

## **Workshop Guide**

# **Build your own Copilot with Microsoft Copilot Studio Lisa Crosbie**

#### **Workshop Structure:**

Time	Topic	Format	Duration
9:00	Welcome and Intro	Presentation	15
9:15	Login and setup	Logistics	15
9:30	Generative Answers	Hands on	30
10:00	Building Topics	Hands on	30
10:30	Break		15
10:45	Make your Copilot multilingual	Hands on	15
11:00	Publish and Test	Hands on	15
11:15	Extend your Copilot with Generative Actions	Hands on	15
11:30	Extend your Copilot with Azure Open Al	Demo	15
11:45	Q&A and Wrap up	Discussion	15



## **Login and Setup:**

Resources: <a href="https://github.com/lisacrosbie/DynamicsMinds24">https://github.com/lisacrosbie/DynamicsMinds24</a>

In Private / Incognito Browser

## **Step 1: Power Apps Developer Plan**

https://aka.ms/powerappsdeveloperplan

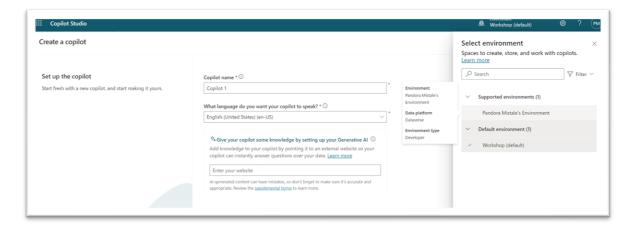
Start Free – using the login provided (or your own login if you already have one)

Password: DynamicsMinds24

## Step 2: Copilot Studio Trial

https://copilotstudio.microsoft.com

Switch to your developer environment in the top right corner





#### Introduction to Copilot Studio (15 mins) - Instructor Presentation

#### Login and Setup (15 mins)

#### **Generative Answers (30 mins)**

- Create your Copilot: (Tourism scenario) <a href="https://visiteurope.com/en/">https://visiteurope.com/en/</a>
  - Start with generative answers point your bot to a public website
  - Custom instructions test some different things
  - Prompting skills
- Multiple data sources
  - o Add another website <a href="https://www.slovenia.info/en">https://www.slovenia.info/en</a>
  - Upload a document (DynamicsMinds workshops) and see how it works across multiple data sources
  - Test
- Instructor demo: SharePoint documents
- Unguided fun create a new bot, pick your own website
  - o Try something in your own language
  - Share with the group

#### Topics (30 mins)

- Why topics vs generative answers
- Edit the greeting
- Build a topic using Copilot to describe it
  - Description: Let a user check whether they need a visa to travel from outside the European Union
  - o Create a basic card:
  - <a href="https://www.consilium.europa.eu/en/infographics/eu-visa-agreements-with-non-eu-countries/">https://www.consilium.europa.eu/en/infographics/eu-visa-agreements-with-non-eu-countries/</a>
  - Image: European Flag
     https://upload.wikimedia.org/wikipedia/commons/thumb/b/b7/Flag\_of\_Europe.svg
     /383px-Flag\_of\_Europe.svg.png
- Build a topic using entities, conditions and variables
  - Build from blank
  - Trigger phrases: find a music festival, interested in musical concerts, what are some musical locations, music scene
    - Poland: <a href="https://visiteurope.com/en/experience/musical-journey-across-poland/">https://visiteurope.com/en/experience/musical-journey-across-poland/</a>
    - Ireland: <a href="https://visiteurope.com/en/experience/play-us-a-tune-ireland/">https://visiteurope.com/en/experience/play-us-a-tune-ireland/</a>
    - Other: <a href="https://visiteurope.com/en/guides/european-music-destinations/">https://visiteurope.com/en/guides/european-music-destinations/</a>

#### Break (15 mins)



#### Actions and Plugins (15 mins)

- Generative actions and dynamic chaining
- Create an action using an API (Weather connector)

#### Multi-lingual bots (15 mins)

- Add another language
- Upload the translation file

#### Publish and Test (15 mins)

- Create an icon using Copilot or get one from the github repo
- Security and authentication
- Publish
- Test on the demo website

#### Extending with Azure AI (15 mins) - Instructor Demo

• Instructor demo - Azure OpenAl on your data - why and how

#### Q&A / Use Cases (15 mins)