Researcher and Analyst), and Prompt Coach, which is highlighted with a red box. The main area features a large "Prompt Coach" button with a red border. Below it is a "Message Copilot" input field and three cards: "Prompt Generation" (Help me generate a prompt to be used in Copilot.), "Analyze Prompt" (Analyze my prompt and provide feedback on how I could impro...), and "Prompt Compliance" (Evaluate if my prompt is compliant and following the...). A "See more" link is at the bottom right of these cards. The top right of the screen displays a "Transform your everyday business processes with agents" header, "Instructions" and "Resources" tabs, and a note about using other prebuilt agents instead of Analyst and Researcher. The bottom right shows a progress bar indicating "4 Hr 52 Min Remaining".

Transform your everyday business processes with agents

Instructions Resources

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← Previous Next →

4 Hr 52 Min Remaining

以下のプロンプトを入力して送信

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Prompt Coach

Search Chat Agents Researcher Analyst Prompt Coach All agents Create agent Conversations Pages Notebooks Create Apps

User1-56373077@LOD... ...

Prompt Coach

会議の概要を生成するためのプロンプトの例を表示します

See more ▾

会議の概要を生成するためのプロンプトの例を表示します

↑

→

Instructions Resources

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← Previous Next →

Transform your everyday business processes with agents

End

ENG US 11/8/2025 1:41 AM

4 Hr 51 Min Remaining

Prompt Coachがプロンプトの例をいくつか提示してくれた

The screenshot shows a Microsoft Edge window with two tabs open. The left tab is titled 'Chat | M365 Copilot' and displays the Microsoft 365 Copilot app interface. The right tab is titled 'Transform your everyday business processes with agents - 職場 - Microsoft Edge' and displays a module from labclient.labondemand.com.

M365 Copilot Tab:

- URL: https://m365.cloud.microsoft/chat/?fromcode=m365copilot
- Content: A message from the Copilot app stating "You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat."
- Section: 'Prompt Coach > 会議概要生成のプロンプト例紹介'
- Text: "もちろんです！以下に、会議の概要を生成するためのプロンプトの例をいくつかご紹介します。それぞれのプロンプトには、目的・背景・情報源・期待される出力形式が明確に含まれています。"
- プロンプト例 1**

Prompt:
この会議の議事録を作成してください。会議の主な議題、参加者の発言要点、決定事項、次回までのアクションアイテムを箇条書きでまとめてください。以下は会議の録音内容です：[音声または文字起こしの内容をここに貼り付けてください]。

目的: 会議の内容を簡潔にまとめる
- Buttons at the bottom: '英語版のプロンプト例を見て' and '特定の参加者の発言だけ抽出するプロンプトをTFつけて'
- Message input field: 'Message Copilot' with a '+' button and a microphone icon.
- Bottom status bar: 'AI-generated content may be incorrect', 'ENG US', '11/8/2025 1:43 AM'.

labclient.labondemand.com Tab:

- Section: 'Instructions Resources'
- Text: "Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks."
- Text: "Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with."
- Text: "Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:"
- List of steps:
 1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
 2. In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
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- Buttons at the bottom: 'Previous' and 'Next'.
- Bottom status bar: '4 Hr 50 Min Remaining'.

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・**アイデアコーチエージェント、演習4（講師デモ）**
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

アイデアコーチエージェント

- ・アイデアの生成と改善に役立ち、概念を実用的な計画に変えるための構造化されたガイダンスを提供する
- ・プロジェクトをブレーンストーミングする場合や、革新的なソリューションを探している場合に役立つ

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

Microsoft 365 Copilot Chatで「Explore agents」（または「All agents」）をクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Search Chat Agents Researcher Analyst Prompt Coach

Prompt Coach

All agents

Create agent Conversations Pages Notebooks Create Apps

User1-56373077@LOD... ...

Prompt Coach

Message Copilot

+

Prompt Generation
Help me generate a prompt to be used in Copilot.

Analyze Prompt
Analyze my prompt and provide feedback on how I could impro...

Prompt Compliance
Evaluate if my prompt is compliant and following the...

See more ▾

Instructions Resources

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← Previous Next →

Transform your everyday business processes with agents

ENG US 1:45 AM 11/8/2025

4 Hr 47 Min Remaining

Idea Coachをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot app interface. On the left, a navigation pane includes 'M365 Copilot', 'Search', 'Chat', and sections for 'Agents', 'Researcher', 'Analyst', and 'Prompt Coach'. The 'All agents' tab is selected. In the center, a grid of cards represents different agents under the heading 'Built by Microsoft'. The 'Idea Coach' card, which features a lightbulb icon and the text 'Plan and navigate the brainstorming process', is highlighted with a red border. Other visible cards include 'App Builder (Frontier)', 'Workflows Agent (Frontier)', 'Researcher', 'Analyst', 'Prompt Coach', 'Writing Coach', 'Career Coach', 'Learning Coach', 'Surveys', and 'Microsoft 365 Admin'. To the right, a sidebar provides instructions and resources, noting that earlier exercises used Analyst and Researcher agents, but suggests using other agents like Idea Coach for this exercise. It also describes how to perform steps to see the agent's capabilities. At the bottom, there are 'Previous' and 'Next' buttons, along with a progress bar indicating '4 Hr 46 Min Remaining'.

Transform your everyday business processes with agents

Instructions Resources

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User1-56373077@LOD... ...

Featured

ENG US 11/8/2025 1:47 AM

← Previous Next →

4 Hr 46 Min Remaining

Addをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

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Idea Coach
Microsoft Corporation

Add

Works across

Plan and navigate the brainstorming process

Meet Idea Coach, your personal brainstorming companion designed to inspire creativity. With a fun and collaborative tone, Idea Coach helps you plan and navigate the brainstorming process, making sure you stay focused and on track. Idea Coach is designed to work with Microsoft 365 Copilot.

App features

Agent
Use with Copilot or add to a chat or meeting. Added agents are turned on by default.

Created by Microsoft Corporation
Version 1.3.0

Permissions

This app will have permission to:

By using Idea Coach, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

Instructions **Resources**

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← Previous Next →

ENG US 11:47 AM 11/8/2025 4 Hr 45 Min Remaining

以下のプロンプトを入力して送信

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

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Idea Coach

Idea Coach

Search

Chat

Agents

Researcher

Analyst

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

Idea Coach

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Previous

Next

4 Hr 41 Min Remaining

キャンペーンアイデアが提案された

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

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Idea Coach > カフェイン減量コーヒー店頭キャンペーン案

いいですね！カフェイン量を減らしたコーヒーのキャンペーン、健康志向の消費者や夜でもコーヒーを楽しむ人にとって魅力的な提案になりそうです。では、スーパーでの店頭販売向けに効果的なキャンペーンアイデアをいくつかご提案しますね。

★ キャンペーンアイデア一覧

1. 「夜でも安心」試飲イベント
 - 店頭でデカフェまたは低カフェインコーヒーの試飲を実施。
 - 「夜の読書タイムにぴったり」「リラックスしたい午後に」など、シーン別の提案を添える。
 - 試飲者には割引クーポンを配布。
2. 「カフェイン量見える化」POPとパネル展示
 - 通常のコーヒーとのカフェイン量比較をグラフで表示。
 - 「あなたに合ったカフェイン量は?」という診断チャートを設置して、選びやすくする。
3. スタンプラリー式キャンペーン
 - 購入ごとにスタンプを集めて、3個でミニサイズのコーヒー豆やグッズをプレゼント。

Message Copilot

AI-generated content may be incorrect

ENG US 11/8/2025 1:52 AM

Transform your everyday business processes with agents

Instructions Resources

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← Previous Next →

4 Hr 40 Min Remaining

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

ライティングコーチエージェント

- ・わかりやすく、インパクトのある文章を作成する支援を行う
- ・トーン、文法、スタイルを改善し、電子メール、レポート、ドキュメントを洗練させる

モジュール2

- ・アナリストエージェント、演習1（講師デモ）
- ・リサーチツールエージェント、演習2（講師デモ）
- ・プロンプトコーチエージェント、演習3（講師デモ）
- ・アイデアコーチエージェント、演習4（講師デモ）
- ・ライティングコーチエージェント、演習5（講師デモ）
- ・知識確認クイズ
- ・まとめ

Microsoft 365 Copilot Chatで「Explore agents」（または「All agents」）をクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... ...

Prompt Coach

Message Copilot

+

Prompt Generation
Help me generate a prompt to be used in Copilot.

Analyze Prompt
Analyze my prompt and provide feedback on how I could impro...

Prompt Compliance
Evaluate if my prompt is compliant and following the...

See more ▾

Transform your everyday business processes with agents

Instructions Resources

⚠ Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
2. In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
3. The goal of this exercise is to interact with the agent using your own data. You should begin by reviewing the agent's built-in prompt suggestions. Try one or two of the sample prompts that appear on the agent page.
4. After testing the sample prompts, you should now run three to five queries or actions the agent supports. When you do so, explore what data the agent can access, such as your calendar, emails, files, or organizational data. The prompts that you enter must obviously align with your project and the agent you chose. However, here's some sample prompts that might spur an idea as to the type of prompts you can enter:

Previous Next

4 Hr 47 Min Remaining

Writing Coachエージェントをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows the Microsoft 365 Copilot app interface. On the left, a navigation pane lists various agents: M365 Copilot, Search, Chat, Agents, Researcher, Analyst, Idea Coach, and Prompt Coach. The 'All agents' option is selected. In the center, under the heading 'Built by Microsoft', there are twelve agent cards arranged in a grid. The 'Writing Coach' card, which features a pen icon and the text 'Take your writing to the next level with Writing Coach', is highlighted with a red box. Other visible cards include App Builder (Frontier), Workflows Agent (Front...), Researcher, Analyst, Prompt Coach, Idea Coach, Career Coach, Learning Coach, Surveys, Microsoft 365 Admin, and Skills (Frontier). A message at the top of the main area states: 'You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.' A 'Create agent' button is also present. To the right, a sidebar provides instructions and resources, including a note about reusing agents and steps for interacting with the chosen agent.

Transform your everyday business processes with agents

Instructions Resources

⚠️ Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

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2. In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
3. The goal of this exercise is to interact with the agent using your own data. You should begin by reviewing the agent's built-in prompt suggestions. Try one or two of the sample prompts that appear on the agent page.
4. After testing the sample prompts, you should now run three to five queries or actions the agent supports. When you do so, explore what data the agent can access, such as your calendar, emails, files, or organizational data. The prompts that you enter must obviously align with your project and the agent you chose. However, here's some sample prompts that might spur an idea as to the type of prompts you can enter:

← Previous Next →

4 Hr 24 Min Remaining

Addをクリック

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat

Writing Coach
Microsoft Corporation

Add

Works across

Take your writing to the next level with Writing Coach

Writing Coach is an expert assistant dedicated to providing detailed, constructive feedback and helping you excel in any writing task. Whether you're refining an email, crafting a story, or developing a whitepaper, Writing Coach is here to guide you every step of the way. Writing Coach is designed to work with Microsoft 365 Copilot.

App features

Agent
Use with Copilot or add to a chat or meeting. Added agents are turned on by default.

Created by Microsoft Corporation
Version 1.0.0

Permissions

By using Writing Coach, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

AI-generated content may be incorrect

Instructions Resources ? End

Warning: Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:

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← Previous Next →

4 Hr 24 Min Remaining

以下のプロンプトを入力して送信

Transform your everyday business processes with agents - 職場 - Microsoft Edge

以下のメールを、会議の内容や目的がさらに明確に伝わるように書き直してください。丁寧な言葉を使ってください

=====

お疲れ様です、〇〇（部署名）の△△（氏名）です。
〇月〇日（〇曜日）に、「新製品開発進捗報告」に関する会議を開催する予定です。
会議は10:00～11:30に、本社ビル3階会議室Aで行います。
議題は以下の通りです：
・進捗報告（各部門からの最新情報共有）
・今後のスケジュールと課題の整理
・最終提案に向けたアクションアイテムの確認
・会議に参加できる場合、事前にもし質問や追加したい議題があればお知らせください。
出席のご確認を〇月〇日（〇曜日）までにご返信ください

Idea Coach
Prompt Coach
All agents
Create agent
Conversations
会議メールの丁寧で明確な...
カフェイン減量コーヒー店...
会議概要生成のプロンプト...
日本飲料消費トレンド調査...
Analyze this spreadsheet and...
All conversations
User1-56373077@LOD... ...

以下のように改めて書く

お疲れ様です、〇〇（部署名）の△△（氏名）です。〇月〇日（〇曜日）に、「新製品開発進捗報告」に関する会議を開催する予定です。会議は10:00～11:30に、本社ビル3階会議室Aで行います。議題は以下の通りです：進捗報告（各部門からの最新情報共有）今後のスケジュールと課題の整理最終提案に向けたアクションアイテムの確認会議に参加できる場合、事前にもし質問や追加したい議題があればお知らせください。また、忙しい中恐縮ですが、出席のご確認を〇月〇日（〇曜日）までにお願いできればと思います。お忙しいところ恐れ入りますが、よろしくお願ひいたします。

+ →

Critique my writing
Provide detailed and constructive feedback on a piece of writing.
Change the tone of an email...
Help change the tone of an email or message from professional...
Translate a piece of text
Translate a piece of text into another language.

ENG US 2:17 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

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← Previous Next →

4 Hr 16 Min Remaining

改善されたメール文面が提案される

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The address bar displays the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area is the Microsoft 365 Copilot app, specifically the "Writing Coach" section titled "新製品開発会議案内の丁寧な文例". A red box highlights the proposed meeting agenda text:

件名:【ご案内】「新製品開発進捗報告」会議の開催について（〇月〇日）
〇〇（部署名）所属の△△（氏名）でございます。
いつも大変お世話になっております。
このたび、下記の通り「新製品開発進捗報告」に関する会議を開催いたしますので、ご案内申し上げます。

■日時
〇月〇日（〇曜日）10:00～11:30

■場所
本社ビル 3階 会議室A

■議題（予定）
1. 各部門からの進捗報告
2. 今後のスケジュールおよび課題の整理
3. 最終提案に向けたアクションアイテムの確認

ご多忙のところ恐縮ではございますが、出席の可否につきまして、〇月〇日（〇曜日）までにご回答いただ

On the right side of the screen, there is a "Transform your everyday business processes with agents" module exercise. It includes instructions and resources, and a warning about reusing prebuilt agents. The warning states:

⚠️ Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks.

The exercise instructions state:

Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with.

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At the bottom of the exercise, there are "Previous" and "Next" buttons, and a progress bar indicating "4 Hr 13 Min Remaining".

「更に丁寧に」「カジュアルに」「英語に」などの書き換えも実行できる

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge" and the URL "https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812". The main content area displays the Microsoft 365 Copilot app, specifically the Writing Coach section. The sidebar on the right contains instructions and resources.

Instructions:

- A warning message: "Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks."
- Text: "Once you select an agent, you should explore its capabilities using your own Microsoft 365 data, such as emails, meetings, files, or chat threads. Your goal is to see if you can move the project forward or uncover something you missed. At the end of this exercise, you're also encouraged to try some of the other prebuilt agents to see the types of requests they can help with."
- Text: "Perform the following steps to see how the prebuilt agent that you chose can function as a real productivity partner by solving a problem that matters to you:
- Step 1: In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
- Step 2: In Microsoft 365, select All agents in the navigation pane, and then in the Agent Store window, select the agent of your choice in the Built by Microsoft section. Remember, don't use the Researcher or Analyst agents. Try a different agent for this exercise.
- Step 3: The goal of this exercise is to interact with the agent using your own data. You should begin by reviewing the agent's built-in prompt suggestions. Try one or two of the sample prompts that appear on the agent page.
- Step 4: After testing the sample prompts, you should now run three to five queries or actions the agent supports. When you do so, explore what data the agent can access, such as your calendar, emails, files, or organizational data. The prompts that you enter must obviously align with your project and the agent you chose. However, here's some sample prompts that might spur an idea as to the type of prompts you can enter:

Resources:

Links to "Instructions" and "Resources".

Main Content Area (Writing Coach):

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Writing Coach > 新製品開発会議案内の丁寧な文例

■場所
本社ビル 3階 会議室A

■議題（予定）

- 各部門からの進捗報告
- 今後のスケジュールおよび課題の整理
- 最終提案に向けたアクションアイテムの確認

ご多忙のところ恐縮ではございますが、出席の可否につきまして、○月○日（○曜日）までにご回答いただけますと幸いです。

また、事前にご質問や追加でご提案いただきたい議題等がございましたら、あわせてお知らせください。

何卒よろしくお願い申し上げます。

ご希望があれば、カジュアルなトーンや英語版への翻訳も可能です。

この文面でご希望に沿っていますか？それとも、さらに調整したいポイントがありますか？

さらに丁寧な表現にしてほしい カジュアルなトーンに変更してほしい 英語版に翻訳してほしい

Message Copilot

AI-generated content may be incorrect

ENG US 2:20 AM 11/8/2025

Previous Next

「英語版に翻訳してほしい」をクリックした例

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge" and the URL "https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812". The main content area displays the Microsoft 365 Copilot app, specifically the Writing Coach section. A tooltip with a red border is overlaid on the text, containing the Japanese text "英語版に翻訳してほしい". The tooltip has a light gray background and a thin red border. The main text area contains a sample meeting invitation message. On the right side of the screen, there is a sidebar with instructions and resources, including a warning about reusing agents and steps to perform the exercise.

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Writing Coach > 新製品開発会議案内の丁寧な文例

英語版に翻訳してほしい

Writing Coach

こちらが、先ほどの日本語のメールを英語に丁寧なビジネス文書として翻訳したものです：

Subject: [Meeting Invitation] Progress Report Meeting on New Product Development (MM/DD)

Dear [Recipient's Name],

I hope this message finds you well.

This is [Your Name] from the [Department Name].

I would like to inform you that we are planning to hold a meeting regarding the progress of our new product development, as outlined below:

■ Date and Time

Message Copilot

AI-generated content may be incorrect

ENG US 2:21 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

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← Previous Next →

4 Hr 11 Min Remaining

知識確認クイズ 1/3

- Q1: アナリストエージェントを使用する主な利点は、次のうちどれですか?
- A: フリーフォーム テキストや画像などの非構造化データを高精度で解釈できます。
- B: これは、すべてのビジネス上の意思決定における人間のレビューの必要性を自動的に置き換えます。
- C: Python コードを実行し、分析を反復的に絞り込んで分析情報を提供できます。

知識確認クイズ 2/3

- Q2: リサーチツールエージェントの主な強みの一つは何ですか?
- A: スプレッドシートのような構造化データとフリーフォームノートのような非構造化データの両方を同様に解釈して要約することができます。
- B: マルチステップ調査をサポートし、適切に構造化された引用された分析情報を提供します。
- C: 統合を必要とせずに、Web 上のサブスクリプション専用データベースにアクセスして集計できます。

知識確認クイズ 3/3

- Q3: ライティングコーチエージェントの主な強みは何ですか?
- A: 完全な長さのレポートと詳細な研究ドキュメントをゼロから作成します。
- B: データの正確性とフラグの事実の不一致について書き込みを分析します。
- C: 書面によるコミュニケーションの明確さ、トーン、文法向上させるのに役立ちます。

モジュール2 まとめ

- ・このモジュールでは以下の「事前構築済みエージェント」について概要と使い方を解説しました
- ・アナリストエージェント：データ分析
- ・リサーチツールエージェント：詳細な調査
- ・プロンプトコーチエージェント：プロンプトの改善
- ・アイデアコーチエージェント：案出しの支援
- ・ライティングコーチエージェント：文章の改善

モジュール3



エージェントのビルトと管理

✓ 1300 XP

1 時間 36 分 • モジュール • 12 ユニット

このモジュールでは、Microsoft 365 Copilot Chat と SharePoint でエージェントを作成、テスト、管理するために必要な基本的な概念と実用的な手順について説明します。

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
 - 演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- エージェントのコンポーネント（構成要素）
- Microsoft 365 Copilotコネクターによる外部データの取り込み
- エージェントのテストと利用
- エージェントの管理
- 知識確認クイズ
- まとめ

モジュール3

・エージェントを作るためのツール

- ・演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
- ・演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- ・エージェントのコンポーネント（構成要素）
- ・Microsoft 365 Copilotコネクターによる外部データの取り込み
- ・エージェントのテストと利用
- ・エージェントの管理
- ・知識確認クイズ
- ・まとめ

エージェントを作るためのツール

- ・本モジュールでは以下の2つについて紹介
- ・Microsoft 365 Copilot Chat内の「エージェントの作成」をクリックして「Copilot Studio」を起動
- ・SharePointサイト内のメニューの「New」→「Agents」を選択して、「Copilotエージェントツール」を起動

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
 - 演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- エージェントのコンポーネント（構成要素）
- Microsoft 365 Copilotコネクターによる外部データの取り込み
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- エージェントの管理
- 知識確認クイズ
- まとめ

Microsoft 365 Copilot Chatのメニューの Create agent (エージェントの作成) をクリック

The screenshot shows the Microsoft 365 Copilot Chat interface in a browser window. On the left, a navigation pane lists various options like Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, Conversations, Pages, Notebooks, Create, Apps, and a user profile. The 'Create agent' option is highlighted with a red box and an arrow pointing to it from the top-left. The main area features a large input field labeled 'Message Copilot' with a placeholder 'Hi, how can I help?'. Below it are three cards: 'Rewrite this to sound more professional and less verbose...', 'Summarize file', and 'Find emails from **person** with **keywords** in the subject line an...'. To the right, there's an 'Exercise' section with instructions and a numbered list of steps. Step 1 is also highlighted with a red box and an arrow.

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.

Work Web Try GPT-5

Search Chat Agents Researcher Analyst Writing Coach Idea Coach Prompt Coach All agents Create agent Conversations Pages Notebooks Create Apps User1-56373077@LOD...

Hi, how can I help?

Message Copilot

Rewrite this to sound more professional and less verbose...

Summarize file

Find emails from **person** with **keywords** in the subject line an...

See more ▾

Transform your everyday business processes with agents

Instructions Resources

Exercise is to help you understand how to think critically about the purpose and functionality of agents that you create within Microsoft 365 Copilot Chat.

Exercise

In this exercise, you're encouraged to be creative and design an agent that's of significant interest to you. For example, you might want to solve a real-world business problem, improve productivity in a specific area at your company, or address a personal topic that interests you. Because each student creates their own personal agent, the instructions below focus on the structure and order of how to configure an agent rather than specifying actual values to enter in each field. It's up to you to decide what you want to enter in each field as you create your agent.

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
2. In Microsoft 365, select **Create agent** in the navigation pane.
3. In the Copilot Studio window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what

ENG US 2:27 AM 11/8/2025

← Previous Next →

4 Hr 6 Min Remaining

「expense reimbursement support agent」（経費精算支援エージェント）と入力して送信

The screenshot shows a Microsoft Edge window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Left Sidebar:** Chat | M365 Copilot, Copilot Studio, My agents > New Agent > Create agent (highlighted in blue).
- Middle Content:**
 - Describe Tab:** Hi, I'm here to help you build an agent. You can start by describing what you want the agent to do.
 - Configure Tab:** Not visible in the screenshot.
 - Agent Templates:** Or, you can try one of the following templates.
 - Career Coach** Microsoft: Career Coach offers personalized career advice...
 - Customer Insights Assistant** Microsoft: An agent designed to help the team get to know...
 - Idea Coach** Microsoft: Idea Coach enhances brainstorming with fun and...
 - Type your message field:** expense reimbursement support agent (highlighted with a red box) and a send button (highlighted with a red arrow).
 - Bottom Footer:** AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)
- Right Panel:** Transform your everyday business processes with agents. Instructions and Resources tabs are visible. A numbered list of steps is displayed:
 1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
 2. In Microsoft 365, select **Create agent** in the navigation pane.
 3. In the **Copilot Studio** window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
 4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
 5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
 6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond

「ok」と入力して進める

The screenshot shows the Microsoft Edge browser window with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The page is titled "Transform your everyday business processes with agents - 藏場 - Microsoft Edge". The main content area displays the Copilot Studio interface for creating a new agent. On the left, a sidebar lists various agent types: M365 Copilot, Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, Create agent (which is selected), Conversations, Pages, Notebooks, Create, Apps, and User1-56373077@LOD... . The main area shows a template card for "Idea Coach" from Microsoft, which enhances brainstorming. Below it, a message says: "Your agent is now set up to provide support and guidance for users navigating expense reimbursement processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone." A note suggests naming the agent "Expense Reimbursement Support". A red box highlights the word "ok" in a text input field, and a red arrow points to a blue "Send" button. To the right, a "Agent preview" section lists several questions with placeholder answers. At the bottom, there's a "Type your message" input field and a "Send" button. The top right corner of the page shows a sidebar with instructions for using Copilot Studio.

Transform your everyday business processes with agents

Instructions Resources

1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
2. In Microsoft 365, select **Create agent** in the navigation pane.
3. In the **Copilot Studio** window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
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5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond

Chat | M365 Copilot

Copilot Studio My agents > New Agent

Idea Coach Microsoft

Idea Coach enhances brainstorming with fun and...

View all templates

expense reimbursement support agent

Your agent is now set up to provide support and guidance for users navigating expense reimbursement processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone.

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

ok

2/2000

Type your message

Agent preview

required documents

What documents do I need for reimbursement?

Reimbursement timeline

How long does it take to get reimbursed?

Policy clarification

Can you explain the travel reimbursement policy?

Tracking status

How can I check the status of my reimbursement?

Contacting finance

Who do I contact for reimbursement issues?

ENG US 2:42 AM 11/8/2025

Previous Next

3 Hr 51 Min Remaining

Edgeブラウザーで新しいタブを開く

The screenshot shows the Microsoft Edge browser window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Content Area:**
 - M365 Copilot:** Chat tab selected.
 - Copilot Studio:** My agents > Expense Reimbursement Support
 - Description Tab:** Shows a summary of the agent's purpose: "processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone." It also asks for a name, suggesting "Expense Reimbursement Support".
 - Type your message:** A text input field with placeholder "Type your message" and character count "0/2000".
 - Agent preview:** A list of potential questions the agent can handle:
 - required documents: What documents do I need for reimbursement?
 - Reimbursement timeline: How long does it take to get reimbursed?
 - Policy clarification: Can you explain the travel reimbursement policy?
 - Tracking status: How can I check the status of my reimbursement?
 - Contacting finance: Who do I contact for reimbursement issues?
 - Instructions:** A large text area on the right containing numbered steps for configuring the agent.
- Right Panel:** Transform your everyday business processes with agents
- Bottom Navigation:** Instructions, Resources, End
- Bottom Status Bar:** ENG US, 2:43 AM, 11/8/2025, Previous, Next, 3 Hr 49 Min Remaining

以下のURLを開く

The screenshot shows a Microsoft Edge browser window. The address bar displays the URL: https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx. This URL is highlighted with a red rectangle. The browser's search bar also contains the same URL. The main content area of the browser shows a Copilot Studio configuration page for an agent named 'expenses'. The page includes sections for 'Instructions' and 'Resources', and contains several numbered steps with checkboxes. Step 4 describes the 'Type your message' field for configuring the agent. Step 5 discusses providing a name for the agent. The bottom right corner of the browser window shows a progress bar indicating '3 Hr 46 Min Remaining'.

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot New tab

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses_Policy.docx - Search

Sign in

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

5. If you didn't provide a name for your agent in the description that you just entered, then Copilot studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.

At this point, Copilot Studio typically asks you to define the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources in the **Configure** tab in the upcoming steps.

Once you finalize the agent's description, select the **Configure** tab at the top of the form.

On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

ENG US 2:47 AM 11/8/2025

Previous Next

3 Hr 46 Min Remaining

ファイルをダウンロード

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge browser window with two tabs. The left tab is a GitHub repository for 'mslearn-copilotstudio' containing files like 'Expenses_Policy.docx'. The right tab is 'mslearn-copilotstudio/expenses/...', which displays instructions for configuring a Copilot agent. A red box highlights the download icon (a downward arrow) in the GitHub file list.

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
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7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

← Previous Next →

3 Hr 44 Min Remaining

元のタブに戻る

Transform your everyday business processes with agents - 職場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

The screenshot shows a Microsoft Edge browser window with two tabs open. The active tab is a GitHub repository page for 'mslearn-copilotstudio/expenses'. The repository has 35 forks and 21 stars. The 'Code' tab is selected. On the right side of the GitHub page, there is an overlay from 'Copilot Studio'. The overlay has a title bar 'Transform your everyday business processes with agents' and tabs for 'Instructions' and 'Resources'. Below the tabs, it says 'from the selected template.' A numbered list of steps is displayed:

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
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7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

At the bottom of the Copilot Studio overlay, it says 'Verify the instructions map to your intent in guiding'.

At the very bottom of the Edge window, there is a taskbar with icons for File Explorer, Task View, and other system tools. The date and time are shown as 'ENG US 2:48 AM 11/8/2025'. Navigation buttons for 'Previous' and 'Next' are also present.

Configureをクリック

The screenshot shows the Microsoft Edge browser with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The page is titled "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The main content area is "Copilot Studio My agents > Expense Reimbursement Support". On the left sidebar, "Create agent" is selected. The main area shows a summary of the agent's purpose and tasks, with a "Describe" tab currently active and a "Configure" tab highlighted with a red box. A large callout box on the left provides step-by-step instructions for configuring the agent.

Instructions (selected) **Resources**

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

← Previous Next →

3 Hr 44 Min Remaining

Knowledgeまでスクロールし、アップロードボタンをクリック

The screenshot shows the Microsoft Edge browser displaying the Copilot Studio interface for creating an agent. The URL is <https://m365.cloud.microsoft/chat/?fromcode=m365copilot>. The left sidebar shows various coaching options like Writing Coach, Idea Coach, and Prompt Coach. The main area is titled 'Copilot Studio' and shows 'Expense Reimbursement Support'. The 'Describe' tab is selected. The 'Knowledge' section is highlighted with a red box and a red arrow points to the 'Search by name, enter a URL, or drop a file' input field, which has a small downward arrow icon indicating it's a file upload field.

Transform your everyday business processes with agents - 職場 - Microsoft Edge
https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.

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8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

Previous Next

3 Hr 43 Min Remaining

ENG US 2:49 AM 11/8/2025

Downloadsフォルダの Expenses_Policy.docx を選択しOpenをクリック

The screenshot shows the Microsoft Edge browser with the Copilot Studio interface. A file selection dialog is overlaid on the main window. The dialog has 'Downloads' selected in the left sidebar and 'Expenses_Policy.docx' highlighted. A red box highlights the 'Open' button at the bottom right of the dialog. The main window shows agent creation steps and a 'Type your message' field.

Transform your everyday business processes with agents - 職場 - Microsoft Edge
https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Transform your everyday business processes with agents

Instructions Resources

4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.

5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.

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8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

Verify the instructions map to your intent in guiding

← Previous Next →

3 Hr 43 Min Remaining

ナレッジにファイルが追加された

The screenshot shows a Microsoft Edge window with the following details:

- Title Bar:** Transform your everyday business processes with agents - 聞場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Left Sidebar (M365 Copilot):**
 - Search
 - Chat
 - Agents
 - Researcher
 - Analyst
 - Writing Coach
 - Idea Coach
 - Prompt Coach
 - All agents
 - Create agent** (highlighted)
 - Conversations
 - Pages
 - Notebooks
 - Create
 - Apps
- Middle Content Area (Copilot Studio):**
 - Describe** tab (selected)
 - Configure** tab
 - Knowledge**: A section for choosing knowledge sources. It includes a search bar ("Search by name, enter a URL, or drop a file"), a toggle for "Only use specified sources", and a "Choose other data sources" section with a "Custom Connector" button. A red box highlights the "Uploaded files" section, which contains a file named "Expenses_Policy.docx".
 - Agent preview**: A list of questions your agent can answer:
 - required documents: What documents do I need for reimbursement?
 - Reimbursement timeline: How long does it take to get reimbursed?
 - Policy clarification: Can you explain the travel reimbursement policy?
 - Tracking status: How can I check the status of my reimbursement?
 - Contacting finance: Who do I contact for reimbursement issues?
 - Type your message**: A text input field with a send arrow icon.
- Right Panel (Instructions):**
 - Transform your everyday business processes with agents
 - Instructions Resources
 - From the selected template.
 - A numbered list of steps:
 4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
 5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
 6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond here, you typically assign your knowledge sources on the **Configure** tab in the upcoming steps.
 7. Once you finalize the agent's description, select the **Configure** tab at the top of the form.
 8. On the **Configure** tab, review the **Name**, **Description**, and **Instructions** fields. Make any changes that you feel are needed. Note that the Instructions were created by Copilot Studio to address the **Description** that you provided, along with answers to any follow-up questions that you responded to on the **Describe** tab. Keep in mind that the instructions tend to be much more granular in nature than the description that you entered.

At the bottom of the right panel, there are "Previous" and "Next" buttons, and a progress bar indicating "3 Hr 40 Min Remaining".

画面右側のテスト領域にプロンプトを入力して送信

The screenshot shows the Microsoft Copilot Studio interface within a Microsoft Edge browser window. On the left, the sidebar includes options like Search, Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, Create agent (which is selected), Conversations, Pages, Notebooks, Create, Apps, and a user profile. The main area displays a large blue box containing the question "What's the expense limit for a hotel stay?". Below this is a "Capabilities" section with a toggle switch for "Create documents, charts, and code" and a description of its functionality. To the right, a "Agent preview" section lists several prompts: "required documents", "Reimbursement timeline", "Policy clarification", "Tracking status", and "Contacting finance". A red box highlights the question "What's the expense limit for a hotel stay?" in the "Agent preview" list. On the far right, a sidebar titled "Instructions" contains a warning about using general LLM capabilities if no specific work data or public websites are added. Below it, numbered steps 10 through 14 describe various features and the creation process. The bottom right corner shows a progress bar indicating "3 Hr 38 Min Remaining".

Transform your everyday business processes with agents - 藏場 - Microsoft Edge
https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Draft auto-saved Create

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Describe Configure

Search by name, enter a URL, or drop a file

Only use specified sources

Restrict your agent's overall scope when accuracy is critical. [Learn more](#)

What's the expense limit for a hotel stay?

Capabilities

Create documents, charts, and code

Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files.

W X P

AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)

Agent preview

New chat

required documents

What documents do I need for reimbursement?

Reimbursement timeline

How long does it take to get reimbursed?

Policy clarification

Can you explain the travel reimbursement policy?

Tracking status

How can I check the status of my reimbursement?

Contacting finance

Who do I contact for reimbursement issues?

What's the expense limit for a hotel stay?

Transform your everyday business processes with agents

Instructions Resources

If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent

ENG US 2:55 AM 11/8/2025

Previous Next

3 Hr 38 Min Remaining

アップロードしたナレッジ（Wordファイル）の内容に基づいた回答が返される

The screenshot shows the Microsoft Edge browser displaying the Copilot Studio interface. The URL is <https://m365.cloud.microsoft/chat/?fromcode=m365copilot>. The page title is "Transform your everyday business processes with agents - 職場 - Microsoft Edge".

The main content area shows a "Copilot Studio" interface with a "My agents" section. An "Expense Reimbursement Support" agent is selected. The "Describe" tab is active, showing a search bar and a note about using specified sources. A large blue callout box highlights a response in Japanese:

(ホテル滞在の費用の上限は1泊あたり
150 ドルまでです。出張先の近くにある標
準的なホテルに宿泊しなければなりません)

The "Configure" tab is also visible, showing sections for "Capabilities" (e.g., "Create documents, charts, and code") and "Instructions". The "Instructions" section contains a red-bordered box with a warning message:

If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

On the right side, there is a sidebar with numbered instructions:

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent.

At the bottom, there are navigation buttons for "Previous" and "Next", and a progress bar indicating "3 Hr 36 Min Remaining".

Createをクリック

The screenshot shows the Microsoft Copilot Studio interface for creating a new agent named "Expense Reimbursement Support".

Left Sidebar: Shows navigation options like Chat, Search, Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, and Create agent (which is selected).

Middle Panel: Displays the "Copilot Studio" header and the "Expense Reimbursement Support" agent card. It includes sections for "Describe" (with a search bar), "Configure" (with a "Custom Connector" button), "Only use specified sources" (disabled), "Choose other data sources" (with a "Custom Connector" button), and "Uploaded files" (listing "Expenses_Policy.docx").

Right Panel: Shows the "Agent preview" with a sample message: "What's the expense limit for a hotel stay?". The response is: "The expense limit for a **hotel stay** is **\$150 per night**. Here are the key guidelines for accommodation expenses:" followed by a bulleted list. Below this is another question: "Would you like help finding the preferred hotel booking tool or understanding how to submit a hotel reimbursement request?".

Top Bar: Includes a "Create" button highlighted with a red box and a tooltip "Draft auto-saved".

Right Side Panel (Instructions): A large callout box contains numbered steps 1 through 14, with step 13 specifically highlighted with a red box and arrow pointing to the "Create" button.

Bottom Right: Includes "Previous" and "Next" buttons, a progress bar showing "3 Hr 34 Min Remaining", and a timestamp "2:58 AM 11/8/2025".

Top Bar (Transform your everyday business processes with agents): Includes "Instructions" and "Resources" tabs, a "End" button, and a note about adding public websites or work data.

Go to agentをクリック

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The URL is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays the Copilot Studio interface for creating an "Expense Reimbursement Support" agent. A modal window in the center says "Your agent was created successfully!" with a "Go to agent" button highlighted by a red box. To the right, a sidebar titled "Instructions" contains numbered steps 10 through 14, and a "Resources" section with a note about agent context.

Transform your everyday business processes with agents

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Last updated November 8, 2025 at 2:59:12 AM

Update Share ...

Agent preview

What's the expense limit for a hotel stay?

Your agent was created successfully!

This agent is currently **private** and only available to you.

Go to agent Share

Capabilities

Create documents, charts, and code

Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files.

User1-56373077@LOD... ...

Instructions Resources

If you don't add any public websites or work data to your agent, it might still be able to respond to your requests, but only using general capabilities of the underlying large language model (LLM), such as answering common knowledge questions, basic reasoning, or generating generalized text. As such, it's recommended that you ground your agents in specific work data or public websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent.

Previous Next

3 Hr 34 Min Remaining

作成したエージェントが一覧に追加された

Transform your everyday business processes with agents - 藏場 - Microsoft Edge

https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812

Chat | M365 Copilot

Expense Reimbursement Support

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Expense Reimbursement ...

Writing Coach

Idea Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... ...

Expense Reimbursement Support

Created by User1-56373077

Message Copilot

How to submit expenses
How do I submit an expense reimbursement request?

Required documents
What documents do I need for reimbursement?

Reimbursement timeline
How long does it take to get reimbursed?

See more ▾

Instructions Resources

websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent by configuring user access settings. By default, the agent only works for you. Once you've configured the sharing settings (or left it as is just for you), select the **Go to agent** button to open your agent.
15. On your agent's window, note how the agent appears in the navigation pane. Feel free to enter any of the starter prompts or enter any other custom prompts to test out the agent.
16. When you're done using the agent, select **All agents**.

ENG US 2:59 AM 11/8/2025

Previous Next

3 Hr 33 Min Remaining

エージェント名の「...」から、Share (共有) 、Edit (編集) 、Uninstall (削除) などを選べる

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The URL is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays the "Expense Reimbursement Support" agent configuration page. On the left, there's a navigation pane with sections like Agents, Chat, and Conversations. A list of agents includes "Expense Reimb..." (selected), "Writing Coach", and "Idea Coach". Below this is a "Message Copilot" input field. To the right, there are three cards: "How to submit expenses", "Required documents", and "Reimbursement timeline". A red arrow points from the "..." button in the navigation pane to a red box highlighting the "Share", "Edit", and "Uninstall" options in the context menu. The right side of the screen shows a sidebar with instructions and resources, and a numbered list of 16 steps for agent management.

Transform your everyday business processes with agents

Chat | M365 Copilot

Expense Reimbursement Support

Search

Chat

Agents

Researcher

Analyst

Expense Reimb...

...

Share

Edit

Uninstall

Created by User1-56373077

Message Copilot

How to submit expenses
How do I submit an expense reimbursement request?

Required documents
What documents do I need for reimbursement?

Reimbursement timeline
How long does it take to get reimbursed?

See more ▾

Instructions Resources

websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
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14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent by configuring user access settings. By default, the agent only works for you. Once you've configured the sharing settings (or left it as is just for you), select the **Go to agent** button to open your agent.
15. On your agent's window, note how the agent appears in the navigation pane. Feel free to enter any of the starter prompts or enter any other custom prompts to test out the agent.
16. When you're done using the agent, select **All agents**.

Transform your everyday business processes with agents

Previous

Next

3 Hr 32 Min Remaining

ENG US 3:00 AM 11/8/2025

Shareをクリックすると、このエージェントを共有するためのオプションが表示される
(他のユーザーはとくに承認などなしに共有されたエージェントを利用できる)

The screenshot shows a Microsoft Edge browser window with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays a guide titled "Transform your everyday business processes with agents". On the left, the navigation pane shows "Expense Reimbursement Support" selected under "Agents". A modal dialog box titled "Share 'Expense Reimbursement Support'" is open, containing a link field with the value `:b0f1cd-8ab1-b772-a64b-edeaec60e39a&source=embedded-builder`, a "Copy Link" button, and three radio button options: "Anyone in your organization", "Specific users in your organization", and "Only you" (which is selected). The "Only you" option is highlighted with a red border. Below the modal, a tooltip for the "Reimbursement timeline" section is visible, asking "How long does it take to get reimbursed?". The bottom right corner of the page shows a progress bar with "3 Hr 31 Min Remaining".

Transform your everyday business processes with agents

Chat | M365 Copilot

Expense Reimbursement Support

Search

Chat

Agents

Researcher

Analyst

Expense Reimbursement ...

Writing Coach

Idea Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... ...

Share "Expense Reimbursement Support"

:b0f1cd-8ab1-b772-a64b-edeaec60e39a&source=embedded-builder Copy Link

The link works for

Anyone in your organization

Specific users in your organization

Only you

Apply Cancel

Reimbursement timeline
How long does it take to get reimbursed?

See more ▾

ENG US 3:01 AM 11/8/2025

Previous Next

Transform your everyday business processes with agents

Instructions Resources

websites; otherwise, the agent's responses might lack the context or relevance needed for business-specific tasks.

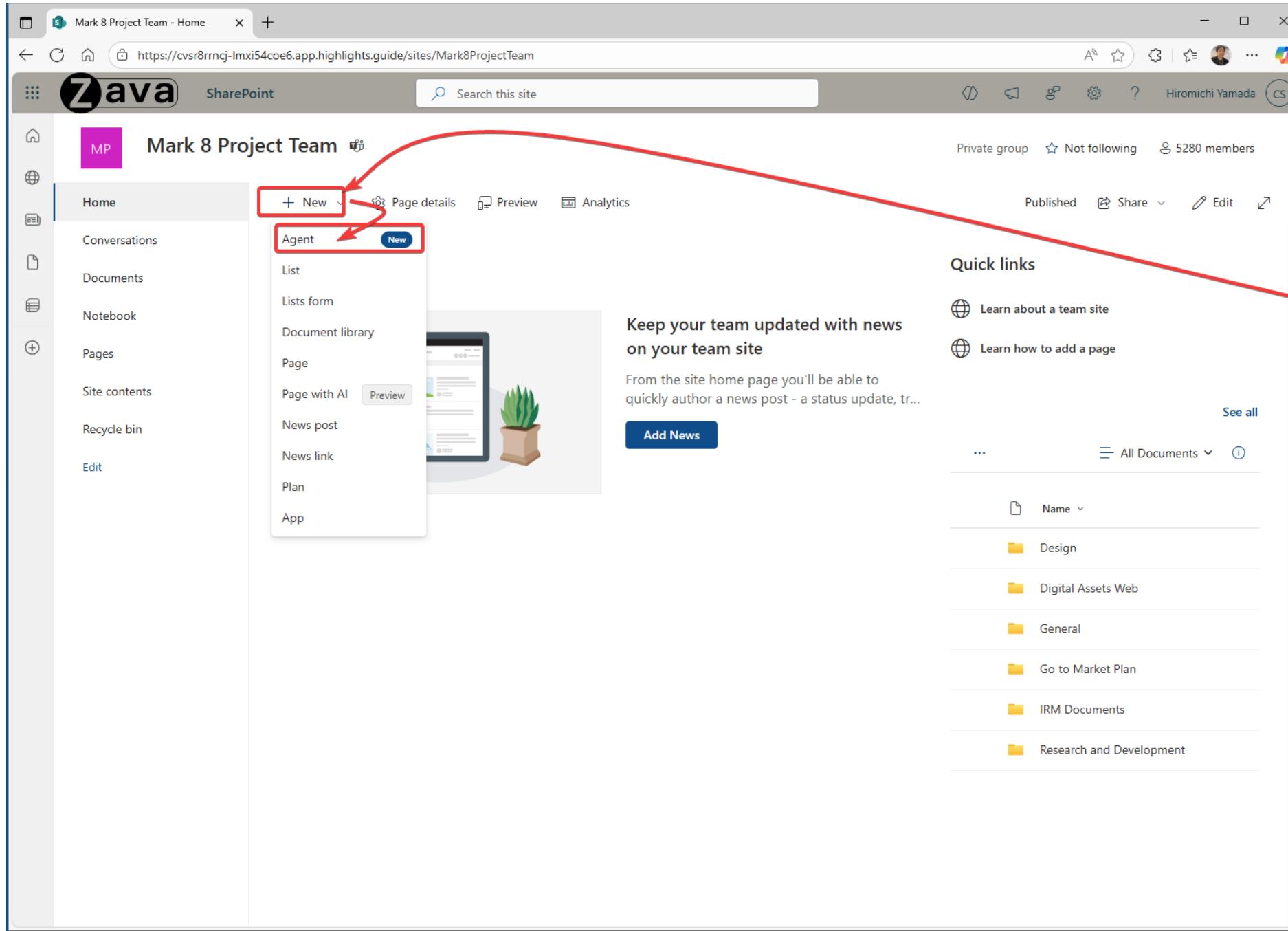
10. In the **Capabilities** section, you can optionally enable the **Code interpreter** and **Image generator** tools by selecting their toggle switches. Both tools are turned Off by default.
11. In the **Starter prompts** section, Copilot Studio displays the six starter prompts that it automatically created when you entered the agent's description back on the **Describe** tab. You can edit or delete any of the existing prompts or add new ones.
12. On the right side of the page, below the starter prompts, you can optionally test the agent by entering a message in the prompt field. You can test your agent as long as you want and refine your configuration if it isn't working or responding as you intended.
13. Once you feel the agent is configured properly, select the **Create** button at the top of the page.
14. Once the agent is created, the **Your agent was created successfully** window appears. If you want to change the sharing settings, select the **Change sharing settings** link. Doing so enables you to define who in your organization can use this agent by configuring user access settings. By default, the agent only works for you. Once you've configured the sharing settings (or left it as is just for you), select the **Go to agent** button to open your agent.
15. On your agent's window, note how the agent appears in the navigation pane. Feel free to enter any of the starter prompts or enter any other custom prompts to test out the agent.
16. When you're done using the agent, select **All agents**.

3 Hr 31 Min Remaining

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
 - 演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- エージェントのコンポーネント（構成要素）
- Microsoft 365 Copilotコネクターによる外部データの取り込み
- エージェントのテストと利用
- エージェントの管理
- 知識確認クイズ
- まとめ

SharePointサイトのメニューから「+New」、「Agent」をクリック



The screenshot shows the SharePoint site 'Mark 8 Project Team - Home' at the URL <https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam>. A red arrow points from the text 'Whether you're using your own SharePoint site or the simulated site, let's use the site's home page. On the site home page, select +New, and then in the drop-down menu that appears, select Agent.' to the 'Agent' option in the 'New' menu.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources End

initiate the process to create a new agent for a site:

- The SharePoint site's home page
- The command bar of a document library
- The context menu of the selected files in a document library
- The agent chat pane

Whether you're using your own SharePoint site or the simulated site, let's use the site's home page. On the site home page, select **+New**, and then in the drop-down menu that appears, select **Agent**.

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon

← Previous End →

5 Hr 54 Min Remaining

Editボタンをクリック

The screenshot shows a Microsoft Edge browser window with two tabs open. The left tab is titled 'Mark 8 Project Team - Home' and displays a SharePoint page for the 'Mark 8 Project Team' site. A modal window titled 'Create your new agent' is open in the center, showing details about a 'Mark 8 Project Team agent' created by Hiromichi Yamada. The right tab is titled 'Instructions - 藏場 - Microsoft Edge' and shows a guide for creating agents in SharePoint.

SharePoint Site: Mark 8 Project Team

Modal Window Content:

- Title:** Create your new agent
- Icon:** MP
- Name:** Mark 8 Project Team agent
- Author:** By Hiromichi Yamada
- Description:** This agent is based on these sources: Mark 8 Project Team Site
- Status:** Your agent is ready
- Actions:** Open agent (button), Edit (button)

Side Panel (Instructions):

- Transform your everyday business processes with agents
- Instructions Resources
- initiate the process to create a new agent for a site:
 - The SharePoint site's home page
 - The command bar of a document library
 - The context menu of the selected files in a document library
 - The agent chat pane
- Whether you're using your own SharePoint site or the simulated lab, let's use the site's home page. On the site home page, select +New, and then in the drop-down menu that appears, select Agent.
- 4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
- 5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
- 6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon

Previous End 5 Hr 53 Min Remaining

エージェント名を変更できる（オプション）

The screenshot shows the 'Create your new agent' form in the SharePoint 'Mark 8 Project Team' site. The 'Overview' tab is selected. A red box highlights the 'Name' field, which contains 'Mark 8 Project Team agent'. A red arrow points from this field to the 'Agent preview' window on the right. The 'Agent preview' window displays the agent's name, 'Hello Hiromichi Yamada!', and three default prompts: 'Summarize any key highlights', 'Create an FAQ based on these resources', and 'How can I use these resources?'. At the bottom of the preview window is a text input field with the placeholder '+ Ask questions or type / to add file:'. At the bottom left of the main form is a 'Save and close' button.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources End

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.

5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.

6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon must be a .png file that's doesn't exceed 1 MB in size. If you don't have an icon to use, proceed to the next step.

7. At this stage, notice how the **Save and close** button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

← Previous End →
5 Hr 52 Min Remaining

エージェントのアイコンを変更できる（オプション）

The screenshot shows the 'Create your new agent' form in the SharePoint 'Mark 8 Project Team' site. The 'Overview' tab is selected. A red box highlights the 'Icon' field, which contains a placeholder icon labeled 'MP'. A red arrow points from this field to the 'Agent preview' window on the right, which displays the agent's name ('Mark 8 Project Team agent') and a welcome message ('Hello Hiromichi Yamada!'). The 'Agent preview' window also shows three suggested prompts: 'Summarize any key highlights', 'Create an FAQ based on these resources', and 'How can I use these resources?'. At the bottom of the 'Agent preview' window is a text input field with the placeholder '+ Ask questions or type / to add file:'. At the bottom of the main form, there is a 'Save and close' button.

Instructions - 職場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources

4. On the **Create your new agent** window, the Copilot agent tool in SharePoint creates a draft version of your agent for the selected site. Notice how in the middle of the window, it indicates the source for this agent (which is your selected site). You now want to configure the agent, so select the **Edit** button. Doing so opens the **Edit agent** form.
5. The **Create your new agent** form has three tabs - **Overview**, **Sources**, and **Behavior**. The **Overview** tab is opened first by default. From this tab, you must enter the agent's name and purpose. Default values are provided for each field, but you can change them now if you wish.
6. The **Overview** tab also displays the default icon associated with the agent. If you're using the simulated lab, you can't change the agent's icon. However, if you're using your own personal site, you can select the **Change** option that appears below the icon if you wish to customize it. An agent icon must be a .png file that's doesn't exceed 1 MB in size. If you don't have an icon to use, proceed to the next step.
7. At this stage, notice how the **Save and close** button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

← Previous End →

5 Hr 52 Min Remaining

情報ソースの種類として「ライブラリ、フォルダ、ファイル」を選択

Mark 8 Project Team - Home

SharePoint

Search this site

Hiromichi Yamada

MP

Mark 8 Project Team

Create your new agent

Overview Sources Behavior

Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.

Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)

Add a SharePoint site [?](#)

Search by site title or enter a URL

Mark 8 Project Team

Sourced from entire site

✓ Sourced from entire site

Sourced from document libraries, folders or files

Save and close

Agent preview

Give Feedback

Mark 8 Project Team agent

Hello Hiromichi Yamada!

Welcome! Ask a question or get started with one of these prompts:

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

Ask questions or type / to add file:

Instructions - 聽場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

8. The **Sources** tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in

Previous End

5 Hr 50 Min Remaining

「ドキュメントライブラリ、フォルダ、ファイルの追加」をクリック

The screenshot shows a Microsoft Edge browser window with two tabs open. The left tab is titled 'Mark 8 Project Team - Home' and displays a 'Create your new agent' dialog. The right tab is titled 'Instructions - 藏場 - Microsoft Edge' and displays a guide for transforming business processes.

Left Tab: Create your new agent

- Tab:** Sources
- Description:** Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.
- Switch:** Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)
- Add a SharePoint site:** Search by site title or enter a URL
- Source Selection:** Sourced from document libraries, folders or files

Right Tab: Transform your everyday business processes with agents

Section: Instructions

Text: close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

Section: Sources

Text: 8. The **Sources** tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in

Navigation: Previous End

Bottom Status: 5 Hr 50 Min Remaining

フォルダーを選択（ここには22個のWordファイル等が格納されている）

The screenshot shows a 'Pick items' dialog box over a SharePoint site. The dialog lists several folders under 'In site library'. The 'Research and Development' folder, which contains 22 items, is selected and highlighted with a red box. A red arrow points from this highlighted item to the 'Select' button at the bottom right of the dialog.

Pick items

Mark 8 Project Team > Documents

> In channels

> In site library

Name	Modified	Modified By	Sensitivity
Design 9 items	July 30, 2024	Irvin Sayers	
Digital Assets Web 2 items	July 30, 2024	Irvin Sayers	
General 0 items	July 30, 2024	Irvin Sayers	
Go to Market Plan 8 items	July 30, 2024	Irvin Sayers	
IRM Documents 6 items	August 14, 2024	Ismat Bekarevich	
Research and Development 22 items	July 30, 2024	Irvin Sayers	

1/19 selected

Select Cancel

Instructions - 藏場 - Microsoft Edge

Transform your everyday business processes with agents

close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, for the purposes of this lab, let's continue working in draft mode to configure the remaining agent attributes. To do so, select the **Sources** tab.

8. The **Sources** tab enables you to define more sources to the draft version of your agent. The default source for a SharePoint agent is the entire SharePoint site. You can see this option in the source field, where the default value is **Sourced from entire site**. This option uses all the data sources in this site. However, if you want to select more granular sources, then select this field, and in the drop-down menu that appears, select **Sourced from document libraries, folders, or files**. You can decide which source option you prefer. If you select the **Sourced from document libraries, folders, or files** option, then complete the following steps:

- When you select the **Sourced from document libraries, folders, or files** option, the following option appears below it: **+Add document libraries, folders, or files**. Select this menu option, which displays the **Pick items** window.
- The **Pick items** window displays the **Documents** folder for the SharePoint site associated with the agent. You have two options for selecting files and folders:
 - Select all the files and folders in

Previous End

5 Hr 49 Min Remaining

ビヘイビア（振る舞い）をクリック

Mark 8 Project Team - Home + https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam

Zava SharePoint Search this site Hiromichi Yamada CS

Mark 8 Project Team

Create your new agent

Overview Sources Behavior

Responses from agents are based on the sources selected. Users must have permissions to these sources for an optimal experience when sharing this agent. Consider adding sources from SharePoint to avoid permission issues, as these files are more widely available. Up to 20 sources can be chosen for each agent.

Prioritize the knowledge sources you added before the agent's general knowledge [Learn more](#)

Add a SharePoint site

Mark 8 Project Team Remove

Sourced from document libraries, folders or files

Research and Development Preparing ...

+ Add document libraries, folders or files

Save and close

Agent preview Give Feedback

Sources are preparing. Responses will improve when sources are complete.

Mark 8 Project Team agent

Hello Hiromichi Yamada!

Welcome! Ask a question or get started with one of these prompts:

Summarize any key highlights

Create an FAQ based on these resources

How can I use these resources?

+ Ask questions or type / to add file:

Instructions - 聽場 - Microsoft Edge https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources ?

- Once you're back on the **Sources** tab, you can select the **+Add document libraries, folders, or files** option if you want to add more libraries, files, or folders.
- Once you finish defining your sources, you should select the **Behavior** tab. The **Behavior** tab allows you to define a **Welcome message**, which is displayed when a user selects this agent in SharePoint. This message field is available in SharePoint agents, but not in Copilot Chat agents.
- From here, you can configure up to three starter prompts.
- Finally, you can define the instructions for the agent using natural language text, just like you do when creating an agent in Copilot Chat.
- Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
- Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
- Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- If you're using the simulation, then you're

← Previous End →

5 Hr 49 Min Remaining

Welcomeメッセージ、スタータープロンプト、エージェントの指示などをカスタマイズできる（オプション）

The screenshot shows the 'Create your new agent' dialog in a SharePoint site ('Mark 8 Project Team') and a separate 'Instructions' page from Microsoft Edge.

SharePoint Site (Left):

- Welcome messaging:** A text area for a welcome message, with the placeholder "Welcome! Ask a question or get started with one of these prompts:" highlighted by a red box.
- Starter prompts:** A section for defining how users can interact with the agent, containing three options:
 - Summarize any key highlights
 - Create an FAQ based on these resources
 - How can I use these resources?
- Agent instructions:** A section for defining the agent's role, tone, and limitations, with the placeholder "Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone." highlighted by a red box.

Agent Preview (Center):

- A preview window titled "Mark 8 Project Team agent" showing the welcome message: "Hello Hiromichi Yamada! Welcome! Ask a question or get started with one of these prompts."
- Three starter prompts listed: "Summarize any key highlights", "Create an FAQ based on these resources", and "How can I use these resources?"
- An input field at the bottom: "+ Ask questions or type / to add file: 📁".

Instructions - Microsoft Edge (Right):

- Once you're back on the **Sources** tab, you can select the **+Add document libraries, folders, or files** option if you want to add more libraries, files, or folders.
- Once you finish defining your sources, you should select the **Behavior** tab. The **Behavior** tab allows you to define a **Welcome message**, which is displayed when a user selects this agent in SharePoint. This message field is available in SharePoint agents, but not in Copilot Chat agents.
- From here, you can configure up to three starter prompts.
- Finally, you can define the instructions for the agent using natural language text, just like you do when creating an agent in Copilot Chat.
- Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
- Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
- Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- If you're using the simulation, then you're

Navigation buttons at the bottom: Previous, End, and a progress bar indicating 5 Hr 48 Min Remaining.

Save and closeをクリック

The screenshot shows two Microsoft Edge browser windows side-by-side.

Left Window (SharePoint Site):

- Title bar: Mark 8 Project Team - Home
- Address bar: https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam
- Page title: Mark 8 Project Team
- Section: Create your new agent
- Sub-section: Behavior
- Content areas:
 - Welcome messaging: "Welcome! Ask a question or get started with one of these prompts:"
 - Starter prompts: "Help users by providing questions or requests that showcase how this agent can help."
 - Summarize any key highlights
 - Create an FAQ based on these resources
 - How can I use these resources?
 - Agent instructions: "Define the agent's role, tone, and limitations. Be specific about what responses you'd like and give examples if needed."
 - Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone.
- Bottom right: Save and close button (highlighted with a red box)

Right Window (Instructions - 職場):

- Title bar: Instructions - 職場 - Microsoft Edge
- Address bar: https://labclient.labondemand.com/InstructionsWin... A
- Section: Transform your everyday business processes with agents
- Content:
 - Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
 - Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
 - Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
 - If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.
- Section: Congratulations
- Text: You have successfully completed this lab. Click **End** to mark the lab as **Complete**.
- Buttons: Previous, End
- Bottom: 5 Hr 47 Min Remaining

エージェントツールを閉じる

The screenshot shows two windows side-by-side. On the left is a Microsoft Edge browser window displaying a SharePoint site for 'Mark 8 Project Team'. The page title is 'Create your new agent'. It has tabs for 'Overview', 'Sources', and 'Behavior', with 'Behavior' selected. Under 'Welcome messaging', there's a text area with placeholder text: 'Welcome! Ask a question or get started with one of these prompts:' followed by three buttons: 'Summarize any key highlights', 'Create an FAQ based on these resources', and 'How can I use these resources?'. Below this is a section for 'Agent instructions' with a text area containing: 'Provide helpful, accurate, and relevant information while maintaining a professional and courteous tone.' A 'Saved' button is at the bottom. On the right is a Microsoft Edge lab client window titled 'Instructions - 職場'. It displays a list of 16 steps for creating an agent. Step 13 is highlighted with a red box around its 'X' button. Step 16 is also highlighted with a red box around its 'X' button. The steps are:

13. Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
14. Select the **X** in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
15. Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
16. If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.

Congratulations
You have successfully completed this lab. Click **End** to mark the lab as **Complete**.

Previous End 5 Hr 46 Min Remaining

作成したエージェントに切り替えて、エージェントを利用できる

The screenshot shows a SharePoint site titled "Mark 8 Project Team". On the right side, a "Mark 8 Project Team agent" pane is open, displaying recent agents and a "Create an agent" button. A red box highlights the "Mark 8 Project Team agent" button in the recent list, and a red arrow points from the top-left corner of the pane towards it. The URL in the browser is <https://cvsr8rrncj-lmxi54coe6.app.highlights.guide/sites/Mark8ProjectTeam>.

Instructions - 藏場 - Microsoft Edge
https://labclient.labondemand.com/InstructionsWin...
Transform your everyday business processes with agents
Instructions Resources
13. Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
14. Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
15. Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
16. If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.

Congratulations
You have successfully completed this lab. Click **End** to mark the lab as **Complete**.

Previous End 5 Hr 45 Min Remaining

作成したエージェントを共有できる (他のユーザーはとくに承認などなしに共有されたエージェントを利用できる)

The screenshot shows a SharePoint site titled "Mark 8 Project Team". On the right side, a modal window for "Mark 8 Project Team agent" is open. A red arrow points to the "Share" button in the top right corner of this modal. Below the "Share" button, there is a "Copy link for Teams" option. The SharePoint interface includes a navigation bar with "SharePoint" and a search bar. The main content area displays news items and quick links.

Instructions - 職場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

- 13. Once you're done making your final changes to the SharePoint agent, select the **Save and close** button to save your changes. Since you were still in draft mode, saving the draft version of the agent converts it to a live SharePoint agent.
- 14. Select the X in the upper corner of the **Create your new agent** window to close it. Doing so returns you to the SharePoint site's home page, and the agent appears on the right side of the window.
- 15. Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- 16. If you're using the simulation, then you're now finished with this exercise. The simulation isn't programmed to edit the agent. However, if you're using your own personal SharePoint site, then you can perform this final step if you want to make any changes to the agent. To do so, select the ellipsis icon in the upper corner of the agent pane. In the drop-down menu that appears, select **Edit agent**. Doing so opens the **Edit agent** window, which is basically a replica of the **Create your new agent** window. Navigate through the tabs to update whatever properties you want to change and then save your changes.

Congratulations

You have successfully completed this lab. Click **End** to mark the lab as **Complete**.

← Previous End →

5 Hr 38 Min Remaining

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
 - 演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- エージェントのコンポーネント（構成要素）
 - Microsoft 365 Copilotコネクターによる外部データの取り込み
 - エージェントのテストと利用
 - エージェントの管理
 - 知識確認クイズ
 - まとめ

エージェントのコンポーネント（構成要素）

1/2

- ・名前、アイコン、説明
- ・手順（インストラクション）：エージェントの動作方法に関する指示のプロンプト。「あなたはユーザーの～～業務を支援します。～～を元に～～について回答します」など。
- ・知識（ナレッジ）：ファイルやWebサイトをエージェントに接続。エージェントは接続されたナレッジに基づいて回答する。1つのエージェントに対して**ナレッジソース**（ファイル、フォルダー、Webサイト、TeamsチャットURLなど）を**20個まで**指定できる。
- ・Webコンテンツ：有効化された場合エージェントは必要に応じてWeb検索を実行し最新コンテンツを取得する
- ・SharePointコンテンツ：特定のSharePointサイト、ライブラリ、ファイル・フォルダーを指定。エージェントはそれらのデータに基づいて回答する

エージェントのコンポーネント（構成要素）

2/2

- ・機能
 - ・**コードインターペリター**: 主にPythonコードを実行するためのサンドボックス環境。エージェントは必要に応じてPythonコードを生成し、コードインターペリターで実行。より高度なデータ処理を実行できる。
 - ・画像ジェネレータ: テキストのプロンプトに基づき画像を生成。
- ・スタータープロンプト
 - ・エージェントの利用開始時にユーザーに提示されるいくつかのプロンプト。ユーザーはスタータープロンプトの一つをクリックしてすばやくエージェントの利用を開始したり、エージェントが実行できるタスクをすばやく理解できる

モジュール3

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「Microsoft 365 Copilot コネクタ」で 外部から情報を取り込む

- 旧名称: **Microsoft Graphコネクタ**
- 外部のアプリやシステムのデータを**Microsoft Graph**に取り込む
 - 取り込みの頻度やアクセス許可はコネクタ側で制御
- 取り込まれたデータは、その組織の**Microsoft 365 Copilotやエージェント**などで利用できる
 - Microsoft 365 Copilotやエージェント自体のカスタマイズや設定は不要
- 「事前構築済みコネクタ」: 開発済みのすぐに使えるコネクタ
- 「カスタムコネクタ」: ユーザーが独自に開発するコネクタ

[Add more knowledge to Microsoft 365 Copilot with Copilot connectors and actions](#)

[Microsoft Search と Microsoft 365 Copilot の Microsoft 365 Copilot コネクタの概要 | Microsoft Learn](#)

[Microsoft Graph コネクタの新機能と機能強化 - Windows Blog for Japan](#)

■ Microsoft 365 Copilot コネクタの概要

Microsoft 365 Copilot・エージェント

Microsoft Graph

Microsoft 365のデータ

データ取り込み
(テナントあたり5,000万アイテムまで
インデックス可能)

Microsoft 365 Copilot コネクタ (旧名称: Microsoft 365 Graph コネクタ)

事前構築済みコネクタ

ServiceNow, Slack, Salesforce等

カスタム コネクタ

独自の業務システム・データソース

Microsoft 365 Agent ToolkitやMicrosoft 365 Agent SDKで構築される。
.NET(C#)/Python/TypeScriptなどの開発言語を使用。
Azure FunctionsやAzure仮想マシンでホスティングされる

組織内のWord・Excel・
PowerPoint、Teams、Outlook、
SharePointなど

100以上の
「事前構築済みコネクタ」が
利用可能

[.NET で構築された Copilot コネクタを使用して外部コンテンツを Microsoft 365 Copilot に統合する - Training | Microsoft Learn](#)

[TypeScript で構築された Copilot コネクタを使用して外部コンテンツを Microsoft 365 Copilot に統合する - Training | Microsoft Learn](#)

モジュール3

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- ・エージェントの管理
- ・知識確認クイズ
- ・まとめ

エージェントのテストと利用

- エージェント開発者:
 - エージェントの設定を行う
 - **エージェントをテストする**
 - エージェントをシェア（共有）する
- エージェントの利用者:
 - シェアされたエージェントを利用する
- エージェント開発者または管理者:
 - **エージェントの利用状況の監視・分析・調整**
 - **不要なエージェントの削除**

開発時: 動作確認を行う

モジュール3

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- ・エージェントの管理
- ・知識確認クイズ
- ・まとめ

エージェントの管理

- ・エージェント開発者:
 - ・エージェントの設定を行う
 - ・エージェントをテストする
 - ・エージェントをシェア（共有）する
- ・エージェントの利用者:
 - ・シェアされたエージェントを利用する

- ・エージェント開発者または管理者:
 - ・エージェントの利用状況の監視・分析・調整
 - ・SharePoint上で作成したエージェントをサイトのデフォルトエージェントに設定
 - ・不要なエージェントの削除

運用時: 維持・改善を行う

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
Microsoft 365 Copilot Chat内でエージェントを作成
 - 演習6「エージェントツール」（講師デモ）
SharePointサイト内でエージェントを作成
- エージェントのコンポーネント（構成要素）
- Microsoft 365 Copilotコネクターによる外部データの取り込み
- エージェントのテストと利用
- エージェントの管理
- 知識確認クイズ
- まとめ

知識確認クイズ 1/4

- Q1: サイト管理者や所有者が SharePoint サイトのエージェントを作成するとどうなりますか?
- A: エージェントを使用するには、通常の承認ステップを実行する必要があります。
- B: エージェントは自動的に承認され、他のサイトメンバーや訪問者がすぐに利用できます。
- C: サイト所有者や管理者が共有するまでは、他のサイトメンバーや訪問者はエージェントを使用できません。

知識確認クイズ 2/4

- Q2: エージェントに対して定義できるナレッジソースの数はいくつですか?
- A: 20
- B: 25
- C: 30

知識確認クイズ 3/4

- Q3: Copilot Chat エージェントのコード インタープリターの目的は何か?
- A: ユーザーは複雑なタスク用に COBOL、Assembly、または Fortran コードを手動で記述できます。
- B: エージェントは自然言語プロンプトから生成された Python コードを使用して複雑なタスクを解決できます。
- C: ユーザーは複雑なタスクの Python コードを手動で記述できます。

知識確認クイズ 4/4

- Q4: ある会社の営業担当者の 1 人は、Microsoft 365 の外部にあるデータをエージェントに含めたいと考えています。この目標を達成するため使用するべき機能は次のうちどれですか?
- SharePoint コンテンツ
- Web コンテンツ
- Microsoft 365 Copilotコネクタ（以前は「Microsoft Graphコネクタ」と呼ばれていた）

モジュール3

- エージェントを作るためのツール
 - 演習5「Copilot Studio」（講師デモ）
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- エージェントの管理
- 知識確認クイズ
- まとめ

モジュール3 まとめ

- エージェントを作るには、「**Copilot Studio**」（Microsoft 365 Copilot Chat内の「エージェントの作成」）や、「**エージェントツール**」（SharePointサイト内のメニュー→New→Agent）を利用する
- SharePointのコンポーネント（構成要素）としては名前、指示、ナレッジ、コードインターフィラーなどがある
- Microsoft 365 Copilot Chatやエージェントで外部のデータを参照したい場合は「**Microsoft 365 Copilotコネクタ**」を利用する

モジュール4



エージェントの共有と使用

✓ 700 XP

31 分 • モジュール • 6 ユニット

このモジュールでは、日常のビジネスユーザーが SharePoint と Microsoft 365 Copilot Chat でエージェントを共有および使用する方法について説明します。

モジュール4

- ・エージェントの共有の概要
- ・エージェントをMicrosoft Teamsで共有する
- ・共有されたエージェントを利用する
- ・知識確認クイズ
- ・まとめ

モジュール4

- エージェントの共有の概要
- エージェントをMicrosoft Teamsで共有する
- 共有されたエージェントを利用する
- 知識確認クイズ
- まとめ

エージェントの共有の概要

- Microsoft 365 Copilot Chat内で作成されたエージェント
 - 「組織内のすべてのユーザー」、「組織内の特定の（選択した）ユーザー」、「自分（作成者）のみ」の3種類の共有オプションを指定できる
 - エージェントがユーザーに共有された場合、そのユーザーは特に承認なしでそのエージェントを利用できる
- SharePointサイト内で作成されたエージェント
 - エージェント開発者はエージェントを作成し、承認のために「送信」する
 - サイト所有者または管理者は、「送信」されたエージェントをレビューし、承認する
 - サイト訪問者は、承認されたエージェントを利用できる

モジュール4

- ・エージェントの共有の概要
- ・エージェントをMicrosoft Teamsで共有する
- ・共有されたエージェントを利用する
- ・知識確認クイズ
- ・まとめ

Microsoft Teams内でエージェントを共有する

- Microsoft 365 Copilot Chat内で作成されたエージェントや、 SharePointサイト内で作成されたエージェントは、 Microsoft Teamsで共有し、 Teams内から利用できる
 - なお**SharePointサイトで用意（自動作成）されるデフォルトのエージェントはTeamsで共有できない**
- エージェントは、 プロジェクト、 チーム、 タスクに合わせて調整された情報をすばやく取得するのに役立つ
- Teamsのグループチャットや会議に、 1つの、 共有されたエージェントを追加できる

モジュール4

- ・エージェントの共有の概要
- ・エージェントをMicrosoft Teamsで共有する
- ・共有されたエージェントを利用する
- ・知識確認クイズ
- ・まとめ

共有されたエージェントを利用する

- ・チャットへのファイルの添付
 - ・必要に応じて、エージェントに送信するプロンプトに、ファイルを添付できる
 - ・Word、Excel、PowerPoint、PDF、HTMLなど
 - ・エージェントは添付されたファイルも利用して回答を行う
- ・チャットの履歴の管理
 - ・過去の会話を呼び出して参照したり、不要な会話履歴を削除できる

モジュール4

- ・エージェントの共有の概要
- ・エージェントをMicrosoft Teamsで共有する
- ・共有されたエージェントを利用する
- ・**知識確認クイズ**
- ・まとめ

知識確認クイズ 1/3

- Q1. Microsoft Teamsでエージェントを共有するにはどうすればよいですか?
- A: Teams チャネルのグループチャットや会議にエージェントを追加する
- B: エージェントのコードを電子メールで送信する
- C: エージェントを OneDrive にアップロードし、リンクを共有する

知識確認クイズ 2/3

- Q2. エージェントの共有に関する True ステートメントは次のうちどれですか?
- A: SharePoint サイトに付属する既製のエージェントを共有できます。
- B: エージェントを共有する場合、エージェントを共有するユーザーは使用できますが、編集することはできません。
- C: コードなしエージェントに含まれるサイト、ページ、ファイルのアクセス許可は、エージェントが共有されるタイミングを自動的に調整します。

知識確認クイズ 3/3

- Q3. 次の項目のうち、エージェントを共有する正しい方法の1つについて説明するものはどれですか?
- A: エージェントは、Microsoft Teamsのグループチャットに追加することで共有できます。
- B: エージェントを共有するには、エージェントのプロファイルへの直接リンクを送信します。
- C: エージェントのメッセージを別のユーザーに転送することで、エージェントを共有できます。

モジュール4

- ・エージェントの共有の概要
- ・エージェントをMicrosoft Teamsで共有する
- ・共有されたエージェントを利用する
- ・知識確認クイズ
- ・まとめ

モジュール4 まとめ

- Microsoft 365 Copilot Chat内で作成されたエージェントや、SharePointサイト内で作成されたエージェントは、他のユーザーと
- 共有されたエージェントをTeamsから利用することもできる
- エージェントとのチャットで、プロンプトにPDFなどのファイルを添付できる
- 各ユーザーにおいて、会話履歴の管理・削除ができる

認定試験のご案内

- 現在、本コースに直接対応する認定試験はありませんが、Microsoft 365 Copilot関連の認定試験としては以下があります。

「Microsoft Applied Skills: Microsoft 365 Copilot をサポートするためのセキュリティとコンプライアンスの準備」

内容はセキュリティ担当者向けです。この試験は無料で受験できます。ご興味がある方はぜひ追加で学習していただき、試験にチャレンジいただければと思います。

[Microsoft Applied Skills: Microsoft 365 Copilot をサポートするためのセキュリティとコンプライアンスの準備 - Applied Skills | Microsoft Learn](#)

関連コースのご案内

- ・本コースの他にも、Microsoft 365 Copilot関連のトレーニングが
多数ございますので、より高度なトレーニングをご希望の方は、
ぜひご受講をご検討ください。

関連トレーニングの
ご案内

<https://aka.ms/esim365copilotj>

MS-4019



エージェントを使用して日常のビジネスプロセスを変革する

- ・本講義の内容は以下のMicrosoft Learnの教材に準拠しています

[エージェントを使用して日常のビジネスプロセスを変革する - Training | Microsoft Learn](#)

終