

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.

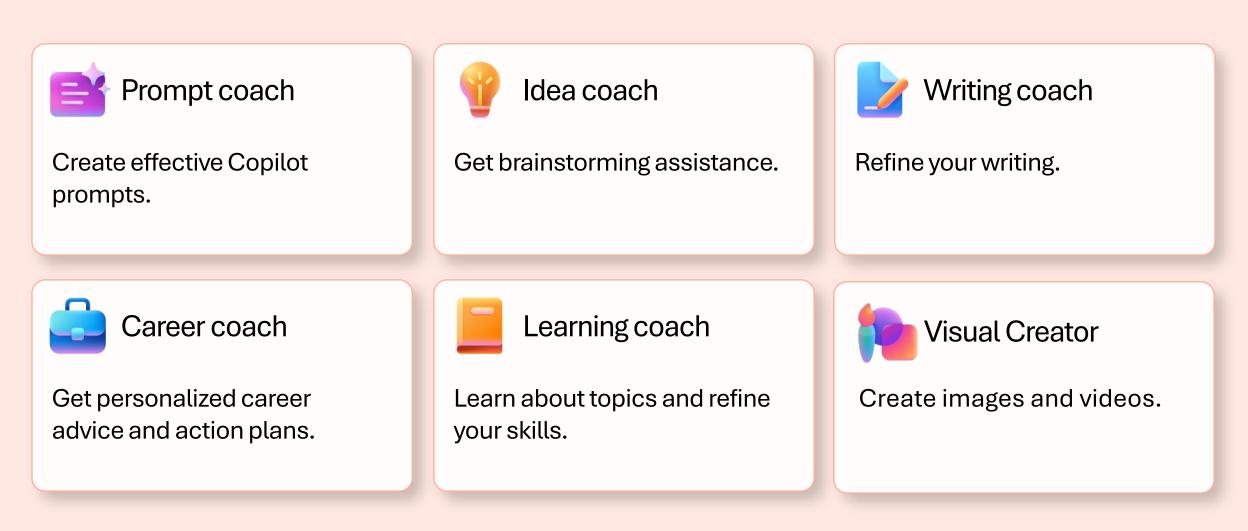
Microsoft 365 Copilot comes with a set of agents pre-built for you, or you can create agents for your own needs.



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



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

agent directly by selecting it from the right-side pane in Copilot Chat.

Start using your agents

@mention a pre-built or custom agent in Copilot Chat to interact with it or open the

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