

# 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

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# 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: 家電店のパソコン売り場で  
**「セキュリティ対策ソフトの効果」**をわかりやすく説明するプ  
レゼンテーションが必要！



# 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

Copilot

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

Copilot でプレゼンテーションを作成

×

こんにちは。何かお手伝いできることはありますか?

以下についてのプレゼンテーションを作成します 最近における「個人向け／一般ユーザー向け」のセキュリティ攻撃の主な傾向と、セキュリティ対策ソフトの導入の効果を、一般消費者にわかりやすく伝える短いプレゼンテーション

105 / 2000

長さ: 推奨 参照ファイル ➔

Style: Default ▾

Frontier

最近の「個人向け・一般ユーザー向け」のセキュリティ攻撃の主な傾向と、セキュリティ対策ソフトの導入効果を、一般消費者にわかりやすく伝える短いプレゼンテーション

# プレゼンテーションのアウトラインが作成される

Copilot でプレゼンテーションを作成 AI により生成

以下についてのプレゼンテーションを作成します 最近における「個人向け／一般ユーザー向け」のセキュリティ攻撃の主な傾向と、セキュリティ対策ソフトの導入の効果を、一般消費者にわかりやすく伝える短いプレゼンテーション

アウトライン

一般消費者向けにわかりやすく解説する最新の個人向けセキュリティ攻撃の傾向と対策ソフト導入の効果

最近増加している個人向けセキュリティ攻撃の主な傾向

- フッキング詐欺や偽サイトの手口
- SNSやメールを利用した情報搾取
- ランサムウェアやマルウェアによる被害

攻撃が個人や一般ユーザーに与える影響

- 個人情報やパスワードの漏洩リスク
- 金銭被害・詐欺被害の事例
- デバイスや日常生活への支障

セキュリティ対策ソフトの主な機能と役割

- ウイルスやマルウェアの検出・駆除
- フッキングや詐欺サイトの警告
- 個人情報・プライバシーの保護機能

セキュリティ対策ソフト導入の効果と利用時のポイント

- 被害予防の具体的な効果
- 初心者でも使いやすいポイント
- 定期的なアップデートと注意点

処理しています...

生成を停止 ESC

# アウトラインに沿ってプレゼンテーションが作成される！



Copilot でプレゼンテーションを作成

AI により生成



一般消費者向けにわかりやすく解説する最新の個人向けセキュリティ攻撃の傾向と対策ソフト導入の効果

内容

最近増加している個人向けセキュリティ攻撃の主な傾向

フィッシング詐欺や偽サイトの手口

SNSやメールを利用した情報採取

ランサムウェアやマルウェアによる被害

攻撃が個人や一般ユーザーに与える影響

個人情報やパスワードの漏洩リスク

金銭被害・詐欺被害の事例

デバイスや日常生活への支障

セキュリティ対策ソフトの主な機能と役割

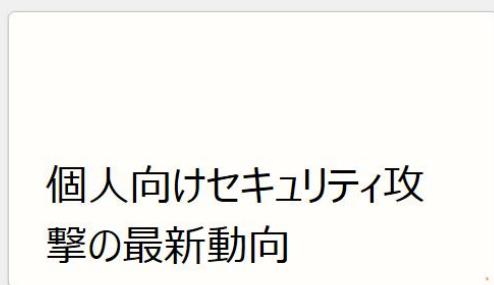
・駆除

フィッシングや詐欺サイトの警告

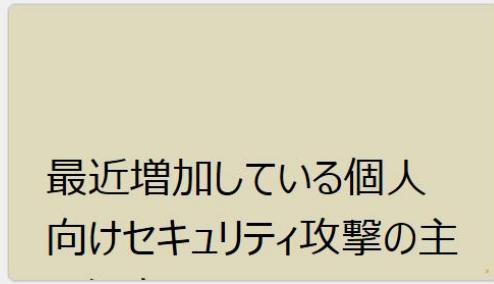
初心者でも使いやすいポイント

# スライドの本文、イメージ画像、ノート（読み上げ用のメモ）も生成AIで生成される

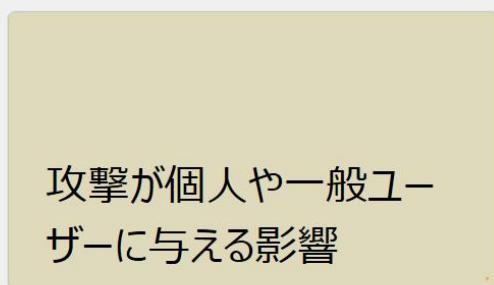
## ▲ 一般消費者向けにわかりやすく解説する最新の個人向けセキュリティ攻撃の傾向と対策ソフト導入の効果



## ▲ 最近増加している個人向けセキュリティ攻撃の主な傾向



## ▲ 攻撃が個人や一般ユーザーに与える影響



## ▲ セキュリティ対策ソフトの主な機能と役割

✓ 保持する



AI 生成コンテンツは誤りを含む可能性があります。



# 追加の修正指示をコパイロットに与えたり、手動で修正を行うこともできる



▲ セキュリティ対策ソフトの主な機能と役割

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セキュリティ対策ソフトの  
主な機能と役割

12



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14



▲ セキュリティ対策ソフト導入の効果と利用時…

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セキュリティ対策ソフト導  
入の効果と利用時のポイ

16



最新のセキュリティ対策ソフトはシグネチャベース検知に加え、AIや機械学習を活用した行動分析により未知のマルウェアも検出・隔離可能です。国際的なテストで成功率は90%以上となり、感染防止に効果的です。

## ウイルスやマルウェアの検出・駆除

### 検出の開始

シグネチャと行動分析でファイルやプロセスをスキヤンします。

### AIによる解析

機械学習が不審な振る舞いを特定し未知の脅威も検知。

### 自動隔離

検知した脅威を安全領域へ隔離して拡散を防止。

### 駆除と復旧

脅威を削除しシステムをクリーンアップ、正常状態に戻します。

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Microsoft Teams の Microsoft 365 Copilot Chat



# 利用例

職場のOutlookメールやTeamsメッセージを検索してもらうため、ここでは「職場」を選択。  
→内部的にはCopilotがMicrosoft Graphを使用して、回答に必要な関連データを検索



私のマネージャーからの最近の連絡を箇条書きにして

# 結果例

メールでの連絡

Teamsでの連絡

私のマネージャーからの最近の連絡を箇条書きでまとめてください。

Copilot

以下は、Felia Wong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メッセージの両方を含めています。

### メールでの連絡

- 記信に関する承認  
「Delivery ID: [REDACTED]、Hiromichiが承認済み」と共有。 [Re: \[Delivery team ap...\]](#)
- セキュリティ関連の依頼  
「Suspicious [REDACTED]」件について、あなたを追加し、対応を依頼。 [Re: Suspicio...](#)
- GH-100配信準備の更新  
「MTTがGH-100を12月に提供可能になったので、案件があればHiromichiに割り当てて」と指示。  
[Re: Assistance Require...](#)
- GitHubコンテンツ改善のボランティア案内  
「あなたの関心領域なので、[REDACTED]からの機会を検討して」と提案。 [Fw: Inviting MTTs to v...](#)
- ラボローカリゼーション戦略変更の共有  
「ラボ標準化の方針を案内。 [Fw: Upcoming Chang...](#)
- [REDACTED]  
rec...
- ファイル共有  
「[Day1] MTT Japan Area Meeting」や「AzDO\_LOC\_Bug\_Logging\_Guidelines」を共有。 [Felia Wong share... + 1](#)
- 5周年記念メッセージ  
「Microsoftでの5年間の貢献に感謝」と祝福。 [Congratulations on yo...](#)

### Teamsでの連絡

- 記信確認  
「可能か？」→あなたが「問題なし」と回答。 [チャットの Felia Wong さん](#)
- 確認  
「[REDACTED] 可能か？」と確認。 [チャットの Felia Wong さん](#)
- Townhall案内  
「今年最後のTownhallに参加を」と呼びかけ。 [MTT ASEAN & Japan](#)

Copilot ヘメッセージを送る

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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 of the screen, there is a message input field with placeholder text 'Copilot ヘメッセージを送る' (Send message to Copilot), a '+' icon, 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 a performance report. A large yellow box highlights the text: "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。". To the right, a sidebar lists 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 that, links for 'エージェントの入手' and 'エージェントの作成' are shown. At the bottom, a 'Chat' section indicates '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引き集め、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<sup>1</sup>。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<sup>1</sup>。

**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<sup>1</sup>。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<sup>1</sup>。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<sup>1</sup>。

[拡張](#)

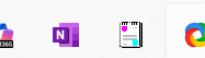
ました(目標の期限よりも早い2024年12月までに完了しました)<sup>1</sup>。このスキルアップにおける敏捷性により、新興テクノロジーが発生したときに教える準備ができました。<sup>1</sup>

**緊急のトレーニングニーズに対応するアグリティ:** 年間を通じて、[REDACTED]は予定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<sup>1</sup>。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<sup>1</sup>。この後敏性のおかげで、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<sup>1</sup>。

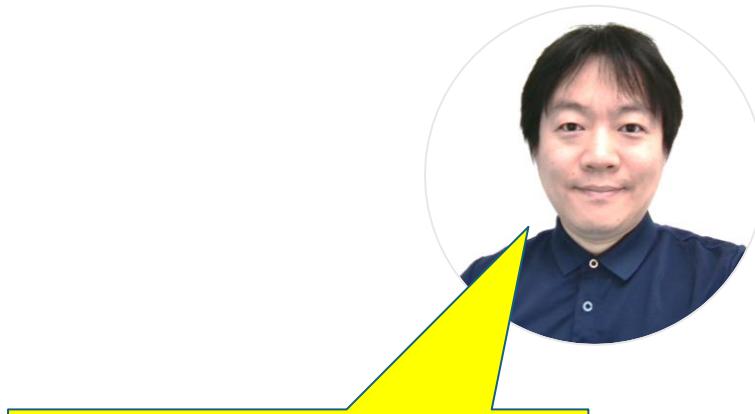
**成功したプライベートトレーニング:** [REDACTED]は、主要な顧客向けにいくつかの注目度の高いプライベートトレーニングセッションを提供し、優れた結果をもたらしました。昨年、[REDACTED]は[REDACTED]、[REDACTED]、[REDACTED]の3つのプライベートトレーニング(PD)を主導し、それが参加者の高い満足度で完了しました<sup>1</sup>。各プライベートセッションの後、[REDACTED]は社内の「[REDACTED]」ポータルで詳細な事後分析レポートを作成して共有し、学んだ教訓が文書化され、チームや他の部門にフィードバックされるようにしました<sup>1</sup>。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<sup>1</sup>。

**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) <sup>1</sup>
- 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) <sup>1</sup>
- 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) <sup>1</sup>



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<sup>2</sup>  
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

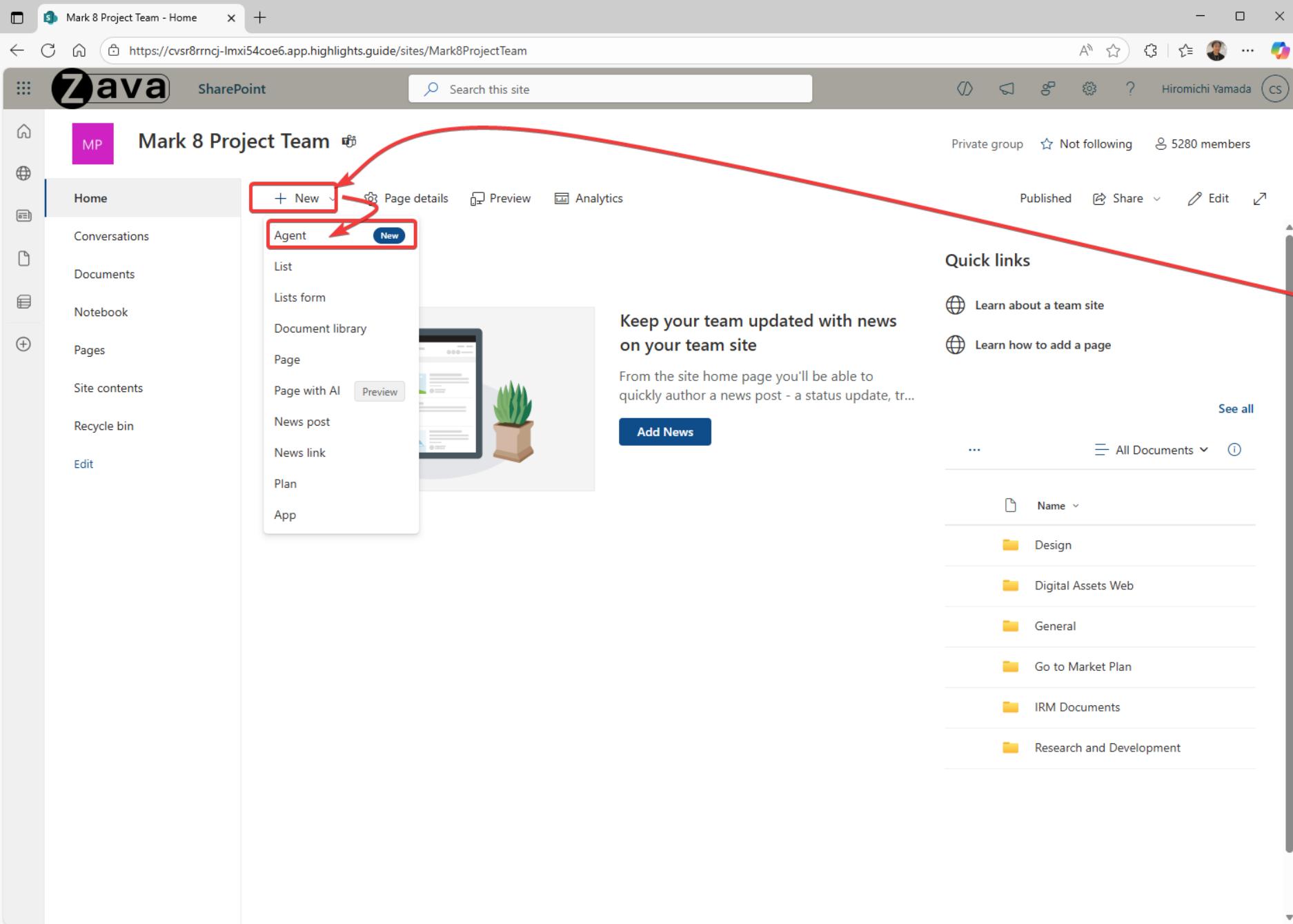
- 事前構築済みエージェント
  - Microsoft 365 Copilot Chat内ですぐに利用できるエージェント
- SharePoint エージェント
  - SharePointサイト内にデフォルトで用意されるエージェント
- ビジネス ユーザー向け日常作業用エージェント
  - SharePointサイト内で作成されるエージェント
  - Microsoft 365 Copilot Chat内で作成されるエージェント
- 高度なエージェント
  - Microsoft Copilot Studio や Visual Studio Code + Teams Toolkitで作成さ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

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 'Mark 8 Project Team' home page. 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 'Transform your everyday business processes with agents' page. A red arrow points from the 'Edit' button in the SharePoint modal to the 'Edit' button in the instructions sidebar.

**Create your new agent**

MP

## Mark 8 Project Team agent

By Hiromichi Yamada

This agent is based on these sources:

MP 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 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 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 53 Min Remaining

# エージェント名を変更できる（オプション）

Mark 8 Project Team - Home + https://cvsr8rrncj-lmx154coe6.app.highlights.guide/sites/Mark8ProjectTeam

Zava SharePoint Search this site Hiromichi Yamada CS

Mark 8 Project Team MP Home Conversations Documents Notebook Pages Site content Recycle bin Edit

Create your new agent

Overview Sources Behavior

Name \*  (highlighted with a red box and arrow)

Purpose \*   
This is an agent curated based on the content from the Mark 8 Project Team site.

MP Change

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 - 聞場 - 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

# 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. On the left, under the 'Overview' tab, there is a 'Name' field containing 'Mark 8 Project Team agent' and an 'Icon' section with a purple square icon labeled 'MP'. A red arrow points from the text 'An agent icon must be a .png file that's doesn't exceed 1 MB in size.' to this icon. Below it is a 'Change' button. On the right, the 'Agent preview' window displays the agent's name ('Mark 8 Project Team agent') and a welcome message ('Hello Hiromichi Yamada!'). It also shows three 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 very bottom of the main 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 ? 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

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 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 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

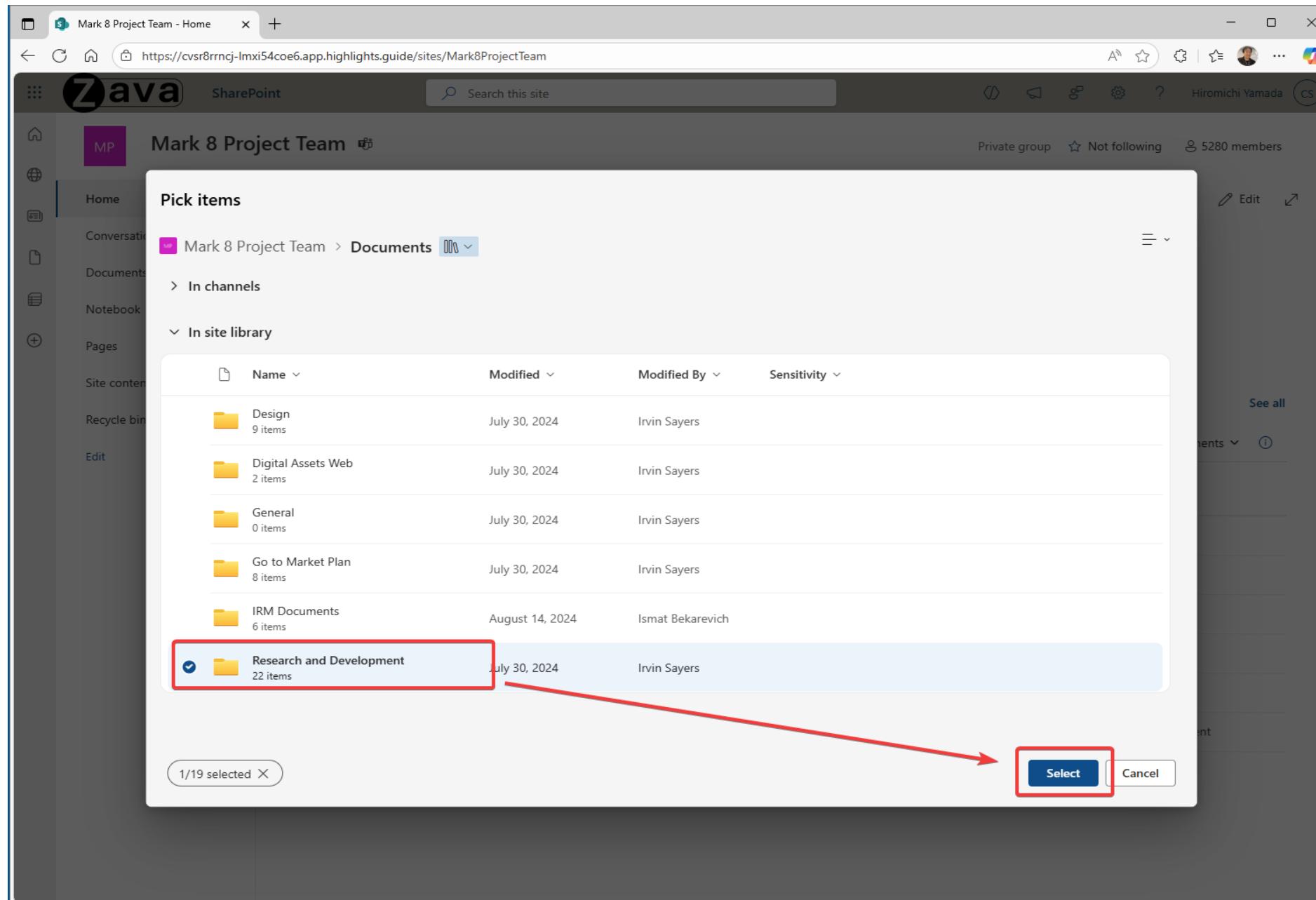
close button is enabled. You could select it at this point, but don't do that just yet. If you did, the tool would accept the default knowledge sources and behavioral attributes for your agent. It would also make the agent live instead of keeping it in draft mode. While you could still make changes later, 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

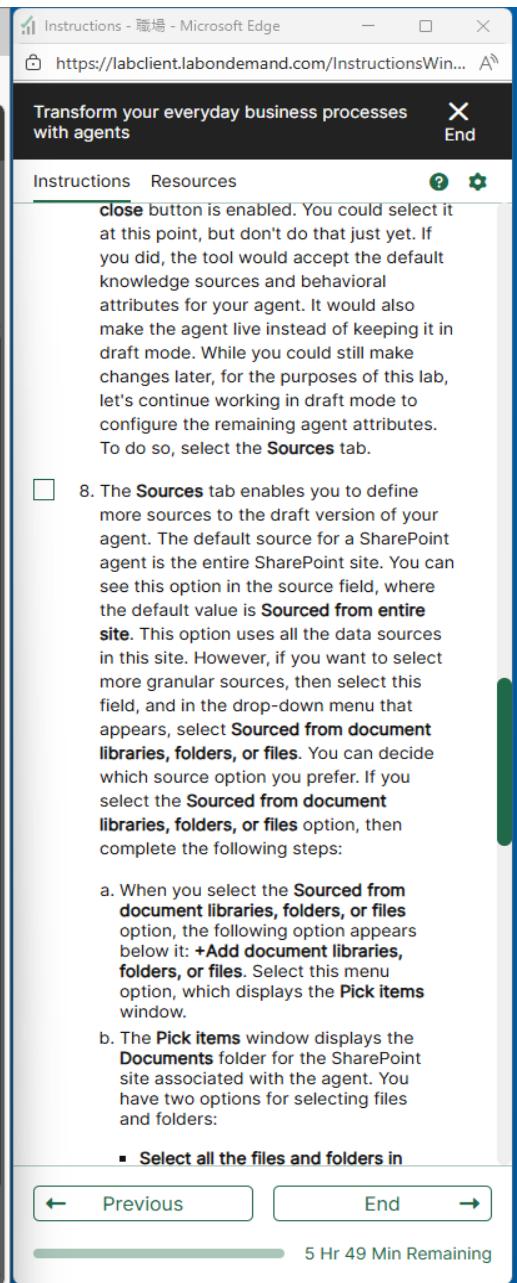
5 Hr 50 Min Remaining

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 from a SharePoint site. The dialog lists several document libraries and their contents. A red box highlights the 'Research and Development' folder, which has a blue checkmark next to it. A red arrow points from this highlighted item to the 'Select' button at the bottom right of the dialog. The 'Select' button is also highlighted with a red box.

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	
<b>Research and Development</b>	July 30, 2024	Irvin Sayers	



This screenshot shows a Microsoft Edge browser window displaying a guide titled 'Transform your everyday business processes with agents'. The guide is step 8 of a larger process. It describes how to define sources for a SharePoint agent, mentioning the 'Sourced from entire site' option and the 'Sourced from document libraries, folders, or files' option. A red box highlights the 'Select' button in the 'Pick items' dialog from the previous screenshot, with a red arrow pointing from the dialog to the 'Select' button here.

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

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、スタートプロンプト、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 Microsoft Edge browser with two windows open. The main window displays the 'Create your new agent' dialog in a SharePoint site. The dialog has three tabs: 'Overview', 'Sources', and 'Behavior'. The 'Behavior' tab is selected, showing sections for 'Welcome messaging', 'Starter prompts', and 'Agent instructions'. Each section contains text input fields. A red box highlights the 'Welcome messaging' section, and another red box highlights the 'Starter prompts' section. Red arrows point from these highlighted sections to corresponding examples in the 'Agent preview' pane on the right. The 'Agent preview' pane shows a simulated interaction with the 'Mark 8 Project Team agent'. The second window, titled 'Instructions - 職場 - Microsoft Edge', is a guide titled 'Transform your everyday business processes with agents'. It lists numbered steps 9 through 16, each with a checkbox and a description. Step 10 is highlighted with a red box and a red arrow pointing from the 'Starter prompts' section in the dialog.

**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.

Save and close

Agent preview

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 - 職場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

9. 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.

10. 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.

11. From here, you can configure up to three starter prompts.

12. Finally, you can define the instructions for the agent using natural language text, just like you do when creating an agent in Copilot Chat.

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

← Previous End →

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**.
- Bottom right: Previous, End, and 5 Hr 47 Min Remaining buttons

# 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.  
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

# 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 Microsoft Edge browser window. The left sidebar has a navigation pane with 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 displays a message input field with placeholder text 'Message Copilot' and a '+' button, along with three suggested actions: '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 for creating an agent.

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 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 button says "View all templates". A message box states: "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." Another message box suggests the name "Expense Reimbursement Support". At the bottom, a text input field contains "ok" and a red arrow points from this text to a blue "Send" button. To the right, a sidebar titled "Transform your everyday business processes with agents" provides step-by-step instructions:

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

At the bottom right, there are "Previous" and "Next" buttons, and a progress bar indicating "3 Hr 51 Min Remaining". The system status bar at the bottom shows ENG US, 2:42 AM, and 11/8/2025.

# 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](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 - 藏場 - 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.
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 window, there are 'Previous' and 'Next' buttons, and a progress bar indicating '3 Hr 44 Min Remaining'.

# 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, there's a sidebar with "M365 Copilot" and various coaching options like "Search", "Chat", "Agents", "Researcher", "Analyst", "Writing Coach", "Idea Coach", "Prompt Coach", "All agents", and "Create agent" (which is selected). Below that are "Conversations", "Pages", "Notebooks", "Create", and "Apps". At the bottom, it shows "User1-56373077@LOD..." and a timestamp "2:49 AM 11/8/2025". The main area has tabs "Describe" (selected) and "Configure". The "Describe" tab contains a summary of the agent's purpose and tasks, and a "Type your message" input field. The "Configure" tab is highlighted with a red box. To the right, a sidebar titled "Transform your everyday business processes with agents" lists 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. 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.

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 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.
- File Selection Dialog (Background):** An "Open" dialog box from OneDrive showing files in the "Downloads" folder. It highlights the "Downloads" folder, the file "Expenses\_Policy.docx", and the "Open" button.

**Instructions Panel (Right Side):**

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 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 - 職場 - 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

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

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

Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?fromcode=m365copilot

M365 Copilot

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

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

\_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.

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](#)

Draft auto-saved  Create

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?

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" tab with "My agents > Expense Reimbursement Support". An "Agent preview" window displays a response to the question "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:

- 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.

" This response is highlighted with a red box. A blue callout box on the left side of the interface contains 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)" (The expense limit for a hotel stay is \$150 per night. You must stay at a standard hotel near the business location). The bottom right corner of the page shows a progress bar with "3 Hr 36 Min Remaining".

Transform your everyday business processes with agents

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Describe Configure

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

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.

User1-56373077@LOD...

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.

Type your message

ENG US 2:56 AM 11/8/2025

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" header and the "Expense Reimbursement Support" agent card. 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"), and "Capabilities" (with "Create documents, charts, and code" and icons for Word, Excel, and PowerPoint).

**Right Panel:** Shows the "Agent preview" where the agent has responded to the question "What's the expense limit for a hotel stay?". The response states: "The expense limit for a **hotel stay** is **\$150 per night**. Here are the key guidelines for accommodation expenses:" followed by a bulleted list.

**Top Bar:** Includes the Microsoft Edge logo, 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"), and system controls.

**Instructions & Resources:** A sidebar on the right provides instructions for creating an agent, including:

- 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.

**Bottom:** Includes system status (ENG US, 2:58 AM, 11/8/2025), navigation buttons ("Previous" and "Next"), and a progress bar indicating "3 Hr 34 Min Remaining".

# 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.

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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

ご参考:

## 高度なエージェント開発に関する関連コース

	Visual Studio Code	Microsoft Copilot Studio
宣言型 エージェント	MS-4010 Visual Studio Code を使用して宣言型エージェントで Microsoft 365 Copilotを拡張する	MS-4022 Copilot Studio で Microsoft 365 Copilotを拡張する
カスタムエンジン エージェント	MS-4015 Microsoft 365 Agents SDKを使用してカスタムエンジンエージェントを開発する	
カスタム エージェント		PL-7008 Microsoft Copilot Studio でエージェントを作成する

[PL-7008 Microsoft Copilot Studio でエージェントを作成する - Training | Microsoft Learn](#)

[MS-4022 Copilot Studioで Microsoft 365 Copilot を拡張する - Training | Microsoft Learn](#)

[MS-4010 - Visual Studio Code を使用して宣言型エージェントを使用して Microsoft 365 Copilot を拡張する - Training | Microsoft Learn](#)

[コース MS-4015-A: Microsoft 365 Agents SDK を使用してカスタムエンジンエージェントを構築する - Training | Microsoft Learn](#)

# 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
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- 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

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# エージェントを使用してコラボレーション（共同作業）を強化する例

- ・たとえば、社員があるプロジェクトを進めているとする
- ・そのプロジェクトに役立つ**エージェント**を開発する
  - ・SharePointエージェントやCopilot Chatのエージェント
  - ・プロジェクト全体、あるいは、プロジェクト内の特定の領域に特化した**エージェント**
- ・**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
- ・社員は、**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

# モジュール1

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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

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# 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

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# 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

# 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）
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# 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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# 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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Participant ID	Project Satisfaction	Communication Effectiveness	Timeline Adherence	Overall Experience	Comments				Rating	Meaning		
2	1	2	2	5	3	Unsatisfied				1	Excellent / Very Satisfied / Strongly Agree		
3	2	4	2	1	3	Communication was clear				2	Good / Satisfied / Agree		
4	3	4	1	1	3	Communication could be improved				3	Neutral / Neither Agree nor Disagree		
5	4	1	3	3	5	Very satisfied				4	Fair / Dissatisfied / Disagree		
6	5	4	4	5	5	User-friendly platform				5	Poor / Very Dissatisfied / Strongly Disagree		
7	6	4	1	2	5	Mixed feelings about the project							
8	7	2	2	3	2	Very satisfied with the project							
9	8	1	2	2	2	Deadlines were met							
10	9	2	1	5	3	Very satisfied							
11	10	1	2	5	4	Well-managed project							
12	11	3	3	1	2	Communication was lacking							
13	12	2	4	4	1	Neutral experience							
14	13	4	3	1	4	Clear communication							
15	14	5	4	5	3	Overall experience was good							
16	15	4	2	2	5	Communication was lacking							
17	16	3	1	5	1	Overall experience was good							
18	17	3	5	3	1	Communication was lacking							
19	18	4	3	4	1	Collaboration improved							
20	19	4	3	5	5	Negative feedback							
21	20	4	5	4	3	Positive feedback							
22	21	1	2	1	1	Technical issues encountered							
23	22	2	2	2	4	Overall experience was satisfactory							

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.

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](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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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/ProjectNexusSurveyResults.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 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

The screenshot shows the Microsoft Edge browser with the Microsoft 365 Copilot interface. On the left, the navigation pane includes 'M365 Copilot', 'Analyst' (selected), 'Search', 'Chat', 'Agents', 'Researcher', 'Explore agents', 'Create agent', 'Conversations', 'Pages', 'Notebooks', 'Create', and 'Apps'. The main area features the 'Analyst' logo and a prompt: 'Ask Analyst to analyze your data and generate insights'. Below this are three cards: '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...), and 'Visualize' (Create a table with the volume of planets, add a column to...). A message 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.' A red arrow points from the text 'In the prompt field, select the Add content and agents icon, which is the plus sign (+) icon.' to the '+' icon in the prompt field. The top right corner shows instructions and resources for using the Analyst agent.

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.

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/ProjectNexusSurveyResults.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

User1-56373077@LOD... ...

ENG US 12:50 AM 11/8/2025

← 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 vertical sidebar with the title 'Transform your everyday business processes with agents'. It contains sections for 'Instructions' and 'Resources', and includes a timeline and overall experience summary. At the bottom of the sidebar is a numbered list of steps for using the Analyst agent.

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%20Nexus%20Survey%20Results.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

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 and a microphone icon. The status bar at the bottom right shows "ENG US" and the date "11/8/2025" with a timestamp "12:53 AM". To the right of the main window, there's a sidebar titled "Transform your everyday business processes with agents" containing 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.
- 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

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

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://m365.cloud.microsoft/chat/?auth=2
- M365 Copilot Sidebar:**
  - Chat | M365 Copilot
  - Search
  - Chat
  - Agents
    - Researcher
    - Analyst
  - Explore agents
  - Create agent
  - Conversations
  - Analyze this spreadsheet and ... (highlighted in blue)
  - Five Cool Microsoft Copilot Fe...
  - All conversations
  - Pages
  - Notebooks
  - Create
  - Apps
- Main Chat Area:**
  - Analyst > Analyze this spreadsheet and tell me the top three
    - ✓ Summarizing survey results >
    - ✓ Preparing final analysis >
  - Text message:

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:
  - Input field: Ask Analyst to analyze your data and generate insights
  - Feedback box: We'd love your feedback. We have two questions for you.
  - Footer: AI-generated content may be incorrect
- Lab Client Window:**
  - Transform your everyday business processes with agents
  - Instructions Resources
  - List of steps:
    - 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
  - Buttons: Previous, Next
  - Footer: 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 "Analyst > Analyze this spreadsheet and tell me the top three". The right side of the screen shows a sidebar with the title "Transform your everyday business processes with agents". It contains sections for "Instructions" and "Resources". The "Instructions" section lists steps 4 through 8, with step 6 being highlighted. Step 6's description includes a screenshot of the chat window with the prompt "Analyze this spreadsheet and tell me the top three trends." A callout box from step 6 points to the "in Japanese" button and the highlighted prompt text. The "Resources" section contains a note about how Analyst runs Python commands to determine trends.

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

Analyst

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。

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 1:07 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 26 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

# 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
  - ・**マルチステップ調査**
- ・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**分析情報**）を提供
  - ・構造化された、引用（元データとリンク）付きの分析情報

[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 has a red 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

0 →

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 →

ENG US 1:16 AM 11/8/2025 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

The screenshot shows the Microsoft Edge browser with the Microsoft 365 Copilot Chat window open. The title bar reads "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The URL in the address bar is "https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812". The main content area displays a conversation with the "Researcher" agent. The user has asked the Researcher to analyze coffee market trends. A large blue callout box with white text at the bottom right of the screen says "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。" (Please investigate the consumption trend of the coffee market. Please proceed.). A red arrow points from this callout to the "Next" button in the Chat interface. The Chat interface also shows a list of sources and a note that AI-generated content may be incorrect. The status bar at the bottom indicates the language is English (US), the time is 11:20 AM on 11/8/2025, and there are 5 hours and 13 minutes 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

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...

Chat | M365 Copilot

Researcher > 日本飲料消費トレンド調査の確認事項

Today

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。

Researcher

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 炭酸飲料とエナジードリンクに絞って調査してください

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。

+ 0 Sources

AI-generated content may be incorrect

ENG US 11:20 AM 11/8/2025

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?

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...

Analyze this spreadsheet and t...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... ...

0<sup>o</sup> 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, under 'Your agents', are icons for 'Researcher' and 'Analyst'. A section titled 'Built by Microsoft' features three cards: 'App Builder (Frontier)' (orange background), 'Workflows Agent (Front...)' (blue background), and 'Researcher' (purple background). The 'Researcher' card includes the text 'With Researcher, now every employee has access to experts...'. At the bottom of the page, there's a footer with user information 'User1-56373077@LOD...', a toolbar with various icons, and a status bar showing 'ENG US' and '11/8/2025 1:39 AM'. To the right of the main content, a sidebar titled 'Transform your everyday business processes with agents' contains sections for 'Instructions' and 'Resources'. The 'Instructions' section includes a note about using prebuilt agents like Analyst and Researcher, and a list of steps for interacting with them. The 'Resources' section shows a progress bar at '4 Hr 53 Min Remaining'.

Transform your everyday business processes with agents

Chat | M365 Copilot

https://m365.cloud.microsoft/chat/?fromcode=m365copilot

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

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 11/8/2025 1:39 AM

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 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.

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](https://m365.cloud.microsoft/chat).

[Learn more](#) [Create agent](#)

**Built by Microsoft**

- App Builder (Frontier)**  
Transform your idea into an app. No coding required.
- Workflows Agent (Frontier)**  
Build workflows with natural language, no code needed.
- Researcher**  
With Researcher, now every employee has access to experts...
- Analyst**  
Perform complex data analysis over files in a variety of formats.
- Prompt Coach**  
Write and improve your prompts
- Idea Coach**  
Plan and navigate the brainstorming process
- Career Coach**  
Elevate your career with Career Coach
- Learning Coach**  
Unlock your potential with Learning Coach
- Surveys**  
Surveys agent automates survey creation, distribution, and analysis.
- Microsoft 365 Admin**  
Use AI to help you manage Microsoft 365.
- Skills (Frontier)**  
Find experts, areas to upskill, and more

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 4 Hr 53 Min Remaining Next →

# 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

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 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

⚠ 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.
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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>

The screenshot shows the Microsoft 365 Copilot app interface. The left sidebar includes options like Chat, Search, Chat, Agents, Researcher, Analyst, and Prompt Coach (which is selected). The main area features a "Prompt Coach" section with a large blue box containing Japanese text: "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". Above this box is a red box containing the Japanese text "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". A red arrow points from the top red box to a blue button with a white arrow icon. To the right of the main content, there's a sidebar with instructions and resources, a warning about reusing agents, and a list of steps to follow.

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](https://m365.cloud.microsoft/chat).

[Learn more](#)

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

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

→

Compliance  
my prompt is  
and following the...

See more ▼

User1-56373077@LOD... ...

ENG US 1:41 AM 11/8/2025

⚠️ 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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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 ▶

# 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', '1:43 AM 11/8/2025'.

**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.
  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:
- 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.

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.

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← Previous      Next →

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'. A 'Create agent' button is also present. The main area displays a grid of 'Built by Microsoft' agents:

- Idea Coach**: Plan and navigate the brainstorming process.
- App Builder (Frontier)**: Transform your idea into an app. No coding required.
- Workflows Agent (Frontier)**: Build workflows with natural language, no code needed.
- Researcher**: With Researcher, now every employee has access to experts...
- Analyst**: Perform complex data analysis over files in a variety of formats.
- Prompt Coach**: Write and improve your prompts.
- Writing Coach**: Take your writing to the next level with Writing Coach.
- Career Coach**: Elevate your career with Career Coach.
- Learning Coach**: Unlock your potential with Learning Coach.
- Surveys**: Surveys agent automates survey creation, distribution, and analysis.
- Microsoft 365 Admin**: Use AI to help you manage Microsoft 365.
- Skills (Frontier)**: Find experts, areas to upskill, and more.

A red box highlights the 'Idea Coach' card. To the right, a sidebar provides instructions and resources, including a note about reusing agents and steps to perform the exercise.

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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1:47 AM 11/8/2025

← 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

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](https://m365.cloud.microsoft/chat).

**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**

**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.

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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

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.

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

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 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

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.

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

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 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.**

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Previous Next

ENG US 1:45 AM 11/8/2025

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 agents shown 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 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. To the right, a sidebar provides instructions and resources, including a note about earlier exercises using Analyst and Researcher 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.

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← 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

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← Previous Next →

4 Hr 24 Min Remaining

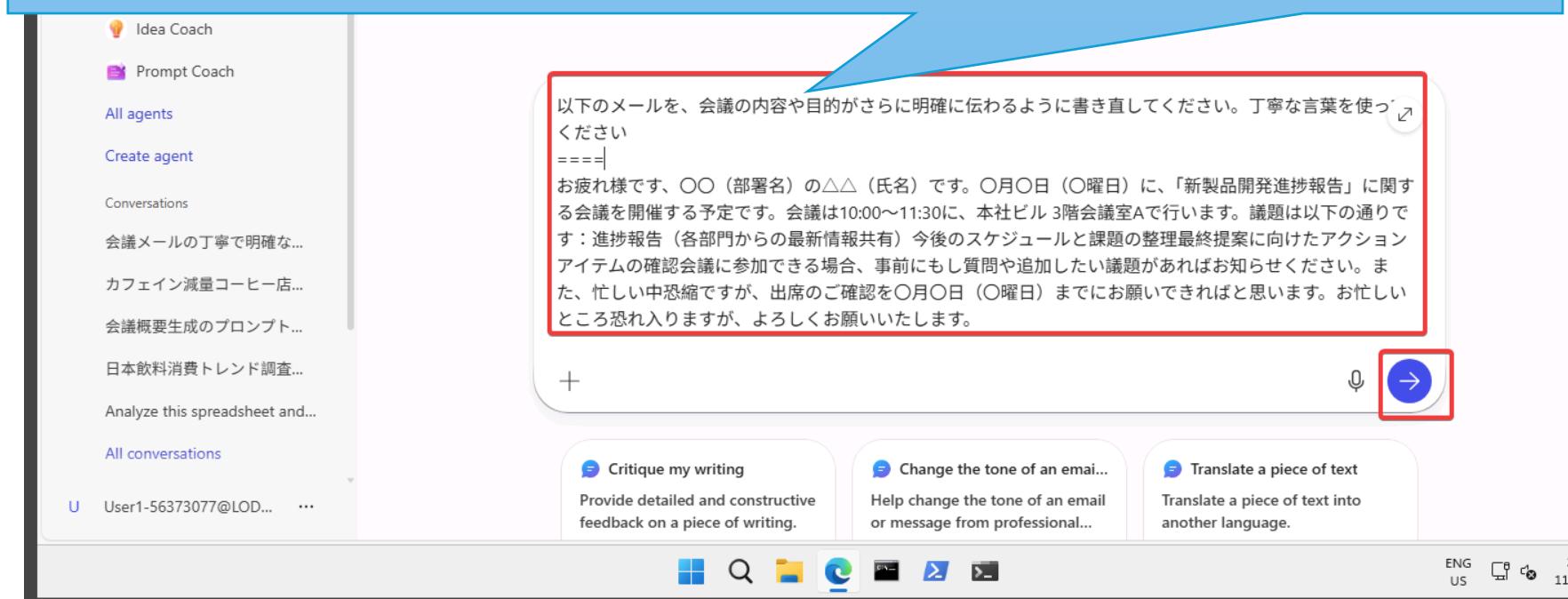
# 以下のプロンプトを入力して送信

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... ...

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.**

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 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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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:

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 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 (Left):** Chat | M365 Copilot. The page displays a sample meeting agenda and a message input field with three options: "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", and "英語版に翻訳してほしい". The "さらに丁寧な表現にしてほしい" option is highlighted with a red box.
- Right Sidebar:** Transform your everyday business processes with agents
  - Instructions:** 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.
  - Content:** 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.
  - Steps:** 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:

At the bottom right of the main content area, there are "Previous" and "Next" buttons, and a progress bar indicating "4 Hr 12 Min Remaining".

# 「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, and a list of 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

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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← 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

# 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（演習5）
- ・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（演習6）

# 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）  
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- 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 for creating an agent.

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

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← 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

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 > New Agent

Describe Configure

Hi, I'm here to help you build an agent.

You can start by describing what you want the agent to do.

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...

[View all templates](#)

New Agent

Description

expense reimbursement support agent

35/2000

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.
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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

ENG US 2:41 AM 11/8/2025

← Previous Next →

3 Hr 52 Min Remaining

# 「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 it, 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.

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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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← 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 series of numbered steps for configuring the agent:
  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](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 interface with instructions and steps for configuring an agent.

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

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

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

History Favorites Tabs

Previous Next

ENG US 2:47 AM 11/8/2025 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 open. 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

The screenshot shows a Microsoft Edge browser window with two tabs open. The left tab displays a GitHub repository page for 'mslearn-copilotstudio/expenses'. The right tab is a Microsoft Copilot Studio guide titled 'Transform your everyday business processes with agents'.

**Left Tab (GitHub Repository):**

- Title: Chat | M365 Copilot
- URL: https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses\_Policy.docx
- Description: MicrosoftLearning / mslearn-copilotstudio (Public)
- Generated from MicrosoftLearning/INF99X-SampleCourse
- Code: 4 Issues: 4 Pull requests: 1 Actions: 1 Projects: 1 Security: 1 Insights: 1
- Files:
  - main
  - .github
  - Allfiles
  - Instructions
  - expenses
    - Expenses\_Policy.docx
    - LICENSE
    - \_build.yml
    - \_config.yml
    - index.md
    - readme.md

**Right Tab (Copilot Studio Guide):**

- Header: Transform your everyday business processes with agents
- Instructions: Resources
- Content:
  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.
- Footer: Verify the instructions map to your intent in guiding
- Navigation: Previous, Next
- Progress: 3 Hr 44 Min Remaining

# 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, there's a sidebar with "M365 Copilot" and various coaching options like "Search", "Chat", "Agents", "Researcher", "Analyst", "Writing Coach", "Idea Coach", "Prompt Coach", "All agents", and "Create agent" (which is highlighted). The "Create agent" section shows a message: "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?". Below this is a "Type your message" input field with "0/2000" characters. The main content area has two tabs: "Describe" (highlighted with a red box) and "Configure". The "Configure" tab shows an "Agent preview" with several sections: "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?), and "Contacting finance" (Who do I contact for reimbursement issues?). There's also a "Type your message" input field at the bottom. A sidebar on the right provides step-by-step instructions:

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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Instructions Resources  
from the selected template.

ENG US 2:49 AM 11/8/2025

← 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, etc., with 'Create agent' selected. The main area has tabs 'Describe' and 'Configure'. The 'Describe' tab is active, showing sections for 'Agent preview', 'Knowledge' (which is highlighted with a red box and a red arrow pointing to the upload icon), 'Only use specified sources', 'Choose other data sources', and 'Capabilities'. The 'Configure' tab shows instructions for configuring the agent. On the right, there's a sidebar with 'Transform your everyday business processes with agents' and a progress bar indicating '3 Hr 43 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

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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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

# Downloadsフォルダの Expenses\_Policy.docx を選択しOpen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

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.

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Verify the instructions map to your intent in guiding

Open

< > Downloads Search Downloads

Organize New folder

OneDrive - Personal

Today

Expense\_Policy.docx

Project\_Nexus\_survey\_results.xlsx

Date modified

Type

File name: Custom files (\*.docx; \*.pdf)

Upload from mobile Open Cancel

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Only use specified sources

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

Choose other data sources

Custom Connector

Capabilities

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

ENG US 2:50 AM 11/8/2025

Previous Next

3 Hr 43 Min Remaining

# ナレッジにファイルが追加された

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

Knowledge ⓘ

Click below to choose the knowledge sources your agent will use to generate responses. You can enter URLs, upload files, and use Microsoft SharePoint, Microsoft Teams, and Microsoft Outlook emails. [learn more](#)

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

Custom Connector

Uploaded files

Expenses\_Policy.docx

Capabilities

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](#)

Draft auto-saved

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?

Type your message

Instructions Resources

Transform your everyday business processes with agents

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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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 2:52 AM 11/8/2025 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 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 from the "Expense Reimbursement Su..." agent. A 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)".

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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Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Describe Configure

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

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.

User1-56373077@LOD... ...

Type your message

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

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?

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 (Researcher, Analyst), Conversations, Pages, Notebooks, Create, Apps, and user info (User1-56373077@LOD...). A red arrow points from the "..." button next to the "Expense Reimb..." agent entry in the list to a context menu that includes "Share", "Edit", and "Uninstall" options, all of which are highlighted with a red box. The right side of the screen shows instructions for using the agent, including steps 10 through 16, and a progress bar at the bottom indicating "3 Hr 32 Min Remaining".

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.

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 3:00 AM 11/8/2025

Previous Next

3 Hr 32 Min Remaining

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, there's a navigation pane for "M365 Copilot" with sections like "Search", "Chat", "Agents" (Researcher, Analyst), and "Expense Reimbursement Support". A red box highlights a modal dialog titled "Share 'Expense Reimbursement Support'" containing a link field and sharing options: "Anyone in your organization", "Specific users in your organization", and "Only you" (which is selected). To the right of the modal, a tooltip provides information about the "Reimbursement timeline". At the bottom of the page, there are "Previous" and "Next" buttons, and a progress bar indicating "3 Hr 31 Min Remaining".

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**.

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 ▾

User1-56373077@LOD... ...

ENG US 3:01 AM 11/8/2025

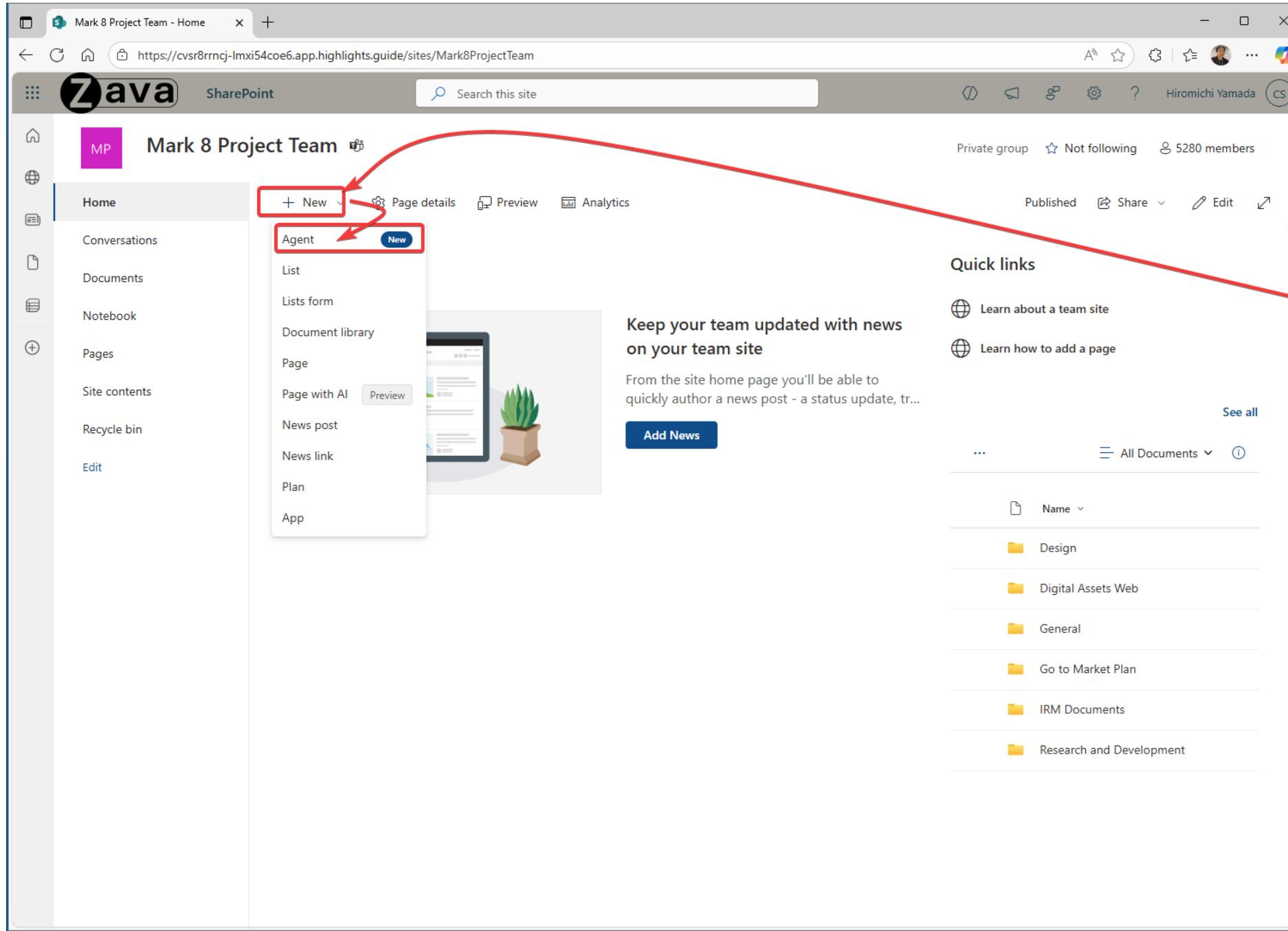
Previous Next

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 displays 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 Microsoft Copilot agent tool. On the left, under the 'Overview' tab, there is a 'Name' field containing 'Mark 8 Project Team agent' and an 'Icon' section with a purple square icon labeled 'MP'. A red arrow points from the text 'An agent icon must be a .png file that's doesn't exceed 1 MB in size.' to this icon. Below it is a 'Change' button. On the right, the 'Agent preview' window displays the agent's name ('Mark 8 Project Team agent') and a welcome message ('Hello Hiromichi Yamada!'). It also shows three 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 very bottom of the main 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 ? 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

# 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

The screenshot shows the 'Create your new agent' dialog in SharePoint. The 'Sources' tab is selected. A dropdown menu shows two options: 'Sourced from entire site' (selected) and 'Sourced from document libraries, folders or files'. Red arrows point to both options. The 'Agent preview' window shows a sample message.

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

Sources

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:

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

# 「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 [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**.
- Bottom right: Previous, End, and 5 Hr 47 Min Remaining buttons

# エージェントツールを閉じる

The screenshot shows two windows side-by-side. The left window is a SharePoint page titled 'Mark 8 Project Team' under the 'Zava' app. It displays the 'Create your new agent' configuration interface. The right window is a Microsoft Edge browser tab titled 'Instructions - 職場' showing a step-by-step guide for creating an agent.

**SharePoint Page (Left):**

- Title:** Mark 8 Project Team
- Section:** Create your new agent
- Behavior Tab:** Selected
- Welcome messaging:** Help users understand how to best use this agent
- 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.
- Status:** ✓ Saved

**Microsoft Edge Window (Right):**

- Title:** Instructions - 職場 - Microsoft Edge
- Content:** Step 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.
- Step 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.
- Step 15:** Take some time to test the agent. You can use any of the starter prompts or enter custom prompts.
- Step 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**.
- Navigation:** 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 (他のユーザーは承認後に共有されたエージェントを利用できる)

The screenshot shows a SharePoint site for 'Mark 8 Project Team' and a Microsoft Edge browser window displaying a lab guide.

**SharePoint Site (Left):**

- Header:** Mark 8 Project Team - Home, SharePoint, Search this site, Hiromichi Yamada.
- Left Navigation:** Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, Edit.
- News Section:** Keep your team updated with news on your team site, Add News button.
- Quick links:** Learn about a team site, Learn how to add a page.
- Document Library:** All Documents (Name, Design, Digital Assets Web, General, Go to Market Plan, IRM Documents, Research and Development).

**Agent Context Menu (Top Right):**

- Mark 8 Project Team agent dropdown menu.
- Copy link for Teams (disabled).
- Share** (highlighted with a red box and arrow).
- Other options: Edit agent, About, New chat, Delete all Copilot history, Chat history.

**Microsoft Edge Browser (Right):**

- Instructions - 職場 - Microsoft Edge tab.
- URL: https://labclient.labondemand.com/InstructionsWin...
- Transform your everyday business processes with agents.
- Instructions tab selected.
- List of steps:
  - 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.
- Congratulations message: You have successfully completed this lab. Click **End** to mark the lab as **Complete**.
- Navigation buttons: 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～～業務を支援するエージェントです。～～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

- 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

# 「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)

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

**Microsoft 365 Copilot コネクタ** (旧名称: Microsoft 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

[.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

- ・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

- ・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）
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- ・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
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- 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）  
Microsoft 365 Copilot Chat内でエージェントを作成
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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

# 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(1)

### 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
- エージェントがあるユーザーに共有された場合、そのユーザーはすぐにそのエージェントを利用できる
- 承認（管理者によるエージェントのチェック）は不要

## エージェントの共有の概要(2)

### SharePointサイト内で作成されたエージェント

だれがエージェントを作成したかにより承認プロセスが異なる

- ・サイトメンバー（サイトに対して編集権限以上が割り当てられているユーザー）がエージェントを作成した場合
  - ・サイトメンバーはエージェントを作成し、承認（エージェントのレビュー）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
    - ・承認の操作: エージェントの「...」メニュー→「承認済みとして設定」をクリック
  - ・承認されたエージェントは、他のサイトメンバーや訪問者が利用できるようになる
- ・**サイト管理者または所有者**がエージェントを作成した場合
  - ・エージェントは自動的に承認される
  - ・エージェントは他のサイトメンバーや訪問者が利用できるようになる

# 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
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# 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
- ・エージェントの編集（設定変更）
  - ・エージェントを作成したユーザーは、自分のエージェントをあとで編集できる
  - ・エージェントを共有されたユーザーでは、そのエージェントの編集はできない

# 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できる
- 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
- エージェントを作成したユーザーはそのエージェントをあとで編集（設定変更）できるが、その他のユーザーは編集はできない（利用のみ可）
- 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
- 各ユーザーは、自分の会話履歴の管理・削除ができる

# 全体のまとめ

- ・モジュール1 エージェントの使用を開始する
  - ・エージェントの概要・種類・エージェントを作成・使用できるユーザーについて説明しました
- ・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
  - ・「アナリスト」や「リサーチツール」などのエージェントについて解説しました
  - ・「演習1～5 エージェントの利用」のデモを行いました
- ・モジュール3 エージェントのビルドと管理
  - ・Microsoft 365 Copilot Chat内とSharePoint内でのエージェントの作成について解説しました
  - ・「演習6～7 エージェントの作成」のデモを行いました
- ・モジュール4 エージェントの共有と使用
  - ・作成したエージェントを組織内で利用する方法について説明しました

# 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