



Workshop Guide

Build your own Copilot with Microsoft Copilot Studio

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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 AI	Demo	15
11:45	Q&A and Wrap up	Discussion	15



Login and Setup:

Resources: <https://github.com/lisacrobie/DynamicsMinds24>

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

Copilot Studio

Workshop (default)

Create a copilot

Set up the copilot

Start fresh with a new copilot, and start making it yours.

Copilot name *

Copilot 1

What language do you want your copilot to speak? *

English (United States) (en-US)

Give your copilot some knowledge by setting up your Generative AI

Add knowledge to your copilot by pointing it to an external website so your copilot can instantly answer questions over your data. [Learn more](#)

Enter your website

AI-generated content can have mistakes, so don't forget to make sure it's accurate and appropriate. Review the [supplemental terms](#) to learn more.

Select environment

Spaces to create, store, and work with copilots. [Learn more](#)

Search

Filter

Supported environments (1)

Pandora Mistale's Environment

Default environment (1)

Workshop (default)



Introduction to Copilot Studio (15 mins) - Instructor Presentation

Login and Setup (15 mins)

Generative Answers (30 mins)

- Create your Copilot: (Tourism scenario) <https://visiteurope.com/en/>
 - Start with generative answers - point your bot to a public website
 - Custom instructions - test some different things
 - Prompting skills
- Multiple data sources
 - Add another website - <https://www.slovenia.info/en>
 - 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
 - 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
 - Create a basic card:
 - <https://www.consilium.europa.eu/en/infographics/eu-visa-agreements-with-non-eu-countries/>
 - 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: <https://visiteurope.com/en/experience/musical-journey-across-poland/>
 - Ireland: <https://visiteurope.com/en/experience/play-us-a-tune-ireland/>
 - Other: <https://visiteurope.com/en/guides/european-music-destinations/>

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 OpenAI on your data - why and how

Q&A / Use Cases (15 mins)