

# Create COPILOT Hands-On Tutorial



**Yatharth Chauhan**

# Creating a WEBXELA Copilot in Microsoft Studio



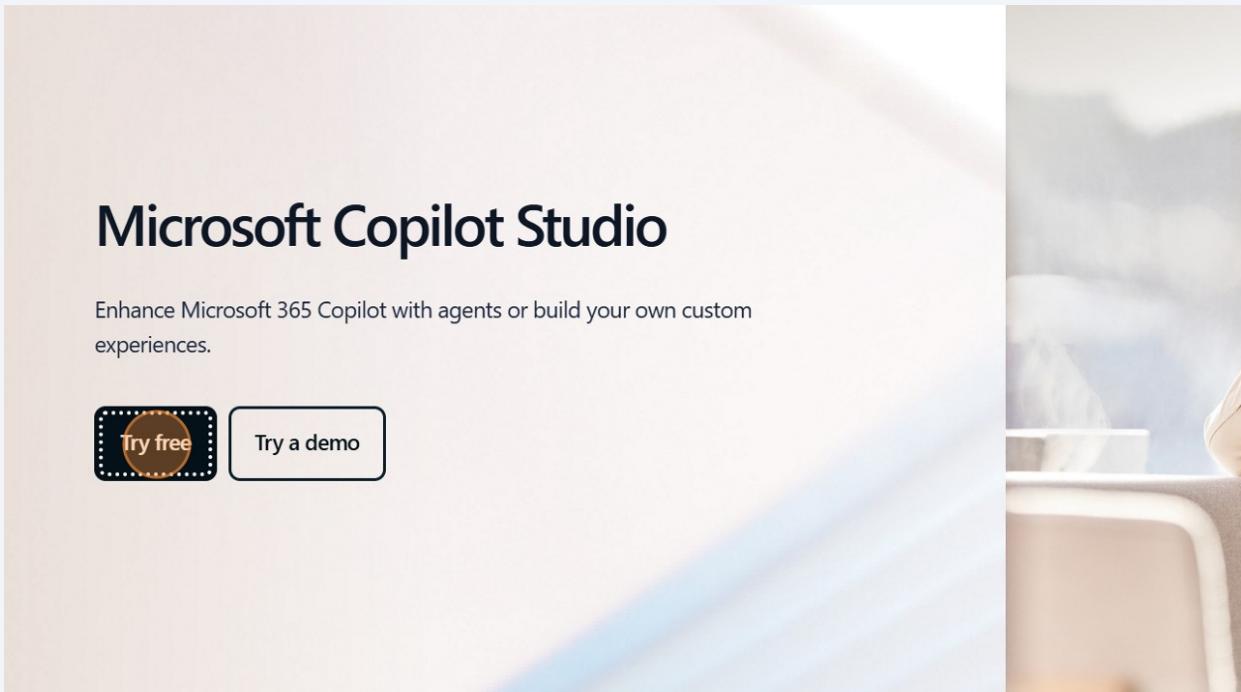
This guide provides a step-by-step approach to creating a WEBXELA Copilot in Microsoft Studio, making it accessible even for beginners. By following these instructions, users can enhance their productivity and streamline interactions through a customized AI assistant tailored to their specific needs. Viewing this guide will empower individuals to effectively implement and publish their own Copilot, ensuring they can leverage the technology for improved efficiency and user engagement.

1

Navigate to [https://www.bing.com/search?pqIt=643&q=Copilot+Studio&cvid=3268d7cc76714300838113c567925c99&gs\\_lcrp=EgZjaHJvbWUyBggAEEUYOTIGCAEQABhAMgYIAhAAGEAyBggDEAAYQDIGCAQQABhAMgYIBRAAGEAyBggGEEYPDIGCAcQRrg8MgYICBBFGDwyCAgIEOkHGPxV0gEJMTA0MDRqMGoxqAIEsAIB&FORM=ANNAB1&PC=U531](https://www.bing.com/search?pqIt=643&q=Copilot+Studio&cvid=3268d7cc76714300838113c567925c99&gs_lcrp=EgZjaHJvbWUyBggAEEUYOTIGCAEQABhAMgYIAhAAGEAyBggDEAAYQDIGCAQQABhAMgYIBRAAGEAyBggGEEYPDIGCAcQRrg8MgYICBBFGDwyCAgIEOkHGPxV0gEJMTA0MDRqMGoxqAIEsAIB&FORM=ANNAB1&PC=U531)

2

Click "Try free"



- 3 Click the "Email" field.

## You've selected Microsoft Copilot Studio

### 1 Let's get you started

Enter your work or school email address, we'll check if you need to create a new account for Microsoft Copilot Studio.

Email

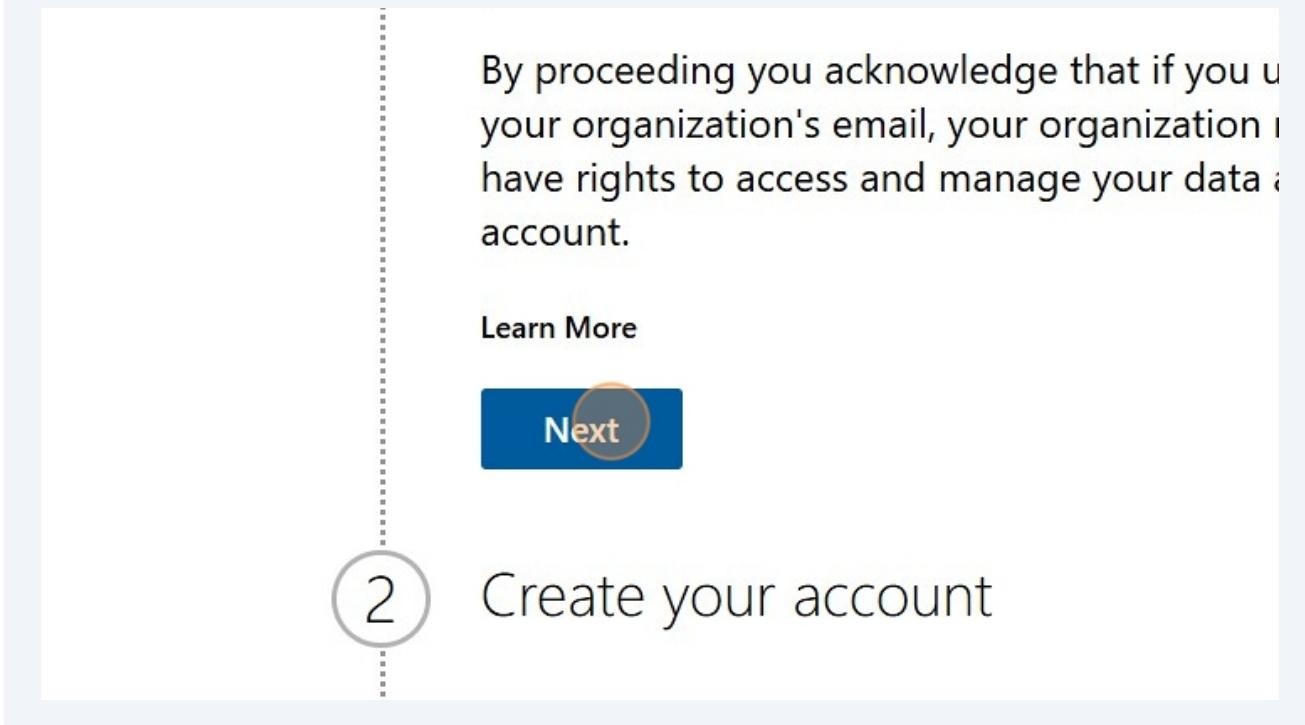
By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

[Learn More](#)

[Next](#)

- 4 Type your work email address "[email@example.com](mailto:email@example.com)"

- 5 Click "Next" and Sign in with your Account.



- 6 Click "New copilot"

A screenshot of the Microsoft Copilot Studio interface. The top navigation bar shows 'Copilot Studio'. The main area is titled 'Describe your copilot to create it' with tabs for 'Helpdesk', 'Expense tracking', and 'HR and benefits'. A text input field says 'Use everyday words to describe what your copilot should do'. Below it, a note states: 'This AI-powered feature above is currently in preview. See terms and supplemental terms'. In the center, there's a 'Create a copilot' section with a placeholder icon and a 'New copilot' button, which is circled in orange. At the bottom, there's a 'Start with a template' section featuring four cards: 'Safe Travels', 'Website Q&A', 'Team Navigator', and 'Store Operations'. Each card has a small icon and a brief description.

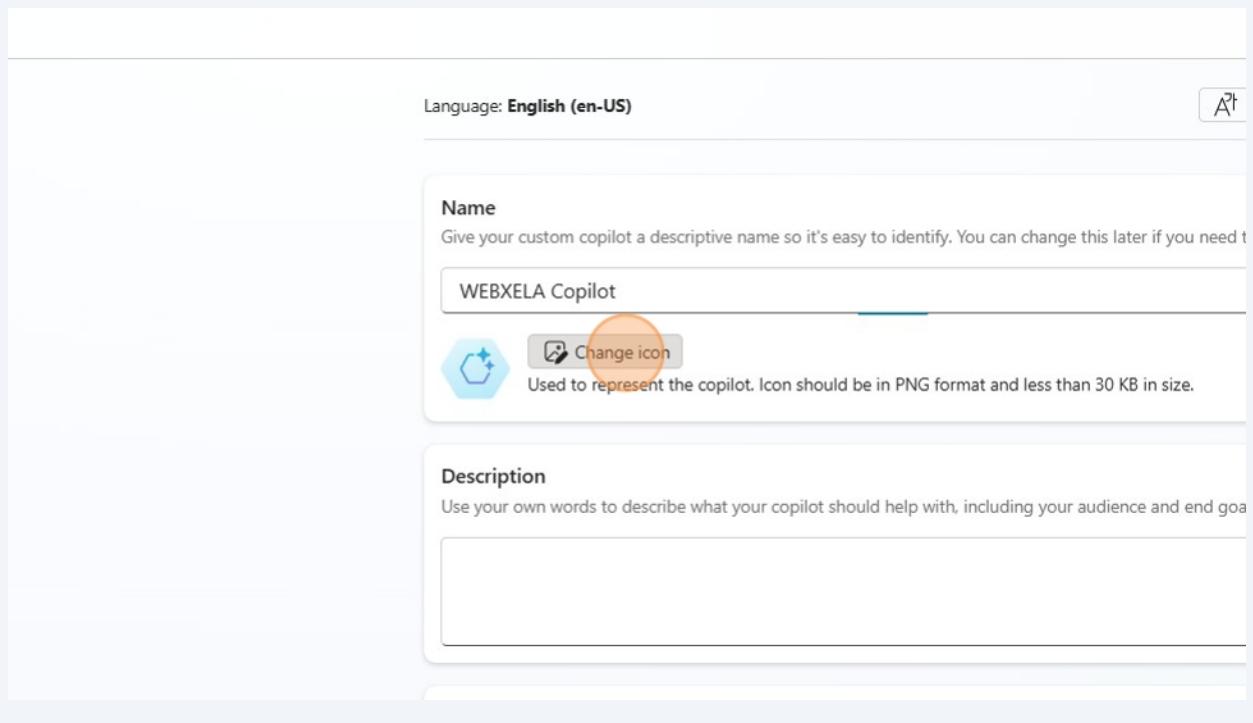
- 7 Click this image.

The screenshot shows the Microsoft Copilot Create interface. On the left, there's a vertical sidebar with icons for Home, Create (which is selected and highlighted in blue), Copilots, Library, and three dots for more options. The main area is titled 'Create' and features a large button labeled 'New copilot'. This button has a decorative graphic of overlapping hexagons in blue, green, and orange. Below the button, the text 'New copilot' is displayed, followed by a description: 'Create a copilot that leverages end-to-end generative AI for task completion, knowledge sharing, analytics, and more.' At the bottom of this section, there's a heading 'Start with a template' and a note: 'This AI-powered feature is currently in preview. [See terms](#)'.

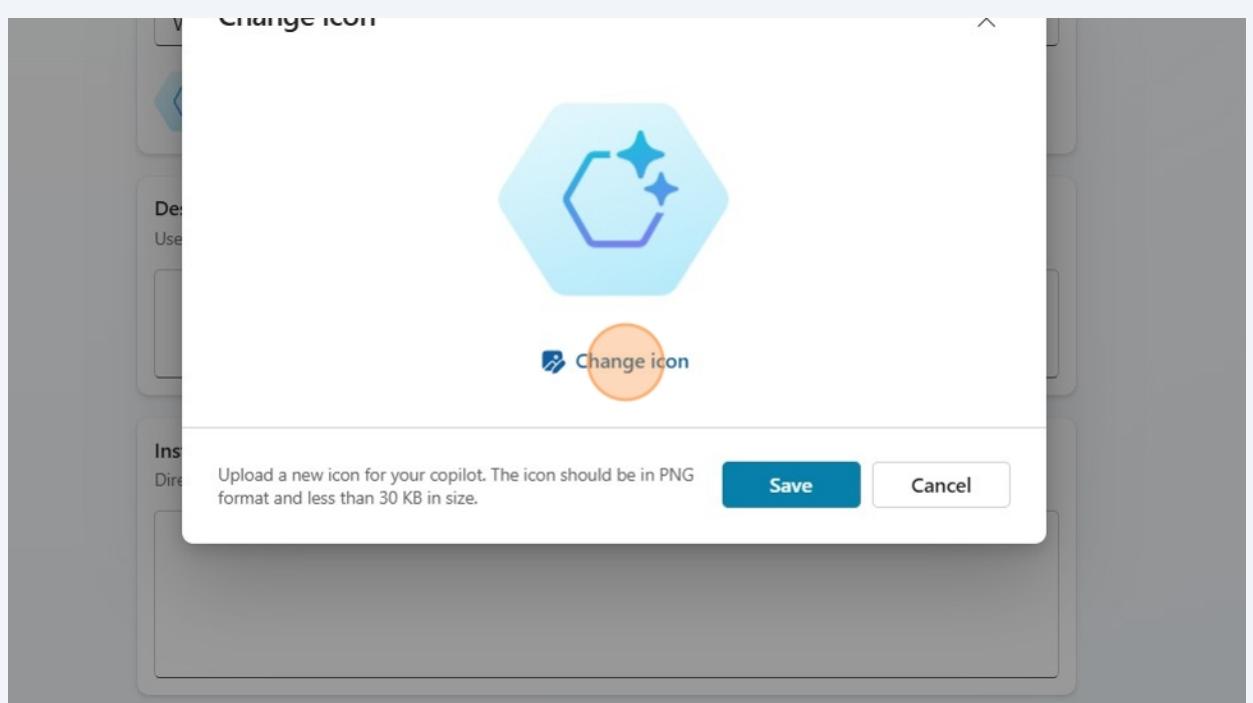
- 8 Click the "Enter a name" field.

The screenshot shows the 'Name' configuration step in the Copilot creation process. At the top, it says 'Language: English (en-US)'. Below that is a 'Name' input field containing the word 'Copilot', which is circled in orange. To the right of the input field is a 'Change icon' button with a hexagonal icon and a 'Used to represent the copilot. Icon should be in PNG format a...' description. Further down, there's a 'Description' section with a placeholder text: 'Use your own words to describe what your copilot should help with, incl...'.

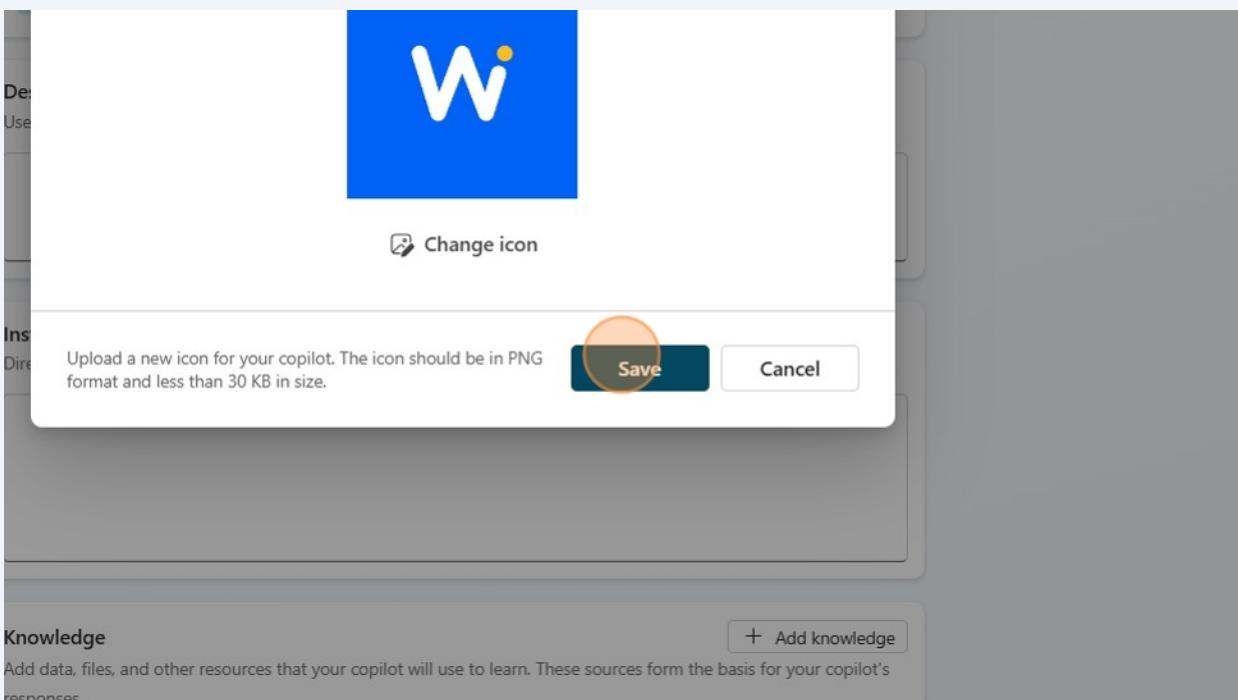
9 Click "Change icon"



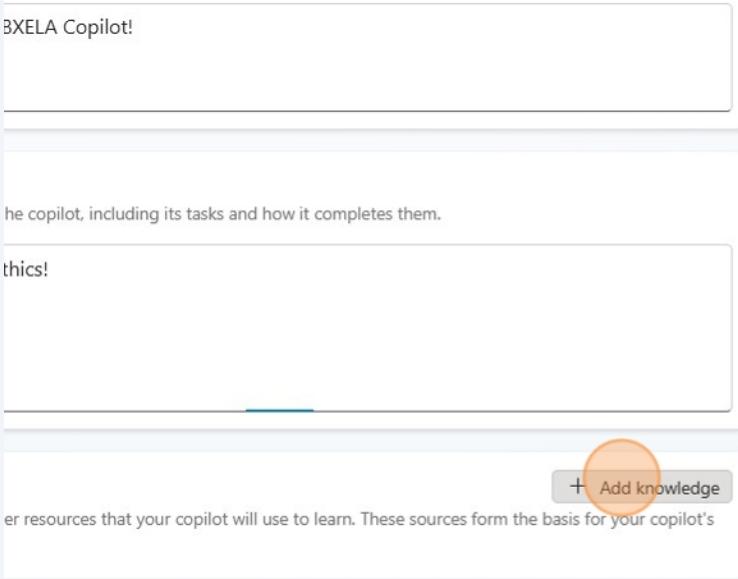
10 Click "Change icon"



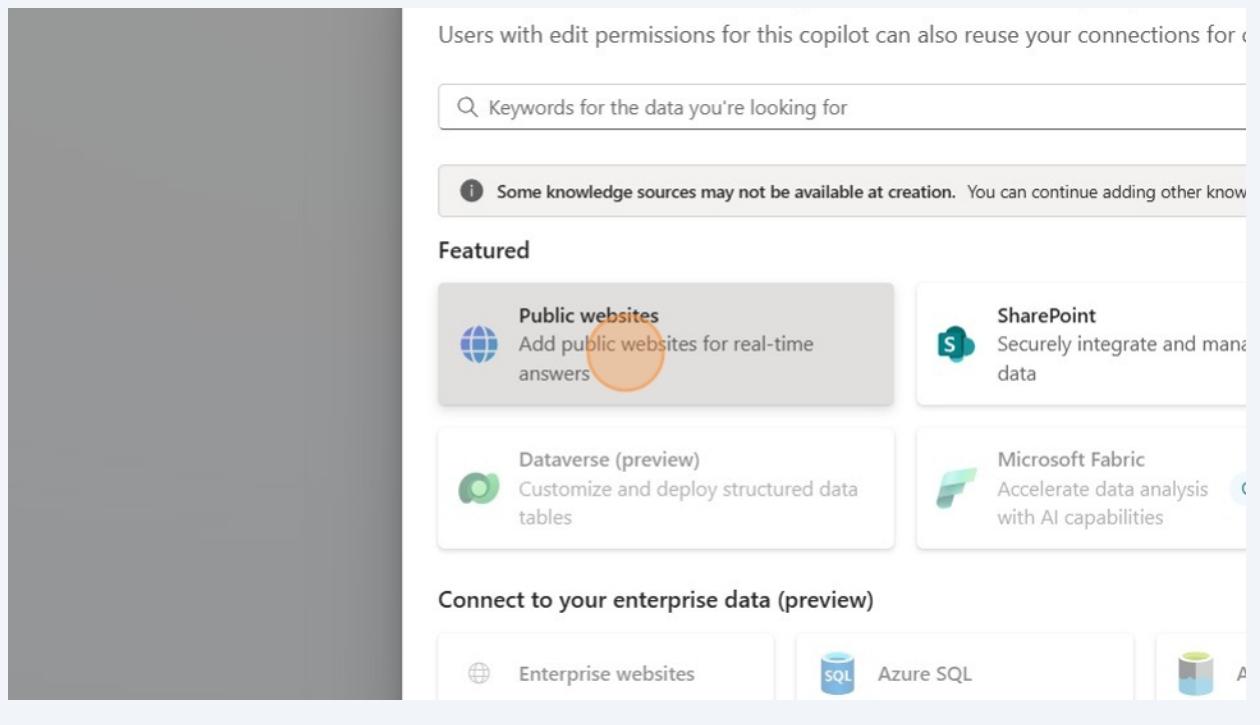
## 11 Click "Save"



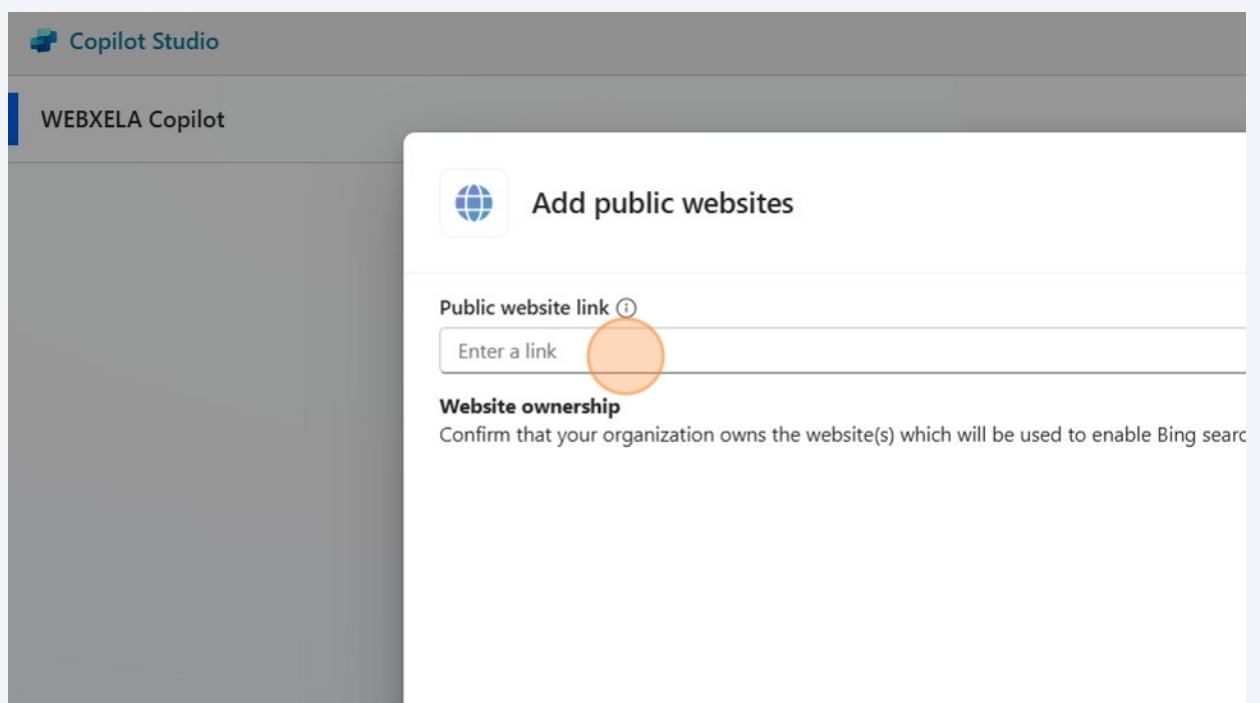
## 12 Click "Add knowledge"



**13** Click "Add public websites for real-time answers"

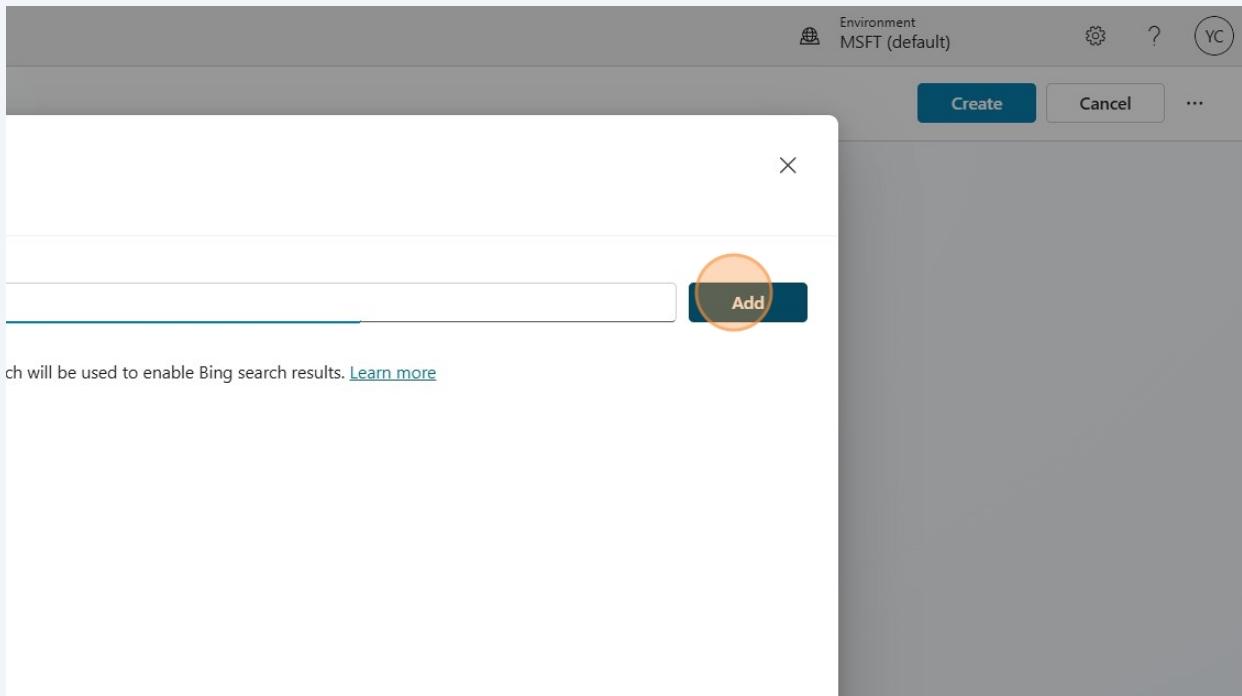


**14** Click the "Public website link" field.

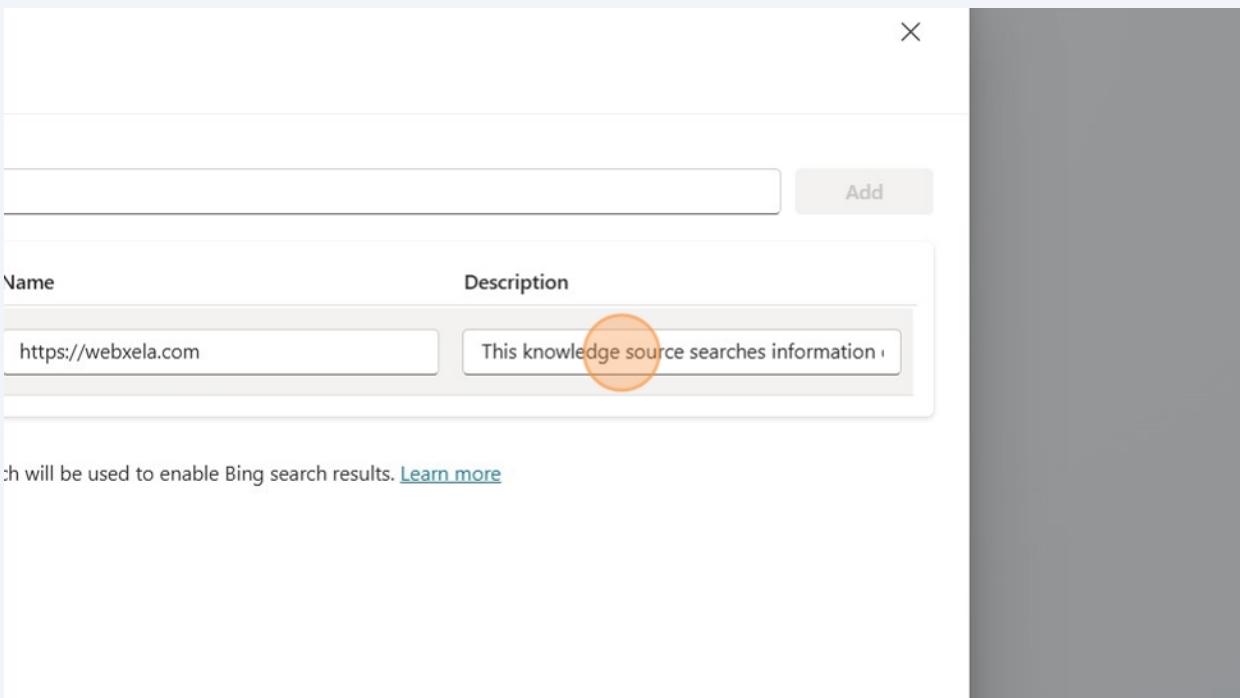


**15** Type "[webxela.com](http://webxela.com)"

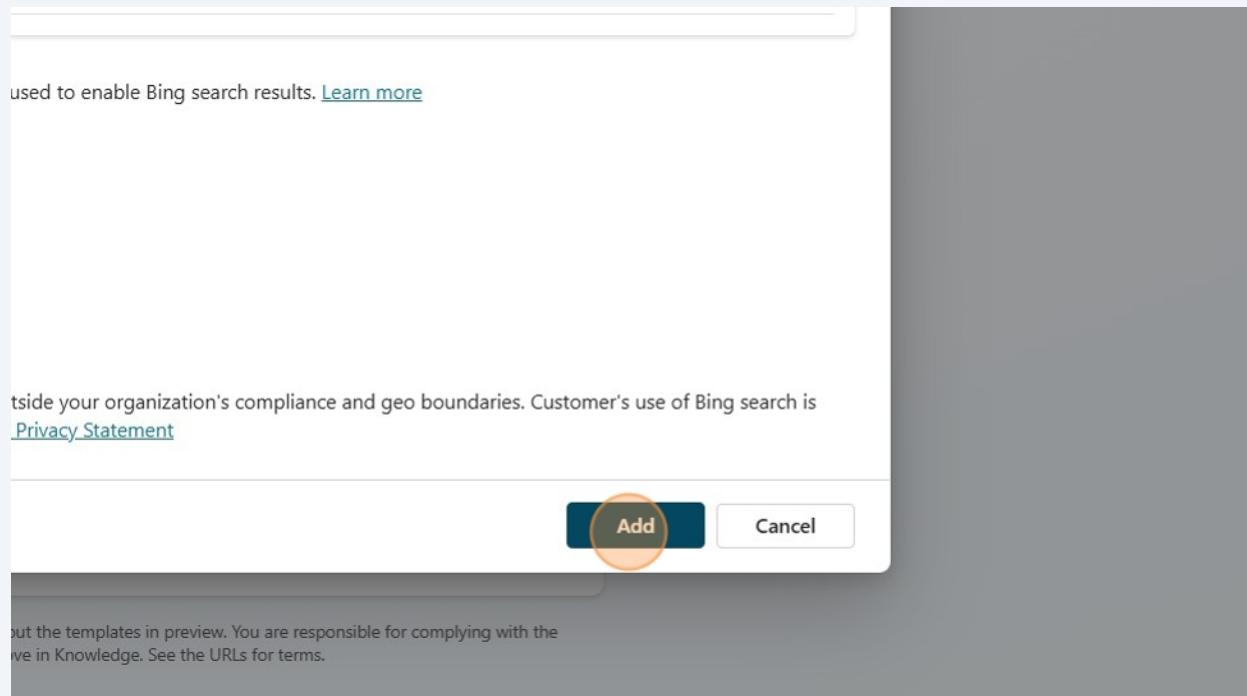
**16** Click "Add"



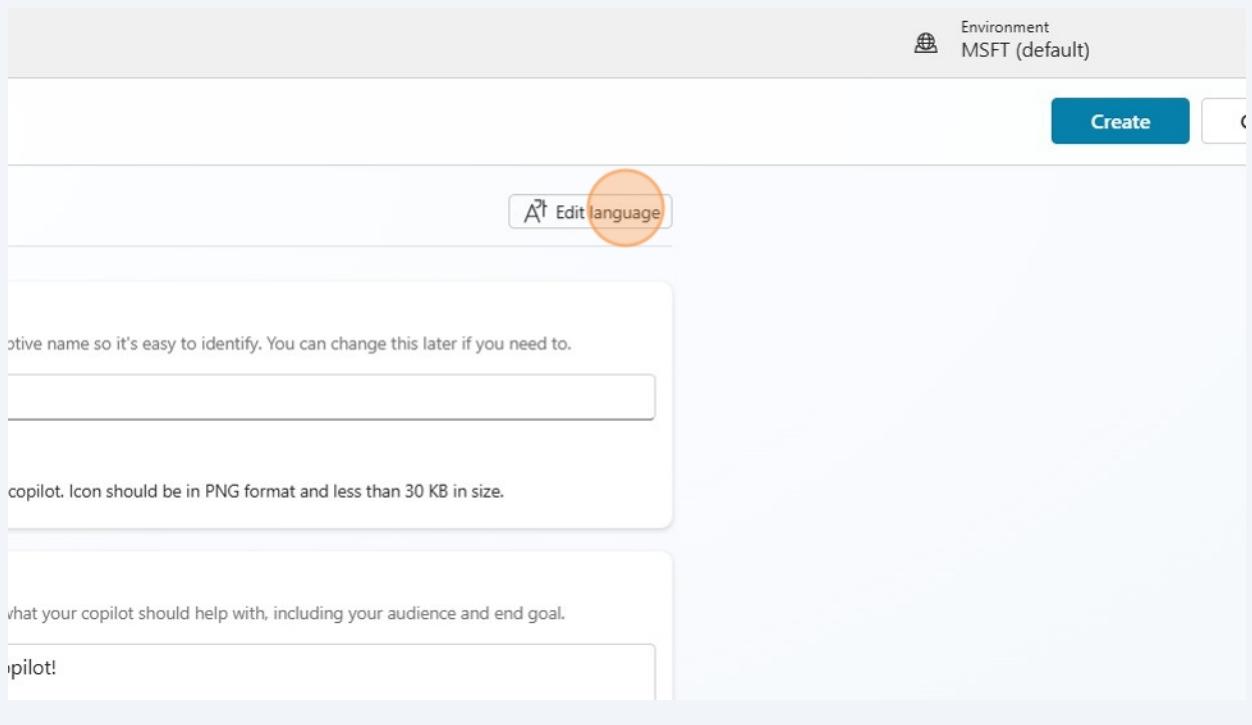
**17** Click the "Enter description" field.



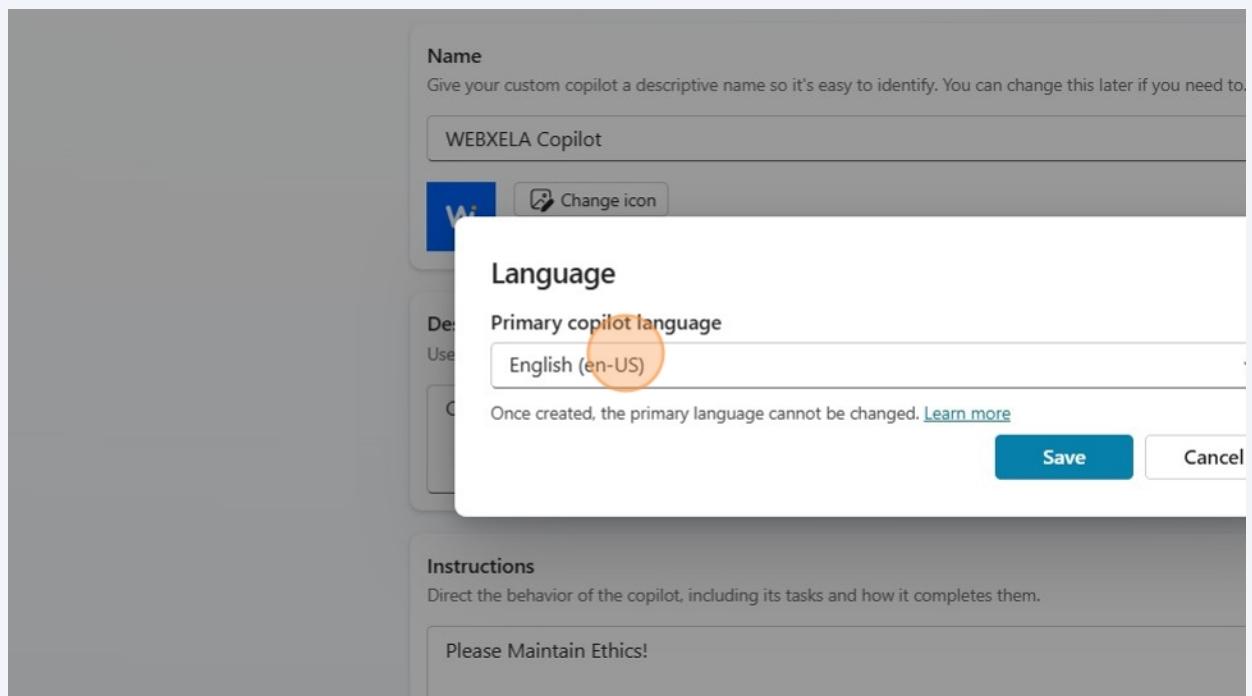
**18** Click "Add"



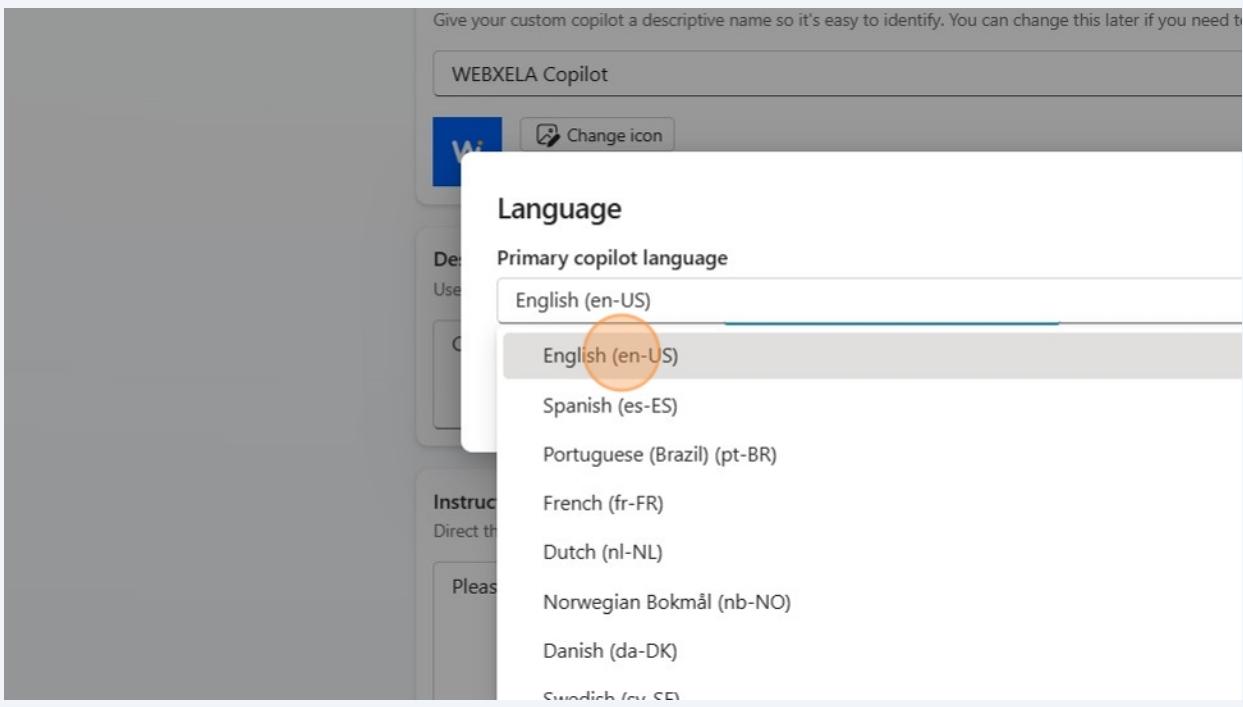
**19** Click "Edit language"



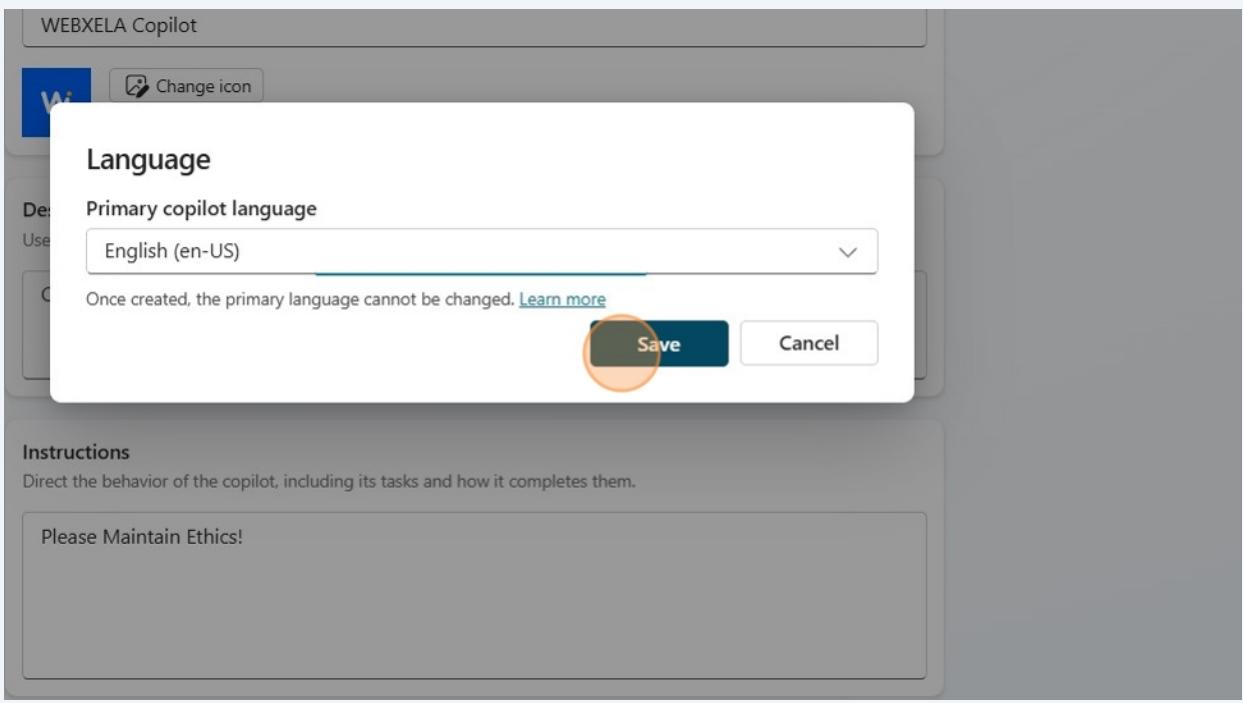
**20** Click "English (en-US)"



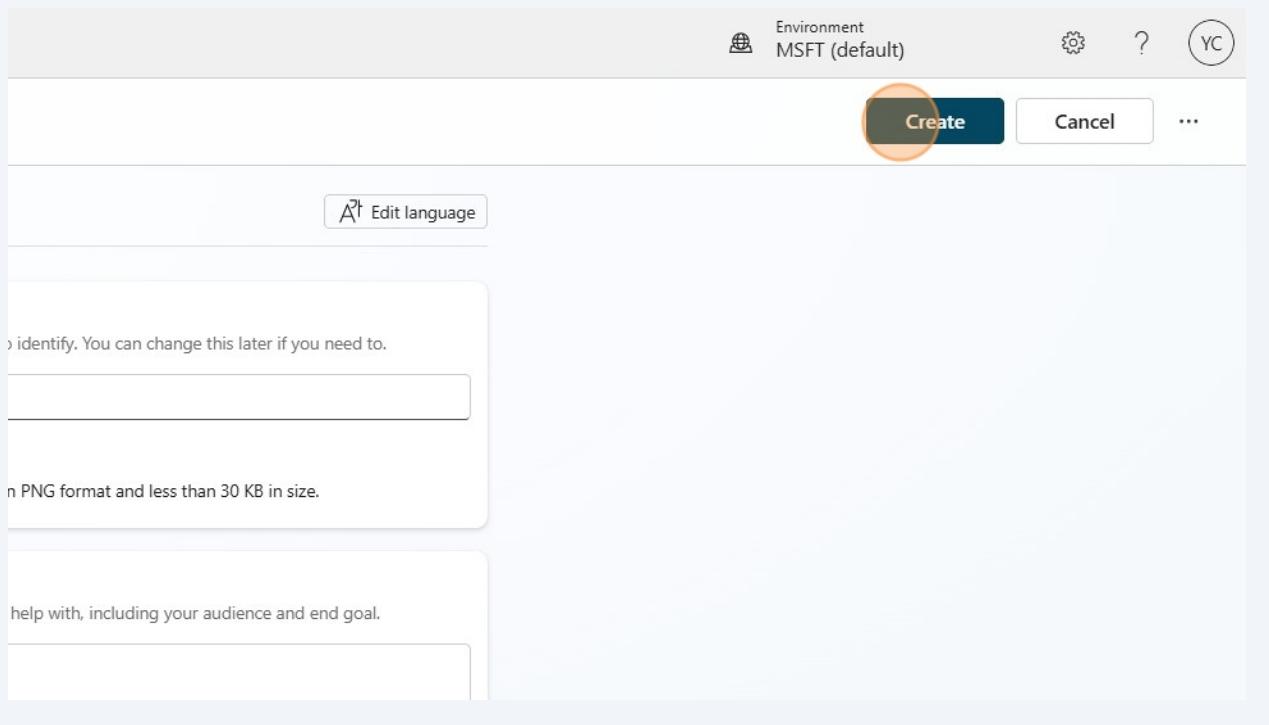
**21** Click here.



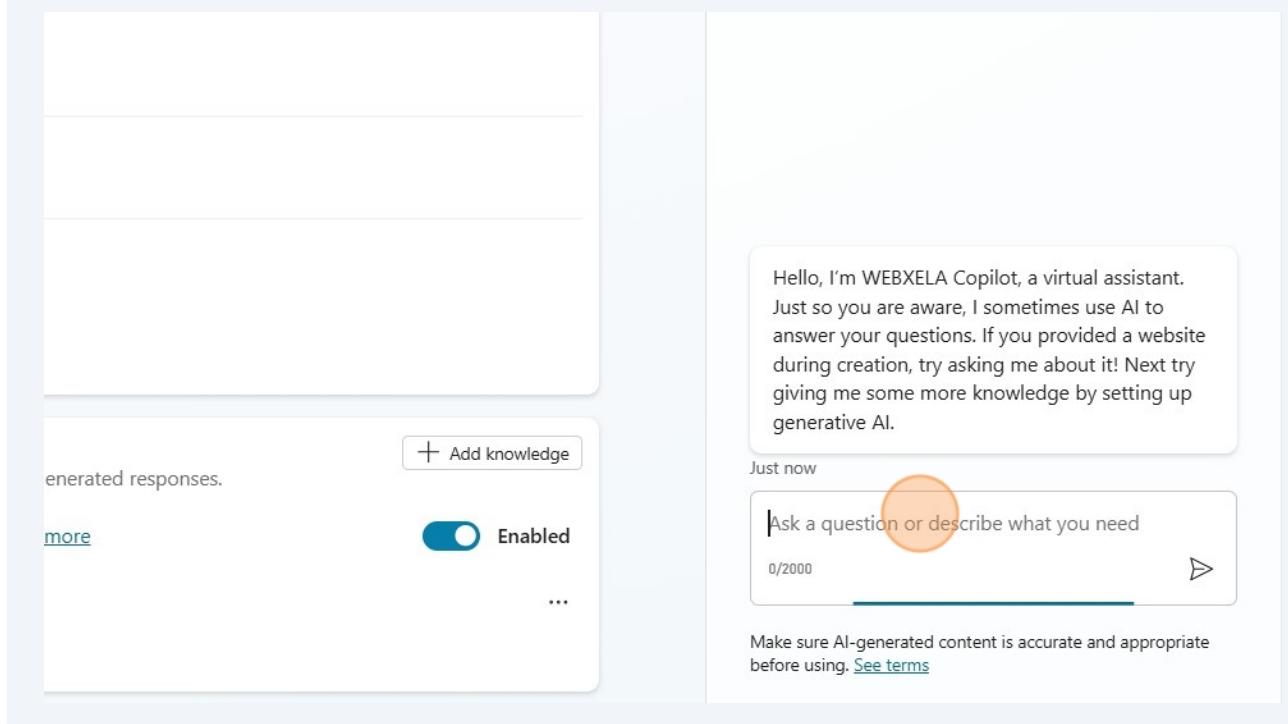
**22** Click "Save"



**23** Click "Create"

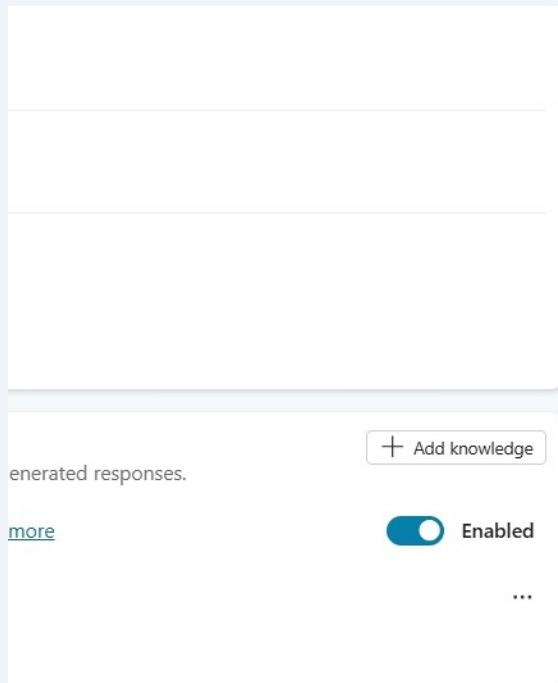


**24** Click the "Ask a question or describe what you need" field.



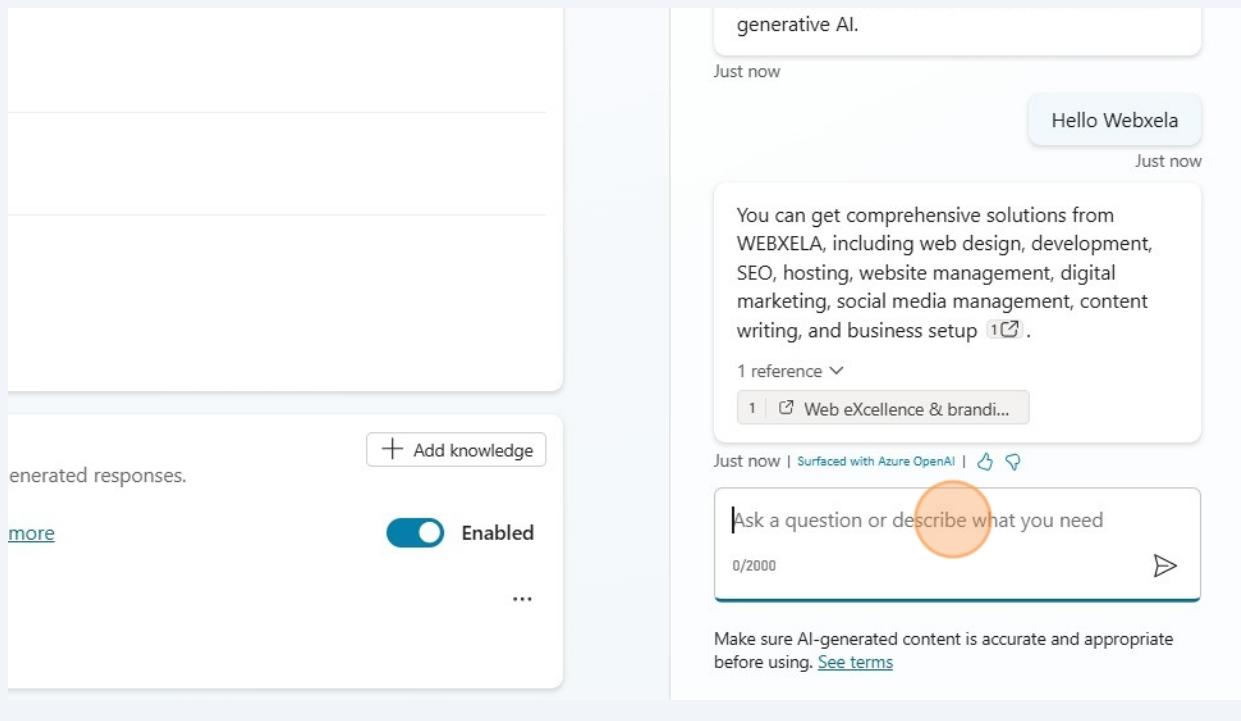
**25** Type "Hello Webxela"

**26** Click this button.



A screenshot of the AI-generated response. It shows a message from 'Hello, I'm WEBXELA Copilot, a virtual assistant.' followed by a detailed description of its capabilities. Below this, a message from 'Just now' says 'Hello Webxela' with a red wavy underline. The message was sent '13/2000' ago. A circular orange arrow icon is positioned next to the message. At the bottom, a note reads 'Make sure AI-generated content is accurate and appropriate before using. [See terms](#)'.

**27** Click the "Ask a question or describe what you need" field.



**28** Type "What about WEBXELA Products? **enter** Can you please provide contact email address? **enter**"

**29** Click "Knowledge"

The screenshot shows the WEBXELA Copilot dashboard. The top navigation bar includes links for Overview, Knowledge (which is highlighted with an orange circle), Topics, Actions, Analytics, and Channels. Below the navigation, a central panel displays a message: "Your copilot is ready! Here's what's next:" followed by three steps: "Add actions so your copilot can do things for you", "Build topics to focus and guide how your copilot answers", and "Publish your copilot so others can use it". To the right of this message is a small icon of a hexagon with a plus sign inside. On the left side of the main content area, there is a sidebar with a "Details" section containing a logo and the name "WEBXELA Copilot".

**30** Click "Topics"

The screenshot shows the WEBXELA Copilot dashboard with the Topics tab selected (highlighted with an orange circle). The top navigation bar includes links for Overview, Knowledge, Topics (which is highlighted with an orange circle), Actions, Analytics, and Channels. Below the navigation, there is a search bar labeled "Search custom topics" and a button "+ Add a topic". A filter bar at the top allows switching between "All", "Custom (7)", and "System (9)". A timestamp "Last refreshed now" is shown. The main content area is a table listing six custom topics:

Name	Trigger	Description	Editing	Last modified	Errors	Enabled
Goodbye	Phrases	This topic tr...		2 minutes ago		<input checked="" type="checkbox"/> On
Greeting	Phrases	This topic is...		2 minutes ago		<input checked="" type="checkbox"/> On
Lesson 1 - A...	Phrases			2 minutes ago		<input checked="" type="checkbox"/> On
Lesson 2 - A...	Phrases			2 minutes ago		<input checked="" type="checkbox"/> On
Lesson 3 - A...	Phrases			2 minutes ago		<input checked="" type="checkbox"/> On
Start Over	Phrases			2 minutes ago		<input checked="" type="checkbox"/> On

### 31 Click "Topics"

The screenshot shows the WEBXELA Copilot interface. At the top, there's a navigation bar with tabs: Overview, Knowledge (which is highlighted with a blue underline), Topics (which has a blue circle around it), Actions, Analytics, and Channels. Below the navigation bar is a search bar labeled "Search knowledge". Under the "Knowledge" tab, there's a button "+ Add knowledge" and two filter buttons: "All" and "Public website". To the right, there's a timestamp "Last refreshed now". The main area displays a table with columns: Name, Type, Last modified, and Status. There is one row in the table: "https://webxela.com" (Type: Public website), last modified by Yatharth Chauhan, and marked as "Ready".

### 32 Click "Actions"

The screenshot shows the WEBXELA Copilot interface with the Actions tab selected (highlighted with a blue underline). A blue circle highlights the "Actions" tab. To the right, there's a sidebar titled "Test your copilot" showing a conversation history with a timestamp "A minute ago". The main area displays a table with columns: Name, Trigger, Description, Editing, Last modified, Errors, and Enabled. There are seven rows in the table, each representing a custom topic: "Goodbye" (Trigger: Phrases, Enabled: On), "Greeting" (Trigger: Phrases, Enabled: On), "Lesson 1 - A..." (Trigger: Phrases, Enabled: On), "Lesson 2 - A..." (Trigger: Phrases, Enabled: On), "Lesson 3 - A..." (Trigger: Phrases, Enabled: On), "Start Over" (Trigger: Phrases, Enabled: On), and "Thank you" (Trigger: Phrases, Enabled: On).

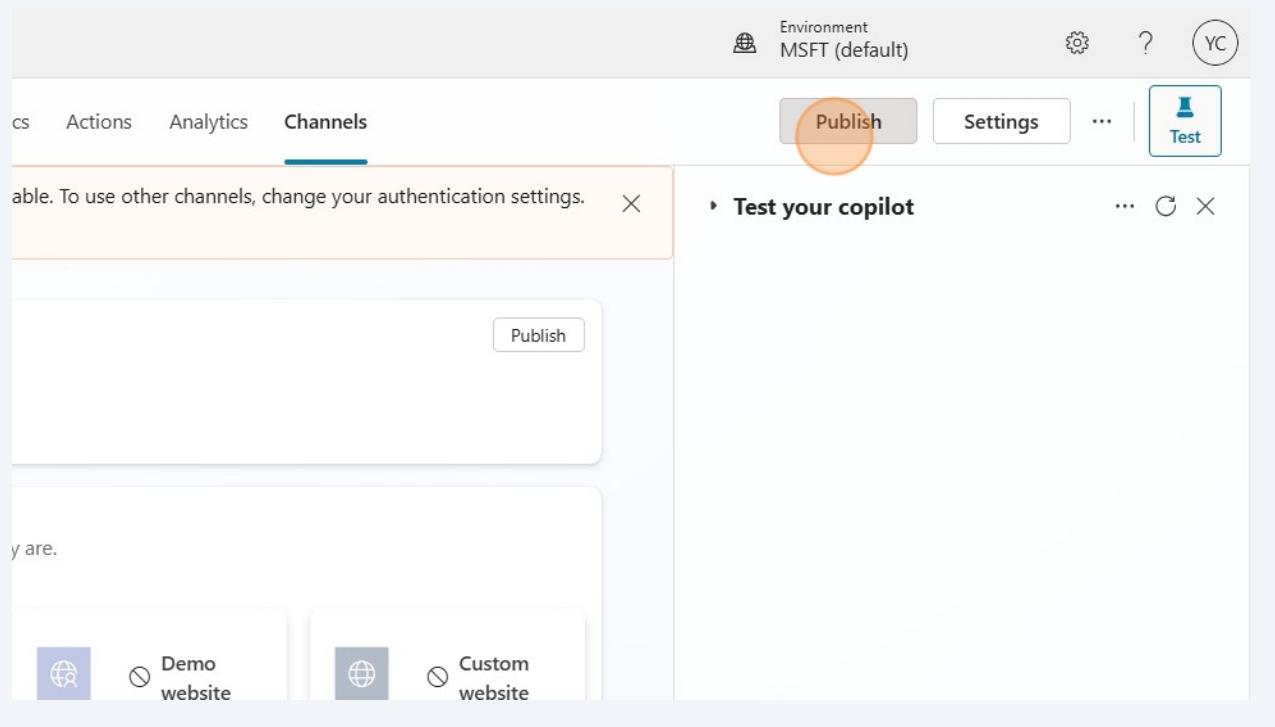
### 33 Click "Analytics"

The screenshot shows the WEBXELA Copilot interface with the 'Analytics' tab highlighted. The main area features a large icon of a lightning bolt with a plus sign and the text 'Create your first action'. Below it, a sub-instruction reads: 'Add actions to empower the AI to complete specific tasks for improved engagement.' A prominent blue button labeled '+ Add an action' is centered. To the right, there are two AI-generated text snippets. The top snippet is titled 'Test your copilot' and discusses 'Surfaced with Azure OpenAI'. The bottom snippet is titled 'What about WEBXELA?' and discusses various products like B2B platform, Content Automation, Setup, and Learning.

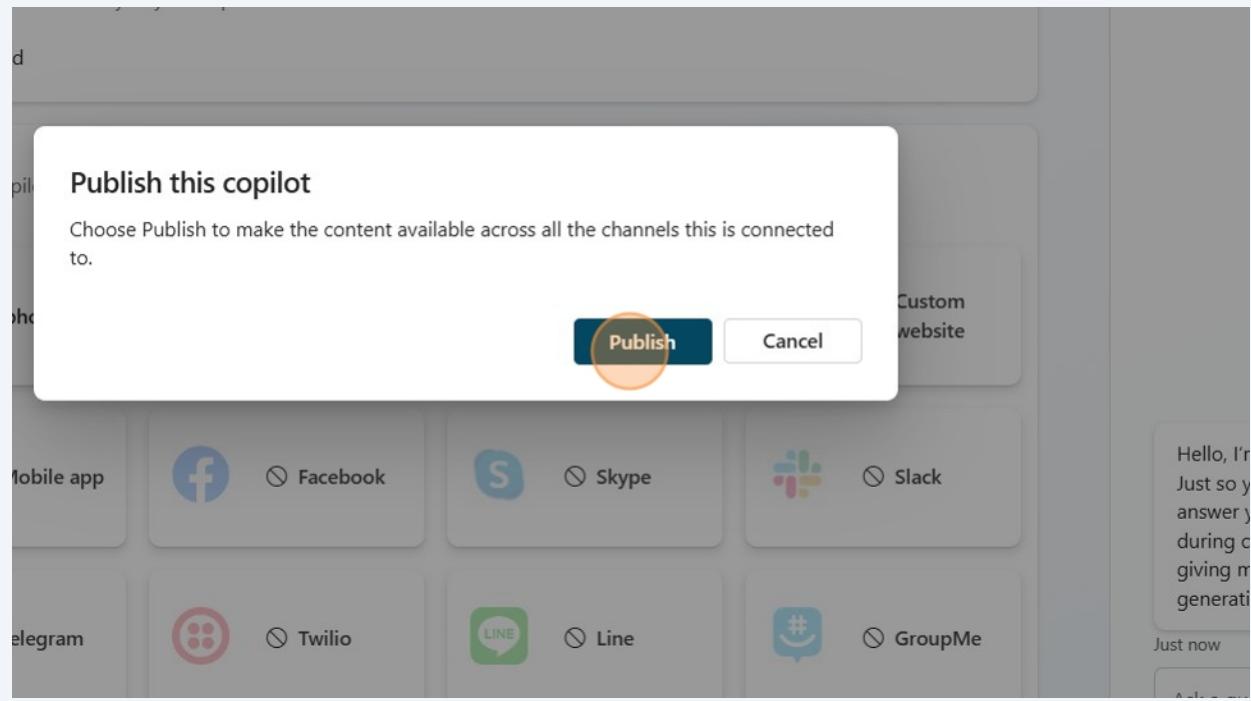
### 34 Click "Channels"

The screenshot shows the WEBXELA Copilot interface with the 'Channels' tab highlighted. The main area displays various performance metrics: 'Total sessions' (0), 'Engagement rate' (0%), 'Resolution rate' (0%), 'Escalation rate' (0%), 'Abandon rate' (0%), and 'CSAT' (0.0). Below these are three line charts: 'Engagement over time', 'Session outcomes over time', and 'Resolution rate drivers'. The 'Session outcomes over time' chart shows a 100% resolution rate. To the right, there are two AI-generated text snippets. The top snippet is titled 'Test your copilot' and discusses 'Surfaced with Azure OpenAI'. The bottom snippet is titled 'What about WEBXELA?' and discusses various products like B2B platform, Content Automation, Setup, and Learning.

### 35 Click "Publish"



### 36 Click "Publish"





# YATRI CLOUD

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