Microsoft

Empower everyone with agents in Microsoft 365 Copilot Chat

What are agents?

Agents in Copilot Chat are designed to help you with your daily tasks and are easily customizable. They can be easily tailored to have a particular expertise and can leverage institutional data to offer relevant insights.

Microsoft 365 Copilot comes with a set of agents pre-built for you, or you can create agents for your own needs.

Use agents pre-built for you

Select "Get agents" in the right-side pane of Copilot Chat. Search for a specific agent or browse the library.

Agents from Microsoft to try today

Prompt coach
Create effective Copilot prompts.

Idea coach
Get brainstorming assistance.

Writing coach
Refine your writing.

Career coach
Get personalized career advice and action plans.

Learning coach
Learn about topics and refine your skills.

Visual Creator
Create images and videos.

Besides the agents from Microsoft, your school may have created agents for you to use as well. You can view these in the "Built for your org" section in the agent library.

Create your own agent

1. Select "Create an agent" in the right-side pane of Copilot Chat to open the agent builder.

2. Input details like your agent's purpose, relevant data sources, and desired behavior like how the agent should work or the tone you would like it to use.

3. Select "Configure" to further customize your agent.

4. Select "Create" to publish your agent.

You can edit or share your agents by selecting "Create an agent" to open the agent builder, expanding the drop-down menu at the top, and selecting "View all agents".

Suggested ways to use custom agents

- Answering frequently asked questions
- Assist new students with navigating school resources
- Provide feedback based on rubrics or frameworks
- Make data and insights more accessible
- Tailor learning to specific content or individual needs

Start using your agents

@mention a pre-built or custom agent in Copilot Chat to interact with it or open the agent directly by selecting it from the right-side pane in Copilot Chat.

Want to learn more about agents and how to get started? Check out the support article.