

# MS-4019

## ラボ（演習）の手順解説

# ラボ（演習）の概要

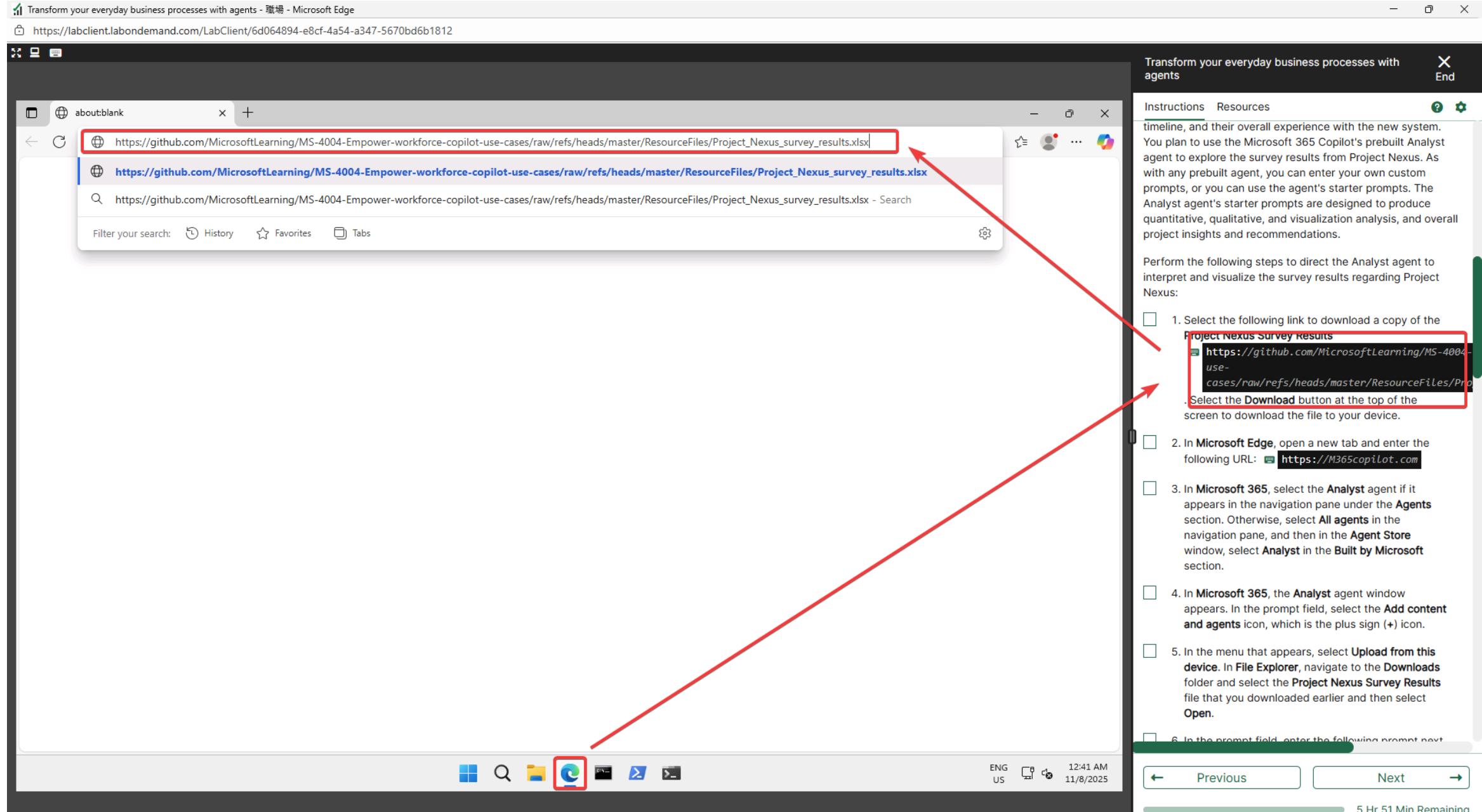
- ・ラボを起動
- ・画面の右側に表示される手順書に従い操作を実行

# Nextをクリック

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
- Content Area:**
  - A dark sidebar on the left contains icons for Recycle Bin and Visual Studio Code.
  - The main content area has a header: "Transform your everyday business processes with agents".
  - Below the header are "Instructions" and "Resources" tabs, with "Instructions" currently selected.
  - A red-bordered callout box contains a warning about Microsoft's increased security requirements for MFA, stating that Skillable has implemented a TAP token instead.
  - A text box explains that the TAP token is a replacement for the password and prevents the need for MFA authentication.
  - Section Headers:** "Required Lab Setup" and "Login".
  - Task List:**
    1. Hello Hiromichi, on **SEA-Dev** click **Ctrl+Alt+Delete** to activate the Ctrl + Alt + Delete sequence and bring up the logon page.
      - A note says: Any links like the one above will send Ctrl+Alt+Delete to the selected machine. This can also be done by the **Commands** menu (lightning bolt) in the upper-left hand corner of the screen.
    2. Sign in as **Admin** with the password **Pa55w.rd**.
  - Footer:** Click **Next** to proceed to the lab.
  - Bottom Status Bar:** An M365 account has been provided for your use in [redacted].
  - Bottom Navigation:** Previous, Next, and a progress bar indicating 0% completed.

(分析対象データファイルの準備) Edgeブラウザーを起動し、手順書に表示されたURLにアクセス



# 「Download File」をクリックしてデータファイルを保存

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. On the left, there's a Microsoft 365 Copilot Analyst agent window with instructions about Project Nexus survey results. On the right, there's a Microsoft Excel spreadsheet titled "Project\_Nexus\_survey\_results.xlsx". A red box highlights the "Download file" button at the top of the Excel window.

We've opened your file for quick and easy viewing right in Microsoft Edge. Choose Download file if you want to use it later.

Download file

Project\_Nexus\_survey\_results

File Home Insert Share Page Layout Formulas Data Review View Help Draw

Comments Viewing Edit a copy

Participant ID Project Satisfaction Communication Effectiveness Timeline Adherence Overall Experience Comments Rating Meaning

	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							

Sheet1

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

# 手順書に表示されたURL（Microsoft 365 Copilot）にアクセス

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

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

about:blank Project\_Nexus\_survey\_results.xlsx

https://M365copilot.com https://m365copilot.com https://M365copilot.com - Search

File Home

K11

Edit your own copy  
You can easily edit a copy of this file by saving it to your OneDrive

	A	B	C	D	E	F	G	H	I	J	K	
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	
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23	22	2	2	2	4	Overall experience was satisfactory						

Sheet1

Workbook Statistics End Mode

Give Feedback to Microsoft 100% 12:43 AM 11/8/2025 ENG US

Transform your everyday business processes with agents

Instructions Resources

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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

# Resourcesタブ内のユーザー名をクリックして入力、Nextをクリック

The screenshot shows a Microsoft Edge browser window with two main panes. The left pane displays a Microsoft sign-in window for 'Microsoft' with the URL [https://login.microsoftonline.com/common/oauth2/v2.0/authorize?client\\_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect\\_uri=https%3A%2F%2Fm365.cloud.microsoft%2Flab...](https://login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect_uri=https%3A%2F%2Fm365.cloud.microsoft%2Flab...). The sign-in form has a red box around the email input field containing 'User1-56373077@LODSPROMCA.onmicrosoft.com' and a red box around the 'Next' button. The right pane shows the 'Azure Portal' configuration screen with the 'Resources' tab selected. A red box highlights the 'Resources' tab. Below it, the 'Subscription' section is shown with a red box around the dropdown menu containing 'd26421e-b947-49af-8b53-45b61c53e50c'. The 'Username' section also has a red box around the dropdown menu containing 'User1-56373077@LODSPROMCA.onmicrosoft.com'. The 'Resource Group' section shows 'ResourceGroup1lod56373077' with a 'SEA-Dev' card below it, which includes a 'Sign-in options' button.

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

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

about:blank Sign in to your account

https://login.microsoftonline.com/common/oauth2/v2.0/authorize?client\_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect\_uri=https%3A%2F%2Fm365.cloud.microsoft%2Flab...

Transform your everyday business processes with agents

Instructions Resources

Azure Portal

URL <https://portal.azure.com/#home>

Subscription [d26421e-b947-49af-8b53-45b61c53e50c](#)

Username [User1-56373077@LODSPROMCA.onmicrosoft.com](#)

Password [AHg70\\$kleDnN](#)

TAP [DM-J&\\$9c](#)

Resource Group

ResourceGroup1lod56373077

SEA-Dev

Username Admin

Password Pa55w.rd

Ctrl+Alt+Delete

Open in New Window

Sign in options

Next

Terms of use Privacy & cookies ...

ENG US 12:44 AM 11/8/2025

# TAPをクリックして入力、「Sign In」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 browser window. On the left, a 'Sign in to your account' dialog from Microsoft is displayed. It asks for a 'Temporary Access Pass' (TAP), which is entered as '.....'. A red box highlights the TAP input field, and a red arrow points from it to the 'Sign in' button below. To the right of the dialog, the Azure Portal interface is visible, showing a 'Resource Group' named 'ResourceGroup1lod56373077'. Under this group, there is a 'SEA-Dev' resource. The 'TAP' value 'DM-J&S9c' is highlighted with a red box in the Azure portal's configuration area. The bottom status bar of the browser shows system icons and the date/time.

about:blank Sign in to your account

https://login.microsoftonline.com/common/oauth2/v2.0/authorize?client\_id=4765445b-32c6-49b0-83e6-1d93765276ca&redirect\_uri=https%3A%2F%2Fm365.cloud.microsoft%...

Transform your everyday business processes with agents

Instructions Resources

Azure Portal

URL: https://portal.azure.com/#home

Subscription: d264d21e-b947-49af-8b53-45b61c53e50c

Username: User1-56373077@LODSPRODMCA.onmicrosoft.com

Password: AHg70\$kleDnN

TAP: DM-J&S9c

Resource Group

ResourceGroup1lod56373077

SEA-Dev

Username: Admin

Password: Pa55w.rd

Ctrl+Alt+Delete

Open in New Window

Terms of use Privacy & cookies ...

ENG US 12:45 AM 11/8/2025

# Save、Yesをクリック

The screenshot shows a Microsoft Edge browser window with two overlapping dialogs:

- Stay signed in?**: A Microsoft dialog asking if the user wants to stay signed in. It includes a checkbox for "Don't show this again" and two buttons at the bottom: "No" and "Yes". The "Yes" button is highlighted with a red box.
- Save your password?**: A smaller dialog asking if the password should be saved. It contains fields for "Username" and "Password", and two buttons: "Save" (highlighted with a red box) and "Not now".

On the right side of the screen, there is a sidebar titled "Azure Portal" with the following information:

- URL: <https://portal.azure.com/#home>
- Subscription: d264d21e-b947-49af-8b53-45b61c53e50c
- Username: User1-56373077@LODSPROMCA.onmicrosoft.com
- Password: AHg70\$kleDnN
- TAP: DM-J&S9c

Below the Azure Portal sidebar, there is a section titled "Resource Group" for "ResourceGroup1lod56373077" with a "SEA-Dev" entry:

- Username: Admin
- Password: Pa55w.rd
- Actions: Ctrl+Alt+Delete, Open in New Window

At the bottom of the screen, the Windows taskbar is visible with icons for File Explorer, Search, Task View, Task Manager, and Start.

×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

aboutblank 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 https://m365.cloud.microsoft/chat?fromcode=m365copilot&auth=2

M365 Copilot

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

Welcome to your Microsoft 365 Copilot app

**Find files and more**  
Get to the right file and info about people and more in a flash.

**Create**  
Harness the power of AI to generate stunning visuals, draft documents, and present your story.

**Ask Copilot**  
Chat with Copilot to brainstorm, prepare, gain insights, create images, and more.

Show me

User1-56373077@LOD... ...

ENG US 12:47 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

Azure Portal

URL <https://portal.azure.com/#home>

Subscription d264d21e-b947-49af-8b53-45b61c53e50c

Username User1-56373077@LODSPROMCA.onmicrosoft.com

Password AHg70\$kleDnN DM-J&\$9c

Resource Group ResourceGroup1lod56373077

SEA-Dev

Username Admin

Password Pa55w.rd

Ctrl+Alt+Delete

Open in New Window

# 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

The screenshot shows the Microsoft Edge browser with the Microsoft 365 Copilot window open. The navigation pane on the left is highlighted with a red arrow pointing to the 'Analyst' icon, which is also highlighted with a red box. The main area displays the 'Analyst' agent interface with three suggested prompts: 'Analyze data', 'Get insights', and 'Visualize'. 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.' To the right of the browser window, there is a separate panel titled 'Transform your everyday business processes with agents' containing instructions and resources.

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:

ENG US 12:49 AM 11/8/2025

← Previous Next →

5 Hr 43 Min Remaining

+をクリック

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

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

M365 Copilot Chat | M365 Copilot

aboutblank Chat | M365 Copilot

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

M365 Copilot Analyst

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

Ask Analyst to analyze your data and generate insights

+

Analyze data Get insights Visualize

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

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

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

Transform your everyday business processes with agents

Instructions Resources

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

Previous Next

5 Hr 42 Min Remaining

# Upload Images and Filesをクリック

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

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

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

Transform your everyday business processes with agents

Instructions Resources

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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

# Downloads フォルダの Excel 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 title "Transform your everyday business processes with agents - 職場 - Microsoft Edge". The address bar contains the URL "https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812". The main content area displays the "Analyst" agent interface, which includes a logo, the word "Analyst", and two buttons: "Get insights" and "Visualize". To the left of the main content, there is a "File Explorer" window titled "Open" with the path "Downloads" selected. Inside the "Downloads" folder, a file named "Project\_Nexus\_survey\_results.xlsx" is listed. A red box highlights this file, and a red arrow points from it to the "Open" button in the file selection dialog. The file selection dialog also shows the file name "Project\_Nexus\_survey\_results.xlsx" and the "Custom files (\*.dot; \*.doc; \*.docx)" dropdown. Below the file list, there is a message: "There's nothing here yet! Try going to the chat to start a new chat or use one of the suggested prompts." At the bottom of the screen, the taskbar shows various pinned icons, and the system tray indicates the date and time as "11/8/2025 12:51 AM".

Transform your everyday business processes with agents

Instructions Resources

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

User1-56373077@LOD... ...

ENG US 12:51 AM 11/8/2025

Previous Next

5 Hr 41 Min Remaining

# サンプルのプロンプト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

M365 Copilot Analyst

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

Analyst

Analyzing... Uploading from device will send a copy to OneDrive (work/school). [Manage uploads](#)

Project\_Nexus...

Analyze this spreadsheet and tell me the top three trends.

Analyze data Get insights Visualize

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

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

User1-56373077@LOD... 12:52 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

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.**
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 displays the Microsoft 365 Copilot Chat interface. On the left is a sidebar with options like "Chat | M365 Copilot", "M365 Copilot", "Analyst", "Search", "Chat", "Agents", "Researcher", "Analyst", "Explore agents", "Create agent", "Conversations", "Analyze this spreadsheet and ...", "Five Cool Microsoft Copilot Fe...", and "All conversations". Below these are "Pages", "Notebooks", "Create", and "Apps". At the bottom, there's a message input field with "Ask Analyst to analyze your data and generate insights" and a plus sign icon, followed by a microphone icon and a blue send button. A status bar at the bottom indicates "AI-generated content may be incorrect", "ENG US", "12:53 AM", "11/8/2025", and a progress bar showing "5 Hr 39 Min Remaining".

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 39 Min Remaining

# Analystエージェントによる分析結果が表示される

Chat | M365 Copilot

Analyst > Analyze this spreadsheet and tell me the top three

✓ Summarizing survey results >

✓ Preparing final analysis >

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

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

◆ **1. Polarized Satisfaction**

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

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

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

Here's a visual summary of the rating distributions:

Ask Analyst to analyze your data and generate insights

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

AI-generated content may be incorrect

ENG US 1:05 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

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

Previous Next

5 Hr 27 Min Remaining

# ビジュアライズ（データのグラフ化）なども行われる

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

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

Chat | M365 Copilot

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

Analyze this spreadsheet and ...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Analyst > Analyze this spreadsheet and tell me the top three

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

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

Here's a visual summary of the rating distributions:

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

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

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

Ask Analyst to analyze your data and generate insights

+

We'd love your feedback.

We have two questions for you.

AI-generated content may be incorrect

ENG US 1:06 AM 11/8/2025

Instructions Resources

Transform your everyday business processes with agents

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

Previous Next

5 Hr 26 Min Remaining

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

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

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

◆ 1. 満足度の二極化

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

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

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

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

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

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

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

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

Analyze this spreadsheet and tell me the top three trends.

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

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

At the bottom right, there are "Previous" and "Next" buttons.

他にも分析を行うためのプロンプトが用意されているので試してみよう

The screenshot shows the Microsoft Edge browser with the URL <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main window displays the M365 Copilot Chat interface. A red box highlights a specific prompt in the message input field: "Which category received the highest average rating, and which received the lowest?". An arrow points from this highlighted prompt to a red-bordered box on the right side of the screen, which contains a list of various analysis prompts categorized under "Instructions".

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

Analyst > Analyze this spreadsheet and tell me the top three

つまり、スケジュール管理は独立した課題であり、プロジェクトの成功とは別に改善が求められるポイントです。

補足情報

- 参加者ID以外の属性情報（年齢、部署、地域など）は含まれていないため、属性別の分析は不可。
- 「Rating」や「Meaning」列は評価基準の説明であり、回答データではありません。
- コメント分析は基本的な自然言語処理（単語分割、頻度カウント）のみを使用しています。

ご希望があれば、日本語でのレポート作成やプレゼン資料の作成も可能です。さらに詳しい分析や別の視点での調査をご希望ですか？

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

Which category received the highest average rating, and which received the lowest?

Instructions Resources

want to analyze the survey results using the Analyst agent. You can enter your own custom prompts, or if you wish, try any of these prompts depending on the type of analysis you want to perform:

- Quantitative analysis prompts:
  - Which category received the highest average rating, and which received the lowest?
  - How many participants rated the project satisfaction as 4 or higher?
  - What percentage of participants rated timeline adherence below 3?
  - Can you identify any correlations between communication effectiveness and overall experience?
- Qualitative analysis prompts:
  - Summarize the most common themes in the comments section.
  - Are there any recurring concerns or suggestions mentioned in the comments?
  - Identify any comments that mention issues with communication or timeline.
- Insight and recommendation prompts:
  - Based on the survey data, what are the top three strengths of Project Nexus.
  - What are the key areas for improvement suggested by the participants?
  - Provide a summary report of the survey findings with actionable

ENG US 1:08 AM 11/8/2025

Previous Next

5 Hr 24 Min Remaining

# Next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

Analyst > Analyze this spreadsheet and tell me the top three

つまり、スケジュール管理は独立した課題であり、プロジェクトの成功とは別に改善が求められるポイントです。

**補足情報**

- 参加者ID以外の属性情報（年齢、部署、地域など）は含まれていないため、属性別の分析は不可。
- 「Rating」や「Meaning」列は評価基準の説明であり、回答データではありません。
- コメント分析は基本的な自然言語処理（単語分割、頻度カウント）のみを使用しています。

ご希望があれば、日本語でのレポート作成やプレゼン資料の作成も可能です。さらに詳しい分析や別の視点での調査をご希望ですか？

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

Which category received the highest average rating, and which received the lowest?

AI-generated content may be incorrect

User1-56373077@LOD... ...

ENG US 1:09 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

- What are the key areas for improvement suggested by the participants?
- Provide a summary report of the survey findings with actionable recommendations?

Quantitative visualization prompts:

- Generate a pie chart of overall ratings distribution.
- Create a bar chart comparing the average ratings for Project Satisfaction, Communication Effectiveness, Timeline Adherence, and Overall Experience.
- Plot a histogram of the satisfaction ratings to see the distribution of ratings.
- Generate a scatter plot to analyze the relationship between Communication Effectiveness and Overall Experience.
- Create a correlation heatmap for all numeric rating categories.
- Make a box plot for each rating category to show the range and quartiles.
- Plot a line graph showing timeline adherence ratings over participants ordered by Participant ID.

Congratulations!

You have successfully completed this Lab. Click Next to advance to the next Lab.

Previous Next

5 Hr 23 Min Remaining

# Researcherエージェントをクリック

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

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

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

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

ラボ環境にはデータがなく手順書のプロンプトはうまく動かない。代わりに以下を入力

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.

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

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

+ 0 Sources

Status Tracker Summarize action items for me.

Customer Brief Help me prepare for a meeting with Customer.

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:

- o ~~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

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.

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~~Help me gather and summarize all recent discussions, documents, and emails related to {topic X} from the past 90 days~~

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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:

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

5 Hr 16 Min Remaining

# Researcherエージェントにさらに詳細な指示を与え、調査を開始させる

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

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

Chat | M365 Copilot

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

M365 Copilot

Search

Chat

Agents

研究员

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

Analyze this spreadsheet and t...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

今日

研究员 > 日本飲料消費トレンド調査の確認事項

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

研究员

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

理解を深めるために、以下の点を確認させてください：

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

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

そのまま進めてください

コーヒー市場の消費トレンドについて調べてください。進めて下さい。

+ 0<sup>0</sup> Sources

AI-generated content may be incorrect

ENG US 1:20 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources Control of the crucial aspects of your business endeavors

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

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

コーヒー市場の消費トレンドについて調べてください。進めて下さい。

can ask it to:

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

Previous Next

5 Hr 13 Min Remaining

# Researcherエージェントによる調査が開始される。5分ほど待つ

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

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

Chat | M365 Copilot

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

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

Analyze this spreadsheet and t...

Five Cool Microsoft Copilot Fe...

All conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD...

0 Sources

AI-generated content may be incorrect

ENG US 1:23 AM 11/8/2025

Transform your everyday business processes with agents

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

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

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

Previous Next

5 Hr 9 Min Remaining

# 調査結果が表示される

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

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

Chat | M365 Copilot

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

M365 Copilot

Search

Chat

Agents

Researcher

Analyst

Explore agents

Create agent

Conversations

日本飲料消費トレンド調査の...

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.

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):

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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 6 Min Remaining

# Open in Word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

Researcher > 日本飲料消費トレンド調査の確認事項

み方や価値観が生まれました。家庭と外食の双方で支えられる需要構造へシフトし、スペシャルティからコンビニコーヒーまで多彩なニーズに支えられた強靭な市場が形成されています。

他方、日本の人一人当たりコーヒー消費量は欧米に比べればまだ伸び代がある水準であり、今後も緩やかな成長が見込まれます（ある予測では2025年以降2030年代まで年率+5%程度の市場拡大とも）。人口減少や高齢化といった構造課題はあるものの、「コーヒーが好き」という文化は揺るがないため、各企業の革新と努力次第で市場を活性化し続ける余地は大きいでしょう。実際、消費者物価上昇という逆風下でも69%の人がコーヒー習慣を維持する意向を示すなど、コーヒーへの愛好は根強いものがあります。

総じて日本のコーヒー市場は、「量の安定」に支えられた土台の上で「質の深化」を遂げている段階です。これからも健康や環境への配慮、新しいテクノロジーの活用、グローバルなコーヒー事情への対応（気候変動や国際相場の変動への備え）など、注目すべき潮流は続いているでしょう。消費者一人ひとりが自分に合ったコーヒーベストを追求できる豊かな市場として、そして世界第4位の需要国として、日本のコーヒー消費は今後も進化を重ねていくと考えられます。

Sources >

Open in Word

主要ブランドごとの売上推移をまとめて 消費者層別の嗜好変化を詳しく教えて

+ 0 Sources

AI-generated content may be incorrect

ENG US 1:34 AM 11/8/2025

Transform your everyday business processes with agents

Instructions Resources

- What topics have been discussed in past weekly team syncs?
- What follow-up actions did I miss from last Thursday's leadership meeting?

o Progress and status updates:

- Summarize the current status and blockers for [Topic X].
- What progress has been made on [Topic X] based on email and Teams updates?
- Generate a one-page update on [Topic X] for next week's check-in.

o Unanswered questions and gaps:

- What open questions remain about [Topic X]?
- Which action items from the last review meeting are still incomplete?

o Document discovery and insights:

- Find the latest version of the [Topic X] and summarize key updates.
- List and link to all budget files created in the last 60 days for [Topic X].
- Summarize contents of shared documents related to [Topic X].

Congratulations!

You have successfully completed this Lab. Click Next to advance to the next Lab.

Previous Next

4 Hr 59 Min Remaining

# Close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 browser window with the following details:

- Address Bar:** Chat | M365 Copilot, https://lodsprodmc-my.sharepoint.com/:w/r/personal/user1-56373077\_lodsprodmc\_onmicrosoft\_com/\_layouts/15/doc2.aspx?sourceDoc=%7BF9E5A0EC-9702-4C34-A90F-D0...
- Content Area:** A Microsoft Word document titled "日本飲料消費トレンド調査の確認事項". The document contains Japanese text about the coffee market in Japan from 2020 to 2025.
- Pop-up Window:** A Microsoft privacy options dialog box is displayed over the document. It says: "Your privacy option" and "Thanks for using Office! We've made some updates to the privacy settings to give you more control." It lists several services and provides links to "Privacy Settings" and "Microsoft Services Agreement". A red box highlights the "Close" button at the bottom right of the dialog.
- Right Panel:** A Copilot task list titled "Transform your everyday business processes with agents". It includes sections for "Instructions" and "Resources". The "Instructions" section lists tasks like "What topics have been discussed in past weekly team syncs?", "What follow-up actions did I miss from last Thursday's leadership meeting?", and "Progress and status updates: Summarize the current status and blockers for [Topic X]". The "Resources" section lists tasks related to document discovery and insights.
- Bottom Navigation:** Previous, Next, and a timer indicating "4 Hr 58 Min Remaining".

調査結果からWordファイルを作成できた

# Next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 日本飲料消費トレンド調査の確認事項 +

日本飲料消費トレンド調査の確認事項 Ask Copilot anything

File Home Insert Layout References Review View Help

Aptos 12 Normal

Summary Japan's coffee market from 2020 to 2025 shows stable consumption volumes with evolving consumer preferences and market structures shaped by the Cademic and growing health and sustainability awareness... [View more](#)

Need help finding the right words?

Message Copilot

Summarize this document in a bulleted list

Suggest a list of action items from this file

Analyze the following text and make suggestions on how to improve it: text

You have premium Copilot features enabled

Page 1 of 11 10,544 words Japanese Text Predictions: On Editor Suggestions: Showing

1:35 AM 11/8/2025 ENG US

Back Previous Next Forward

Transform your everyday business processes with agents

Instructions Resources

- What topics have been discussed in past weekly team syncs?
- What follow-up actions did I miss from last Thursday's leadership meeting?

o Progress and status updates:

- Summarize the current status and blockers for [Topic X].
- What progress has been made on [Topic X] based on email and Teams updates?
- Generate a one-page update on [Topic X] for next week's check-in.

o Unanswered questions and gaps:

- What open questions remain about [Topic X]?
- Which action items from the last review meeting are still incomplete?

o Document discovery and insights:

- Find the latest version of the [Topic X] and summarize key updates.
- List and link to all budget files created in the last 60 days for [Topic X].
- Summarize contents of shared documents related to [Topic X].

Congratulations!

You have successfully completed this Lab. Click **Next** to advance to the next Lab.

4 Hr 57 Min Remaining

# 手順書内のURLを開く

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

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

New tab

https://M365copilot.com

Sign in to your account - https://m365copilot.com

https://M365copilot.com - Search

Filter your search: History Favorites Tabs

Microsoft

Search the web

ENG US 1:39 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 54 Min Remaining

# 「Explore agents」（または「All agents」）をクリック

Transform your everyday business processes with agents - 跡場 - 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](https://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...

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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User1-56373077@LOD... ...

ENG US 1:39 AM 11/8/2025

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.
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← 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.

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Previous Next

4 Hr 52 Min Remaining

# Prompt Coachエージェントが選択された

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

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

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

Transform your everyday business processes with agents

Instructions Resources

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

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← Previous      Next →

4 Hr 52 Min Remaining

# 以下のプロンプトを入力して送信

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

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

Chat | M365 Copilot

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

Prompt Coach

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

User1-56373077@LOD... ...

**Prompt Coach**

会議の概要を生成するためのプロンプトの例を表示します

→

会議の概要を生成するためのプロンプトの例を表示します

See more ▾

ENG US 11/8/2025 1:41 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.

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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.
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← Previous Next →

4 Hr 51 Min Remaining

# Prompt Coachがプロンプトの例をいくつか提示してくれた

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

**M365 Copilot Tab:**

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

# 「Explore agents」（または「All agents」）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 in the address bar is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>.

The main content area displays the Microsoft 365 Copilot app. A message at the top 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." Below this is a navigation pane with the following items:

- M365 Copilot
- Search
- Chat
- Agents
- Researcher
- Analyst
- Prompt Coach (selected)
- All agents (highlighted with a red box)
- Create agent
- Conversations
- Pages
- Notebooks
- Create
- Apps

The main area features a "Prompt Coach" section with a large input field labeled "Message Copilot" and a "See more" button. Below it are 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...
- Prompt Compliance**: Evaluate if my prompt is compliant and following the...

The right side of the screen contains a sidebar titled "Transform your everyday business processes with agents". It includes sections for "Instructions" and "Resources". The "Instructions" section contains a warning about reusing Analyst and Researcher agents and encourages using other prebuilt agents. The "Resources" section provides steps to perform the exercise, including:

- In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
- 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.
- 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.
- 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, there are "Previous" and "Next" buttons, and a progress bar indicating "4 Hr 47 Min Remaining". The system tray shows the date and time as 11/8/2025 1:45 AM.

# Idea Coachをクリック

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

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

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

Transform your everyday business processes with agents

Instructions Resources

**⚠️** 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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User1-56373077@LOD... ...

Featured

ENG US 11/8/2025 1:47 AM

← Previous Next →

4 Hr 46 Min Remaining

# Addをクリック

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

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

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.

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 →

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.

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 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

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 40 Min Remaining

# 「Explore agents」（または「All agents」）をクリック

The screenshot shows a Microsoft Edge window with the title "Transform your everyday business processes with agents - 藏場 - Microsoft Edge". The URL in the address bar is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>.

The main content area displays the Microsoft 365 Copilot app. A message at the top 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." Below this is a navigation pane with links: M365 Copilot, Search, Chat, Agents, Researcher, Analyst, and Prompt Coach (which is selected). The main area features a "Prompt Coach" section with a message input field labeled "Message Copilot" and three buttons: "Prompt Generation", "Analyze Prompt", and "Prompt Compliance".

The right side of the screen shows a sidebar titled "Transform your everyday business processes with agents". It includes sections for "Instructions" and "Resources". Under "Instructions", there is a warning message: "Earlier exercises in this module used the Analyst and Researcher agents. For this exercise, don't reuse those agents. Instead, use one of the other prebuilt agents to help with your selected project. Doing so ensures you gain experience with the full range of Copilot capabilities and understand which agent is best suited for different types of tasks." Below this is a descriptive 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." Finally, there is a numbered 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:

At the bottom of the sidebar, there are "Previous" and "Next" buttons, and a progress bar indicating "4 Hr 47 Min Remaining". The system tray at the bottom shows the date and time as "11/8/2025 1:45 AM".

# Writing Coachエージェントをクリック

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

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

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

Transform your everyday business processes with agents

Instructions Resources

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

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

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 24 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

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**

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

Transform your everyday business processes with agents

Instructions Resources

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

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

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

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

4 Hr 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、○○（部署名）の△△（氏名）です。

○月○日（○曜日）に、「新製品開発進捗報告」に関する会議を開催する予定です。

会議は10:00～11:30に、本社ビル3階会議室Aで行います。

議題は以下の通りです：

進捗報告（各部門からの最新情報共有）

今後のスケジュールと課題の整理

最終提案に向けたアクションアイテムの確認

会議に参加できる場合、事前にもし質問や追加したい議題があればお知らせください。

また、忙しい中恐縮ですが、出席のご確認を○月○日（○曜日）までにお願いできればと思います。

お忙しいところ恐れ入りますが、よろしくお願ひいたします。

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

会議メールの丁寧で明確な...

カフェイン減量コーヒー店...

会議概要生成のプロンプト...

日本飲料消費トレンド調査...

Analyze this spreadsheet and...

All conversations

User1-56373077@LOD... ...

以下のメールを、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。丁寧な言葉を使つ  
ください

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

+

0



Critique my writing

Provide detailed and constructive feedback on a piece of writing.

Change the tone of an email...

Help change the tone of an email or message from professional...

Translate a piece of text

Translate a piece of text into another language.

ENG  
US

2:17 AM  
11/8/2025

Transform your everyday business processes with agents

Instructions Resources

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

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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.

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

# 「更に丁寧に」「カジュアルに」「英語に」などの書き換えも実行できる

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

**Instructions:**

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

**Message Copilot**

AI-generated content may be incorrect

Eng US 2:20 AM 11/8/2025

Previous Next

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.

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 11 Min Remaining

# Nextをクリック

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
- Left Sidebar (M365 Copilot):**
  - Search
  - Chat
  - Agents
  - Researcher
  - Analyst
  - Writing Coach (selected)
  - Idea Coach
  - Prompt Coach
  - All agents
  - Create agent
  - Conversations
  - 新製品開発会議案内の丁寧な文例 (highlighted)
  - 会議メールの丁寧で明確な文例
  - カフェイン減量コーヒー店の営業戦略
  - 会議概要生成のプロンプト
  - 日本飲料消費トレンド調査
  - All conversations
  - User1-56373077@LOD...
- Main Content Area:**
  - Writing Coach:** You have been redirected to the Microsoft 365 Copilot app, with easy access to Copilot and agents. Update your bookmark to the new URL m365.cloud.microsoft/chat.
  - Message Copilot:** Writing Coach > 新製品開発会議案内の丁寧な文例
  - Text:** 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)
  - Text:** Dear [Recipient's Name],  
I hope this message finds you well.  
This is [Your Name] from the [Department Name].
  - Date and Time:** もう少しカジュアルな英語にしてほしい  
社内向けの簡略版も見せてほしい
  - Message Copilot:** +
  - Footer:** AI-generated content may be incorrect
- Right Panel (Lab Instructions):**
  - Transform your everyday business processes with agents**
  - Instructions Resources**
  - Sample Prompts:**
    - 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:
      - Analyze a team activity (if agent supports that).
      - Identify key files, tasks, or trends.
      - Ask how to onboard a new system.
      - Help brainstorm an upcoming project.
      - Provide advice on how to progress through your career path.
      - Provide feedback on a writing project.
    - Now ask your agent to create a concrete output, such as a summary, list, document, or action plan. For example:
      - Review missed messages and generate a follow-up plan.
      - Draft a status update or meeting preparation document.
      - Create a report that summarizes email threads or conversations.
    - Take this opportunity to try out some of the other prebuilt agents. Start by reviewing the sample prompts they provide, which are indicative of the types of requests they specialize in. Run some of the sample prompts or enter some of your own custom prompts to get a feel for the types of requests that some of the other agents can help with.
  - Congratulations!** You have successfully completed this Lab. Click **Next** to advance to the next Lab.
  - Bottom Navigation:** Previous, Next (with a red box around it), 4 Hr 8 Min Remaining

# 手順書内のURLにアクセス

The screenshot shows a Microsoft Edge browser window with the address bar containing <https://M365copilot.com>. A red box highlights the URL, and a red arrow points from this box to the taskbar at the bottom of the screen.

The browser's search bar also contains the same URL: <https://M365copilot.com>.

The taskbar at the bottom of the screen displays several pinned icons, including File Explorer, Task View, and Microsoft Edge.

On the right side of the screen, there is a Copilot Studio window titled "Transform your everyday business processes with agents". The window includes tabs for "Instructions" and "Resources", and a main content area with an "Exercise" section. The exercise instructions encourage users to be creative and design an agent. The first step of the exercise is highlighted with a red box and an arrow, indicating it is the current task.

**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 7 Min Remaining

# Create 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 in the address bar is <https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812>. The main content area displays the Microsoft 365 Copilot Chat interface. On the left, a navigation pane lists various options like Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, and Create agent (which is highlighted with a red box). In the center, there's a message input field with the placeholder "Message Copilot" and a "Try GPT-5" button. Below it are three cards: "Rewrite this to sound more professional and less verbose...", "Summarize file", and "Find emails from person with keywords in the subject line an...". To the right, a sidebar titled "Exercise" provides instructions for creating an agent, listing four steps. Step 1 is highlighted with a red box and a red arrow points from the "Create agent" button in the navigation pane to the "Message Copilot" input field.

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.
  - Template Selection:** 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 forward arrow icon (Send button).
  - Bottom Footer:** AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these [Terms](#) | [Privacy and cookies](#)- Right Panel:** Transform your everyday business processes with agents. Instructions and Resources tabs are visible. A numbered list of steps is displayed:
  1. In Microsoft Edge, open a new tab and enter the following URL: <https://M365copilot.com>
  2. In Microsoft 365, select **Create agent** in the navigation pane.
  3. In the **Copilot Studio** window, the **Describe** tab is displayed by default. If you want to base your agent on an existing template, you can either select one of the templates that's displayed or select **View all templates**. If you selected **View all templates**, then scroll through the list of templates and select the one of your choice. If you selected a template, note the starter prompts that are assigned to your agent from the selected template.
  4. The **Type your message** field that appears below the templates on the left-side of the page is used for configuring your agent. The **Type your message** field that appears on the right-side of the page under the starter prompts is used for testing your agent. Since you're configuring the agent, the remaining steps use the **Type your message** field that appears on the left-side of the page. In this field, write a short summary that describes what your agent is designed to do and then select the **Send** (forward arrow) icon.
  5. If you didn't provide a name for your agent in the description that you just entered, then Copilot Studio typically provides a suggested name and asks you to either confirm the name or provide a new one. You should reply accordingly.
  6. At this point, Copilot Studio typically asks you to refine the instructions for your agent. It may do this through a series of questions. Respond to each question accordingly until the agent's description is to your liking. Copilot Studio might also ask if you would like to add any publicly available websites as data sources for this agent. While you can respond

# 「ok」と入力して進める

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

Transform your everyday business processes with agents

Instructions Resources

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

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

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

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

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

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

← Previous      Next →

3 Hr 51 Min Remaining

# Edgeブラウザーで新しいタブを開く

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

- Title Bar:** Transform your everyday business processes with agents - 職場 - Microsoft Edge
- Address Bar:** https://labclient.labondemand.com/LabClient/6d064894-e8cf-4a54-a347-5670bd6b1812
- Content Area:**
  - M365 Copilot:** Chat tab selected.
  - Copilot Studio:** My agents > Expense Reimbursement Support
  - Description Tab:** Shows a summary of the agent's purpose: "processes. It will answer questions, share resources, clarify policies, and direct users to the right forms and contacts, all while maintaining a professional and supportive tone." It also asks for a name, suggesting "Expense Reimbursement Support".
  - Type your message:** 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 search bar also contains the same URL. The main content area of the browser shows a Copilot Studio configuration interface with instructions for configuring an agent. The instructions mention using the 'Type your message' field to describe the agent's purpose and the 'Send' icon to proceed. The Copilot Studio interface includes tabs for 'Instructions' and 'Resources'. The bottom right corner of the browser window shows a progress bar indicating '3 Hr 46 Min Remaining'.

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

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

Chat | M365 Copilot    New tab

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses\_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses\_Policy.docx

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses\_Policy.docx - Search

Sign in

Transform your everyday business processes with agents

Instructions Resources

from the selected template.

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

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

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

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

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

Verify the instructions map to your intent in guiding

ENG US 2:47 AM 11/8/2025

Previous Next

3 Hr 46 Min Remaining

# ファイルをダウンロード

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

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

The screenshot shows a Microsoft Edge browser window with two tabs. The left tab is 'Chat | M365 Copilot' and the right tab is 'mslearn-copilotstudio/expenses/'. The main content area displays a GitHub repository page for 'MicrosoftLearning/mslearn-copilotstudio'. The repository has 35 forks and 21 stars. The 'Code' tab is selected. On the right side of the page, there is a Copilot Studio configuration interface with instructions and a 'Configure' tab.

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

The screenshot shows a Microsoft Edge browser window with two tabs open. The active tab is titled "Chat | M365 Copilot" and displays a GitHub repository page for "mslearn-copilotstudio/expenses". The repository contains a file named "Expenses\_Policy.docx". The Copilot Studio interface is visible on the right side of the screen, overlaid on the browser window. It provides instructions for configuring an agent, with steps numbered 4 through 9. Step 4 discusses the "Type your message" field for testing the agent. Step 5 covers providing a name for the agent if none was provided. Step 6 involves refining instructions through questions. Step 7 is about finalizing the agent's description. Step 8 involves reviewing the "Name", "Description", and "Instructions" fields on the "Configure" tab.

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

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

Chat | M365 Copilot

mslearn-copilotstudio/expenses/

https://github.com/MicrosoftLearning/mslearn-copilotstudio/blob/main/expenses/Expenses\_Policy.docx

Platform Solutions Resources Open Source Enterprise Pricing

Search or jump to... Sign in Sign up

MicrosoftLearning / mslearn-copilotstudio Public

generated from MicrosoftLearning/INF99X-SampleCourse

Code Issues 4 Pull requests Actions Projects 1 Security Insights

Files

main

Go to file

.github Allfiles Instructions expenses

Expenses\_Policy.docx

LICENSE \_build.yml \_config.yml index.md readme.md

GraemeMalcolm Rename 0c1b44b · last year History

Code Blame 17 KB

View raw

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

ENG US 2:48 AM 11/8/2025 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.
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

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. The main area is titled '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

# 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.

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

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

Verify the instructions map to your intent in guiding

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) Open Cancel

Upload from mobile

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

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

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

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

# 画面右側のテスト領域にプロンプトを入力して送信

The screenshot shows the Microsoft Copilot Studio interface within a Microsoft Edge browser window. On the left, the sidebar includes options like Search, Chat, Agents, Researcher, Analyst, Writing Coach, Idea Coach, Prompt Coach, All agents, Create agent (which is selected), Conversations, Pages, Notebooks, Create, Apps, and a user profile. The main area displays a large blue box containing the question "What's the expense limit for a hotel stay?". Below this is a "Capabilities" section with a toggle switch for "Create documents, charts, and code" and a description of its functionality. To the right, a "Agent preview" section lists several prompts: "required documents", "Reimbursement timeline", "Policy clarification", "Tracking status", and "Contacting finance". A red box highlights the question "What's the expense limit for a hotel stay?" in the "Agent preview" list. The top right corner shows a sidebar with "Instructions" and "Resources" tabs, and a list of numbered steps for agent configuration. The bottom right corner shows navigation buttons for "Previous" and "Next", and a progress bar indicating "3 Hr 38 Min Remaining".

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

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

Chat | M365 Copilot

Copilot Studio My agents > Expense Reimbursement Support

Draft auto-saved Create

Search

Chat

Agents

Researcher

Analyst

Writing Coach

Idea Coach

Prompt Coach

All agents

Create agent

Conversations

Pages

Notebooks

Create

Apps

User1-56373077@LOD... •••

Describe Configure

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

Only use specified sources

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

# What's the expense limit for a hotel stay?

Capabilities

Create documents, charts, and code

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

W X P

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

Agent preview

New chat

required documents

What documents do I need for reimbursement?

Reimbursement timeline

How long does it take to get reimbursed?

Policy clarification

Can you explain the travel reimbursement policy?

Tracking status

How can I check the status of my reimbursement?

Contacting finance

Who do I contact for reimbursement issues?

What's the expense limit for a hotel stay?

Transform your everyday business processes with agents

Instructions Resources

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

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

ENG US 2:55 AM 11/8/2025

← Previous Next →

3 Hr 38 Min Remaining

# アップロードしたナレッジ（Wordファイル）の内容に基づいた回答が返される

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

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

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

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

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

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

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

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

# Createをクリック

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

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

**Middle Panel:** Displays the "Copilot Studio" 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 box 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, Chat, and Conversations. A list of agents includes "Expense Reimb..." (selected), "Writing Coach", and "Idea Coach". Below this is a "Message Copilot" input field. To the right, there are three cards: "How to submit expenses", "Required documents", and "Reimbursement timeline". A "See more" button is at the bottom right of these cards. On the far right, a sidebar titled "Transform your everyday business processes with agents" contains instructions and resources. A red box highlights the three options in the context menu of the selected agent: "Share", "Edit", and "Uninstall". A red arrow points from the "Share" option to the "Share" link in the sidebar instructions.

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**.

← 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

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's interface, which includes a search bar, a sidebar with navigation links like "Search", "Chat", "Agents", "Researcher", "Analyst", and "Expense Reimbursement ...". A red box highlights a modal dialog titled "Share 'Expense Reimbursement Support'" with the sub-instruction "The link works for". It contains three radio button options: "Anyone in your organization", "Specific users in your organization", and "Only you", with "Only you" selected. Below the radio buttons are "Apply" and "Cancel" buttons. To the right of the modal, there is a sidebar with instructions and resources, and a list of numbered steps numbered 10 through 16.

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

Expense Reimbursement Support

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

# Next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 "Expense Reimbursement Support" agent configuration. A modal dialog titled "Share 'Expense Reimbursement Support'" is open, showing a copyable link: [https://m365.cloud.microsoft:443/chat/?titleId=T\\_c2b0f1cd-8ab1-b...](https://m365.cloud.microsoft:443/chat/?titleId=T_c2b0f1cd-8ab1-b...). Below the link, there's a section titled "The link works for" with three options: "Anyone in your organization", "Specific users in your organization", and "Only you". The "Only you" option is selected. At the bottom of the modal are "Apply" and "Cancel" buttons. In the background, a dark-themed window titled "Expense Reimbursement Support" is visible, showing a snippet of text about reimbursement timelines. The left sidebar of the Edge window lists various M365 Copilot features like Chat, Agents, Researcher, Analyst, and Expense Reimbursement Support. The top right of the Edge window has "Instructions" and "Resources" tabs, and a list of numbered steps for configuring the agent. The bottom right of the Edge window shows navigation buttons for "Previous" and "Next", with "Next" being highlighted by a red box. The system tray at the bottom shows the date and time as 11/8/2025, 3:02 AM.

Transform your everyday business processes with agents

Instructions Resources

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** in the navigation pane. In your **Agent Store** window that appears, note how your agent is displayed in the **Your agents** section. You can access this agent from the Agent Store, or you can select the pin icon that appears next to the agent in the navigation pane if you want the agent to always display under the list of agents in the pane.

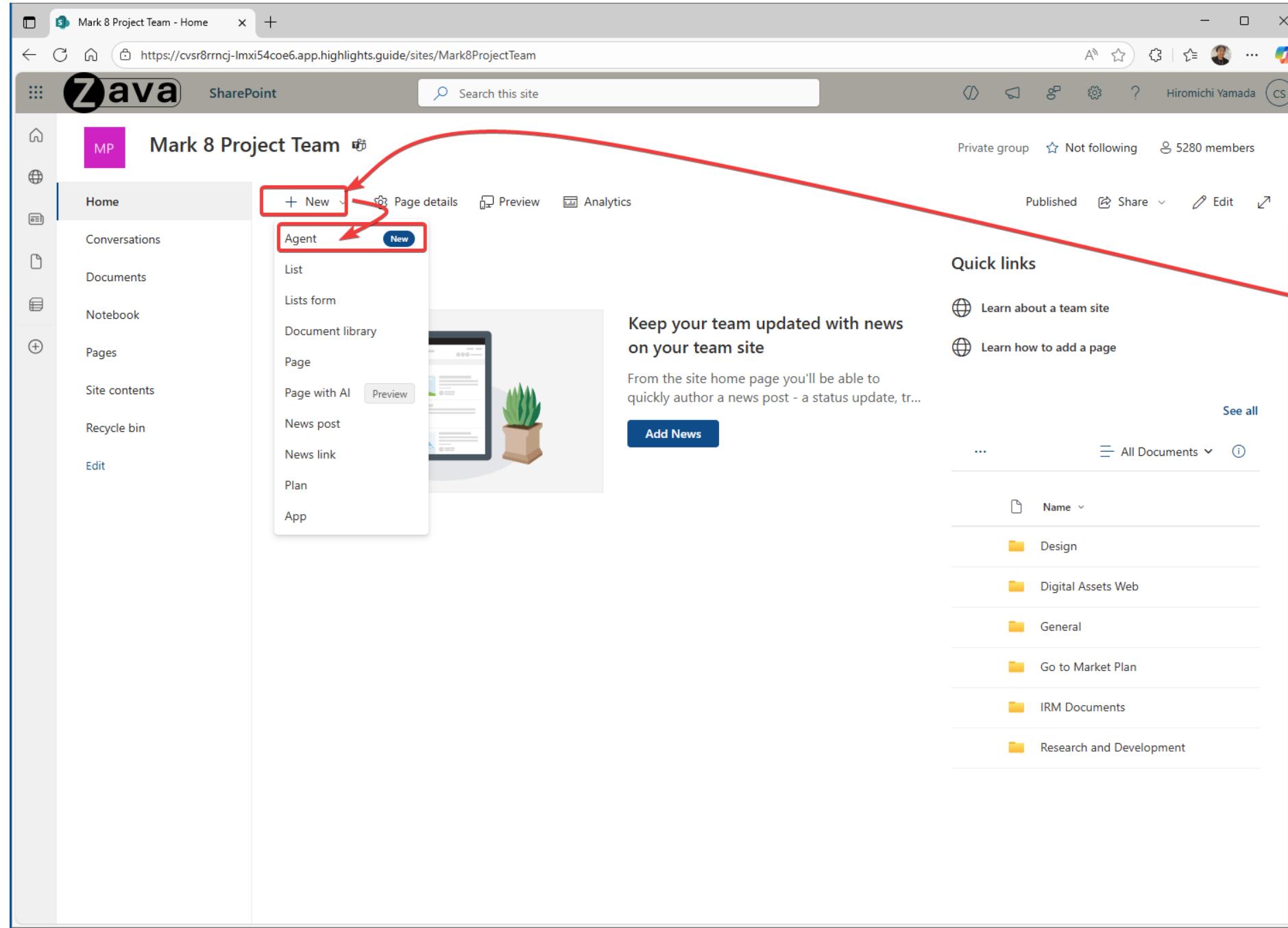
Congratulations!

You have successfully completed this Lab. Click **Next** to advance to the next Lab.

← Previous Next →

3 Hr 30 Min Remaining

# 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 'メニューから『+New』、『Agent』をクリック' to the '+ New' button in the top navigation bar. Another red arrow points to the 'Agent' option in the dropdown menu that appears when '+ New' is clicked.

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

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

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

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

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

← Previous End →

5 Hr 54 Min Remaining

# Editボタンをクリック

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

**Create your new agent**

MP

## Mark 8 Project Team agent

By Hiromichi Yamada

This agent is based on these sources:

Mark 8 Project Team Site

Your agent is ready

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

Open agent **Edit**

Instructions - 藏場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

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

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

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

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

Previous End

5 Hr 53 Min Remaining

# エージェント名を変更できる（オプション）

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)

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

Transform your everyday business processes with agents

Instructions Resources ?

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

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

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

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

← Previous End →

5 Hr 52 Min Remaining

# エージェントのアイコンを変更できる（オプション）

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

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

Transform your everyday business processes with agents

Instructions Resources

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

← Previous      End →

5 Hr 52 Min Remaining

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 - 藏場 - Microsoft Edge

Transform your everyday business processes with agents

Instructions Resources

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

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

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

Previous End

5 Hr 50 Min Remaining

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

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

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:

Transform your everyday business processes with agents

Instructions Resources

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

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

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

Previous End 5 Hr 50 Min Remaining

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

Pick items

Mark 8 Project Team > Documents

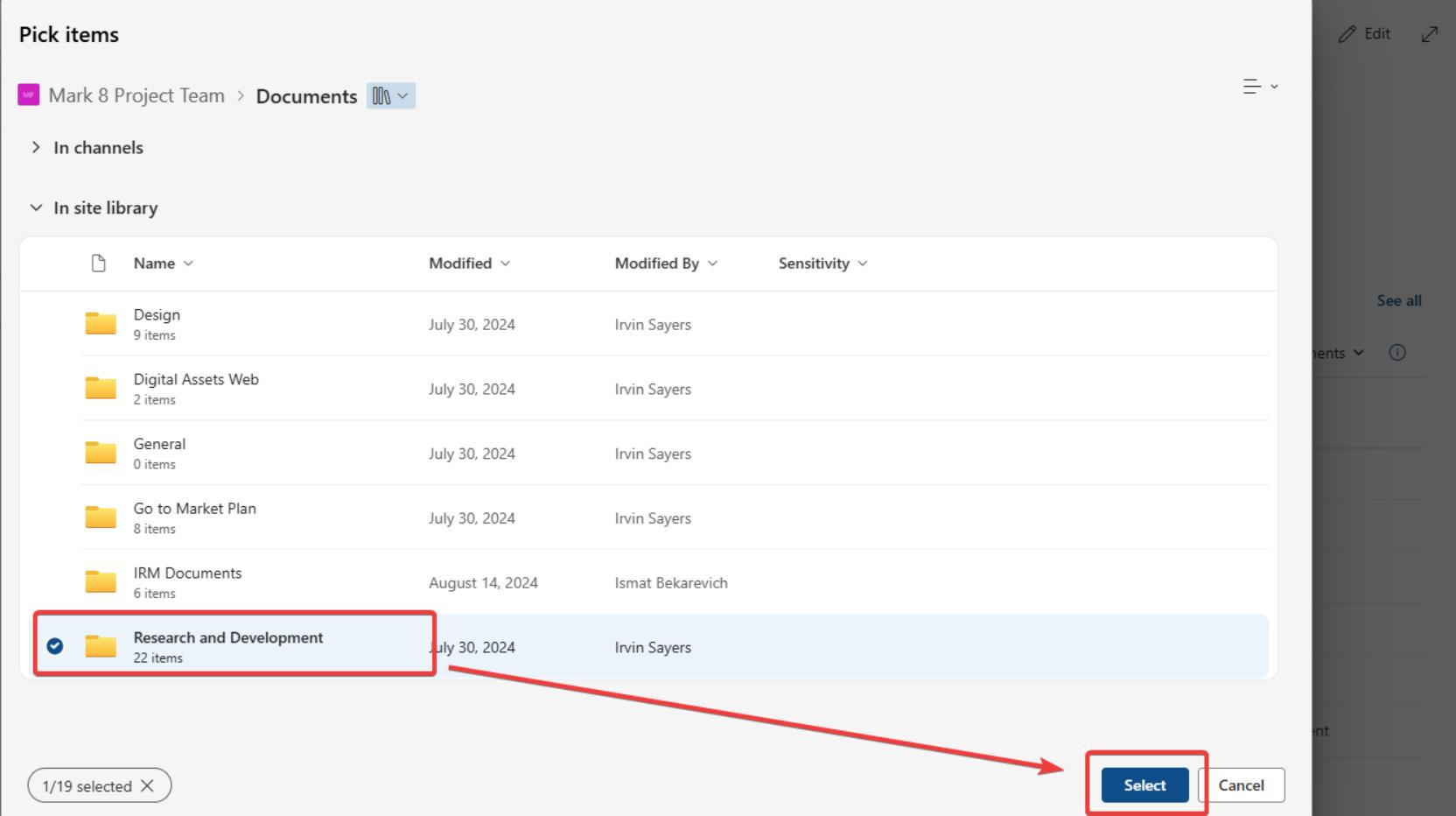
> In channels

> 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	
<b>Research and Development 22 items</b>	July 30, 2024	Irvin Sayers	

1/19 selected X

Select Cancel



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

Transform your everyday business processes with agents

Instructions Resources

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

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

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 - 藏場 - 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: 📁".

**Save and close** button is located at the bottom left of the dialog.

**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:** 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.
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- 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

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

MP Home Conversations Documents Notebook Pages Site content Recycle bin Edit

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 X 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 - 藏場 - Microsoft Edge https://labclient.labondemand.com/InstructionsWin... End

Transform your everyday business processes with agents

Instructions Resources ?

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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る方法を確認（注: このラボ環境では動かないため手順確認のみ）

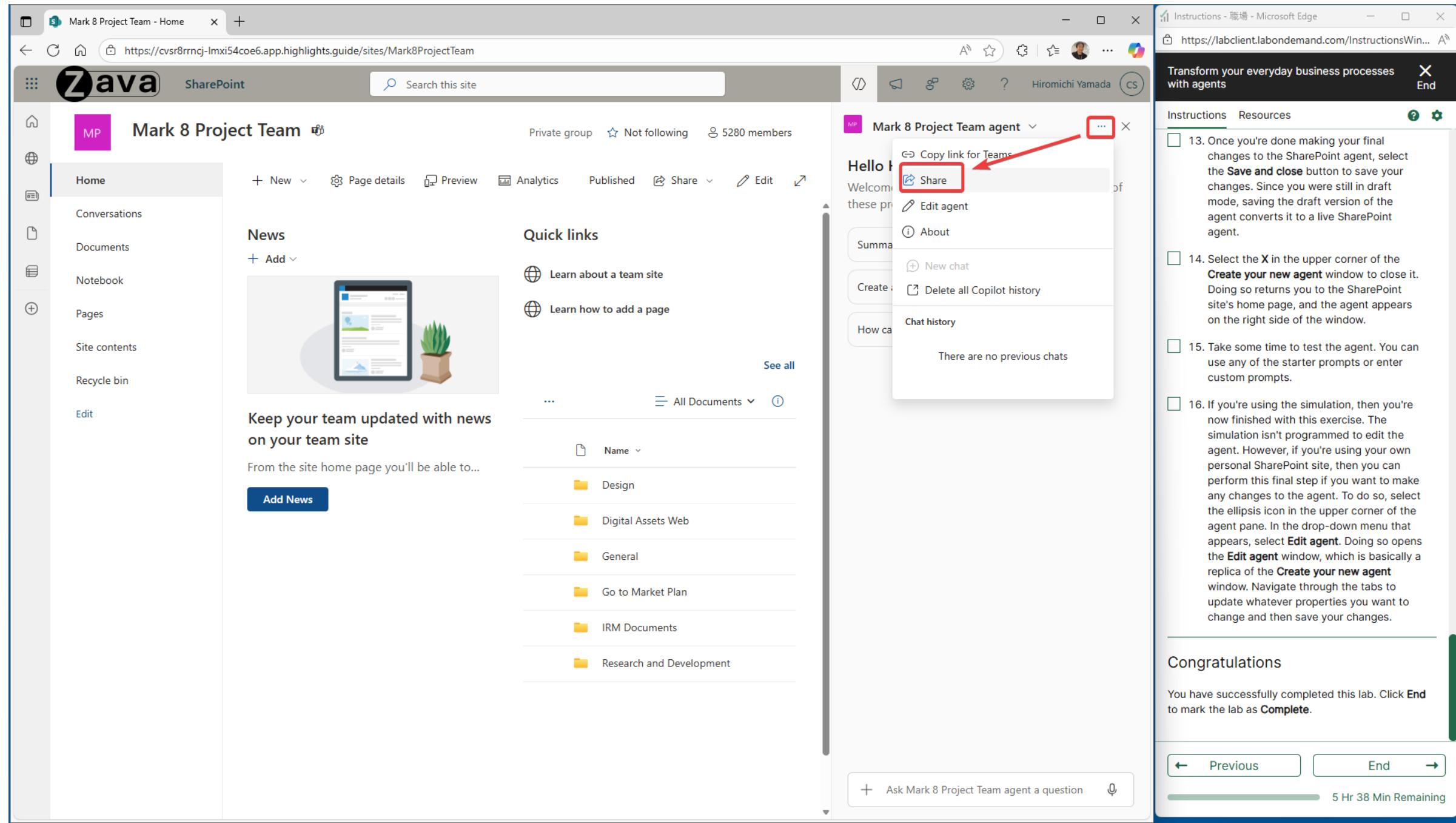
The screenshot shows a SharePoint site titled "Mark 8 Project Team". On the right side, a "Mark 8 Project Team agent" pane is open, displaying recent agents and a "Create an agent" button. A red box highlights the "Mark 8 Project Team agent" button in the recent list, and a red arrow points from the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

Instructions - 職場 - Microsoft Edge  
https://labclient.labondemand.com/InstructionsWin...  
Transform your everyday business processes with agents  
Instructions Resources  
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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シェアする方法を確認（注: このラボ環境では動かないため手順確認のみ）



The screenshot shows a SharePoint site for 'Mark 8 Project Team'. On the right side, a 'Mark 8 Project Team agent' pane is open. A red box highlights the 'Share' button in the top menu of this pane. Another red box highlights the 'Copy link for Teams' option in the same menu.

**Mark 8 Project Team**

Private group Not following 5280 members

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

News + Add

Keep your team updated with news on your team site From the site home page you'll be able to... Add News

Quick links Learn about a team site Learn how to add a page

All Documents Name Design Digital Assets Web General Go to Market Plan IRM Documents Research and Development

Ask Mark 8 Project Team agent a question

**Instructions - 藏場 - Microsoft Edge**

Transform your everyday business processes with agents

Instructions Resources

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**Congratulations**

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

← Previous End →

5 Hr 38 Min Remaining

# End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

Private group Not following 5280 members

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

+ New Page details Preview Analytics Published Share Edit

### News

+ Add

Keep your team updated with news on your team site

From the site home page you'll be able to...

Add News

### Quick links

Learn about a team site Learn how to add a page See all

All Documents

- Name
- Design
- Digital Assets Web
- General
- Go to Market Plan
- IRM Documents
- Research and Development

Ask Mark 8 Project Team agent a question

Mark 8 Project Team agent

Recent (1) with one of

Mark 8 Project Team agent

Create an agent

Create an FAQ based on these resources

How can I use these resources?

Instructions Resources

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### Congratulations

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

Previous End Next

3 hr 44 Min Remaining