**Get Hands On and Build Chat Bots in an Hour**

Session Description:

Create a Chatbot from scratch in this fun and engaging hands-on session, no earlier experience or technical ability needed. Follow Jo, Ruby and Deepa through step-by-step instructions using the Power Platform to create and deploy a simple bot to provide information and answer questions. Bring your curiosity and your experience of the best chatbots to create your own AI-driven bot

Session Leaders:

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|  | **Joanne Healy** Senior Cloud Solution Architect | *Joanne has been at Microsoft for the last 5 years of a varied career in technology. She now focuses on everything to do with developing on the Microsoft cloud products and has a special interest in encouraging women and girls into the tech industry.* |
|  | **Ruby Bedford**  Senior Cloud Solution Architect - Engineer | *Ruby has worked at Microsoft for nearly 7 years, almost entirely focusing on Power Platform during this time. She has a passion for supporting other females in the technology industry and is really looking forward to running todays session!* |

Session Agenda – 45 mins:

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| **5 Minutes** | Settle in the session & introductions to your session leaders! |
| **10 Minutes** | Introduction to Power Virtual Agents & a Live Demo! |
| **30 Minutes** | Follow the guide in the document to create your own Power Virtual Agent! |

Tech Her Bot Lab

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| **MODULE 1: SETTING UP THE BOT** | |
| 1 | Navigate to <https://web.powerva.microsoft.com/> |
| 2 | Log in when prompted   * If asked, you may need to sign up for a free trial |
| 3 | You will be taken to the PVA home page  Graphical user interface  Description automatically generated |
| 4 | Click ‘create’ |
| 5 | Select ‘Build for Production’  Graphical user interface, application, Teams  Description automatically generated |
| 6 | Name your Bot ‘Ask TechHer’ and select the language, then click ‘create’  Graphical user interface, diagram  Description automatically generated  **NOTE:** Your bot may take a few minutes to create. Don’t worry about any dialog boxes or messages that pop up, these will disappear. |
| 7 | Select ‘Topics’ on the left pane on the page  Graphical user interface, text, application  Description automatically generated |
| **MODULE 2: EDITING BOT GREETING** | |
| 8 | Let’s get the chatbot to greet us. Click on ‘Greeting’ from the list of pre-made topics. |
| 9 | You can see that the agent will start speaking in response to any of the Trigger Phrases suggested. This list is fine, but let’s personalise the first response it will give. Change the Message in the first message box to be the following ‘Hello! I’m the TechHer bot.’ |
| 10 | We don’t have a human to speak to 🙁 so delete the second message node; |
| 11 | Save the Greeting topic by clicking the disk on the top right corner |
| **MODULE 3: CREATE SPEAKERS TOPIC** | |
| 12 | Click Topics on the left |
| 13 | Select ‘New Topic’ on the top left. |
| 14 | Select ‘From Blank’ in the drop down  Graphical user interface, text, application  Description automatically generated |
| 15 | Paste the list of Trigger Phrases below into the Add Phrases box and press +   * **NOTE**: you can paste in all the Trigger Phrases in the table, providing they are line separated and they will add in bulk.   Graphical user interface, text, application  Description automatically generated  **TRIGGER PHRASES:**  Who is speaking?  Who’s speaking?  Who is training?  Who’s training?  Speaker  Trainer  Speaker Bios  Speaker Summary  Trainer Bios  Trainer Summary |
| 16 | Close the Trigger Phrases box to create more space on the screen. |
| 17 | Rename the Topic by clicking ‘Untitled’ on top left of screen  Graphical user interface, application  Description automatically generated |
| 18 | Add an acknowledgement message |
| 19 | Add another message by clicking the + below the message box to add another node, and click Show a message |
| 20 | Fill in the message with ‘Have a look at this site <https://www.microsoft.com/en-gb/events/techher/#careers-at-microsoft’> (There isn’t actually a website showing the people speaking today so for our purposes we will just use this website which lists the career journeys of Microsoft colleagues) |
| 21 | Press Save in the right-hand corner to save your first topic. |
| **MODULE 4: CREATE AGENDA TOPIC** | |
| 22 | Go to Topics in the left-hand menu |
| 23 | Click New Topic |
| 24 | Click From Blank |
| 25 | Change the Topic name to Sessions:  A screenshot of a computer  Description automatically generated |
| 26 | Add the following trigger phrases:  Sessions  Agenda  Breaks  Times |
| 27 | Press the + on the right to add those phrases  A screenshot of a computer  Description automatically generated |
| 28 | Close the Trigger Phrases section. |
| 29 | Add the following message; ‘Here is the agenda for the day – Have Fun! <https://www.microsoft.com/en-gb/events/techher/#developing-tech-skills’> |
| 30 | Save the topic |
| **MODULE 5: PUBLISH THE BOT** | |
| 31 | Press Publish on the left |
| 32 | Press the Publish button, and again to accept publishing the latest content |
| 33 | Now go back to Chatbots on the left, and click on the ellipsis/three dots next to the chatbot you’ve just created, and click Go to demo website |
| 34 | Now you can test it out by typing one of your trigger phrases: |
| Congratulations – you’ve now finished the lab! Feel free to and to and customise your bot or create a new one! Maybe you could publish your chatbot into Teams or another social media channel. | |
| Resources:  [Quickstart: Create and deploy a bot on the portal (](https://learn.microsoft.com/en-us/power-virtual-agents/fundamentals-get-started)contains video) - Power Virtual Agents | Microsoft Learn  [Overview - Power Virtual Agents | Microsoft Learn](https://learn.microsoft.com/en-us/power-virtual-agents/fundamentals-what-is-power-virtual-agents)  [Customize the web chat canvas - Power Virtual Agents | Microsoft Learn](https://learn.microsoft.com/en-us/power-virtual-agents/customize-default-canvas) | |