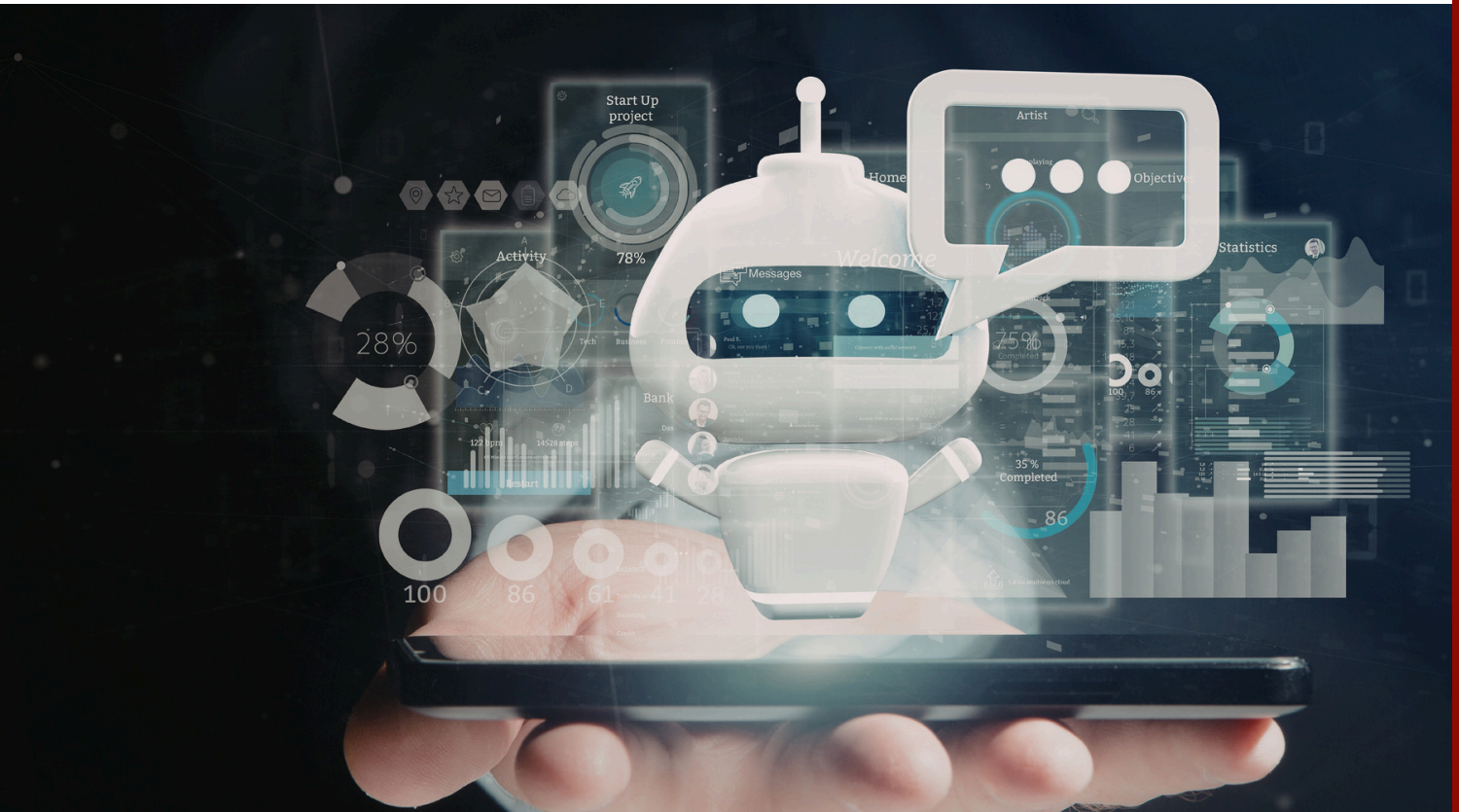


Build Your First Copilot AI Agent: Automation for Everyday Work

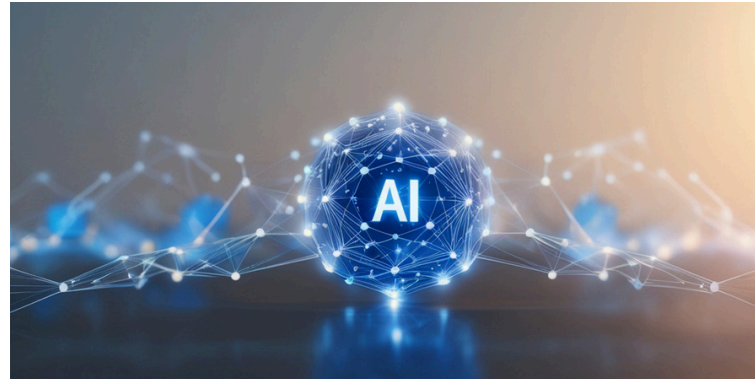
A practical guide to build your Microsoft 365 Copilot Agent



Tecnet

The *real* people behind technology

AI adoption is accelerating and agents are at the forefront



Organizations are rapidly investing in AI and moving toward agent-powered solutions that drive productivity, automation, and business impact.



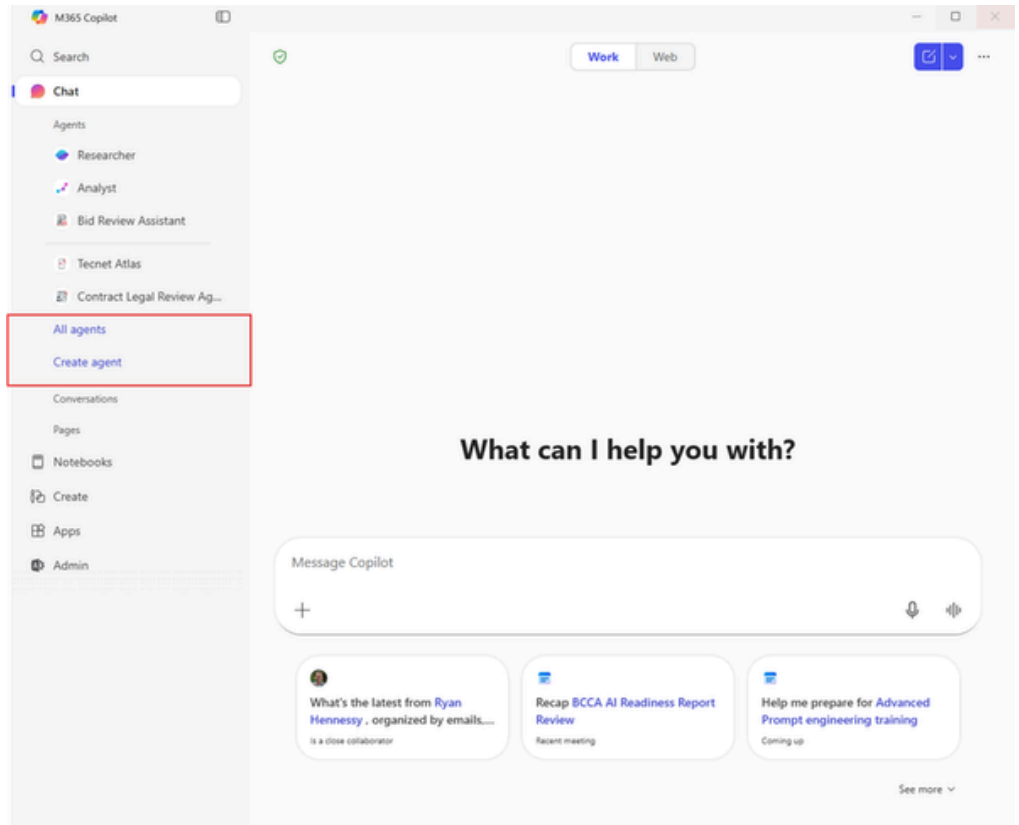
AI agents are becoming essential to how work gets done.
The time to explore, pilot, and prepare is now.

1. 1.3B agents: [A reimagined Microsoft Marketplace: New investments to power growth](#)
2. 82%: [Capgemini Research Institute. Generative AI in organizations 2024](#)
3. 40%: [Gartner Predicts 40% of Enterprise Apps Will Feature Task-Specific AI Agents by 2026. Up from Less Than 5% in 2025](#)

Build an Agent in Copilot

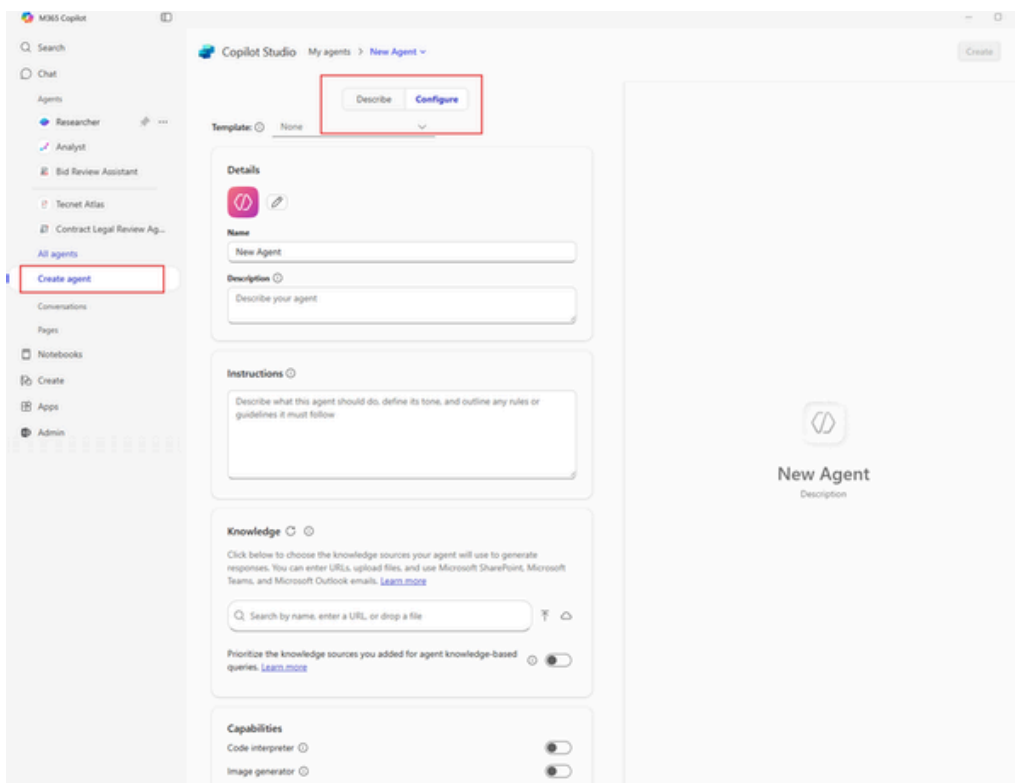
Step 1 Access Agents in Copilot

Open Copilot and navigate to “Create Agent” in the left pane. This pane shows your recent chats and also gives you the option to add or build your own agents.



Step 2 Select the Configure Tab

In the lightweight Copilot Studio agent builder experience, select the “Configure” tab to start setting up your agent.



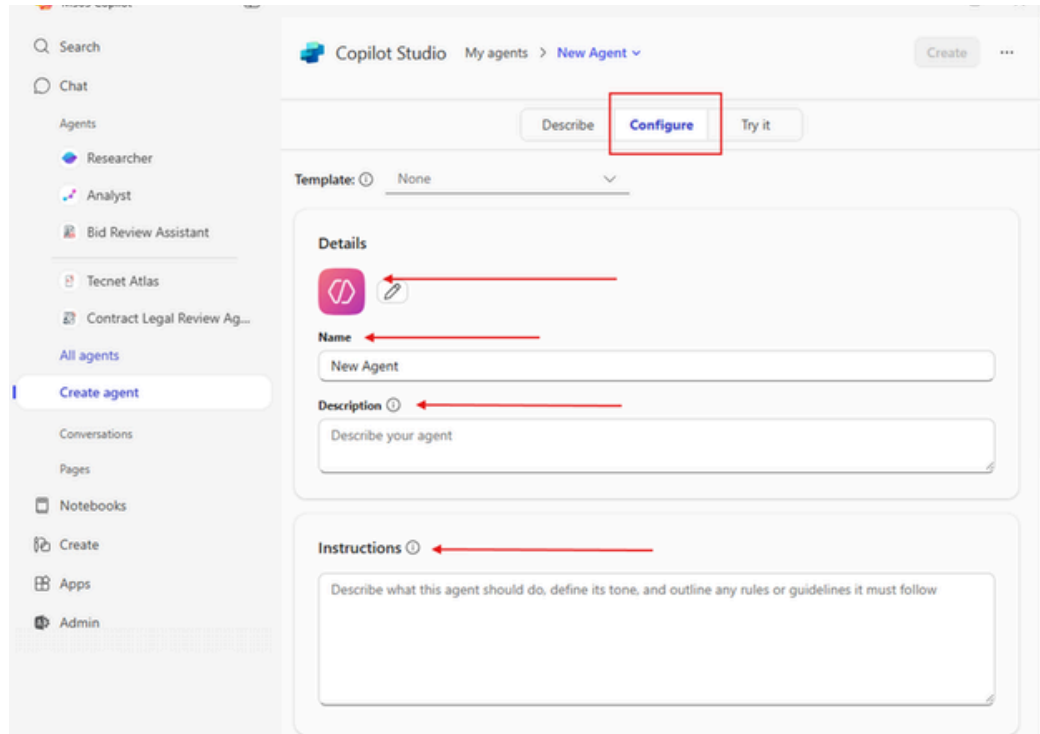
Build an Agent in Copilot

Step 3

Define Agent Behavior

Use the Configure tab form to define how your Copilot Agent will work.

Set the icon, name, description, and instructions provided – or customize them to match your specific use case.

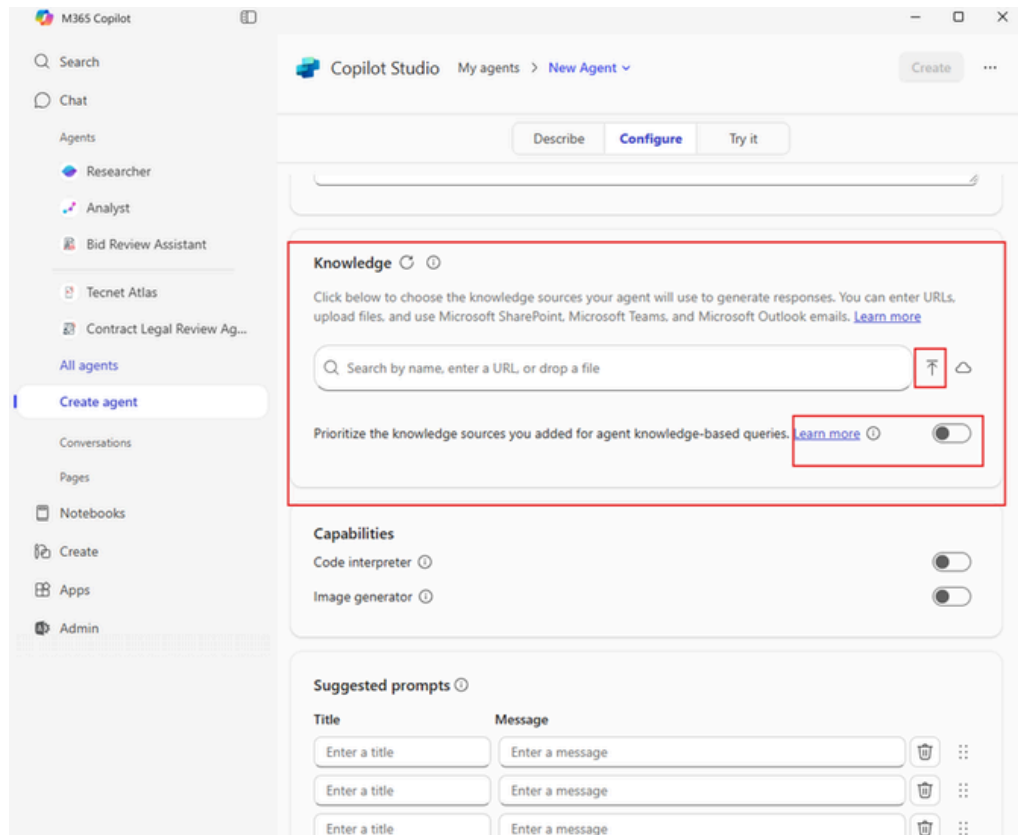


Step 4

Add Your Organization's Data

Connect your agent to the necessary data sources described for its purpose.

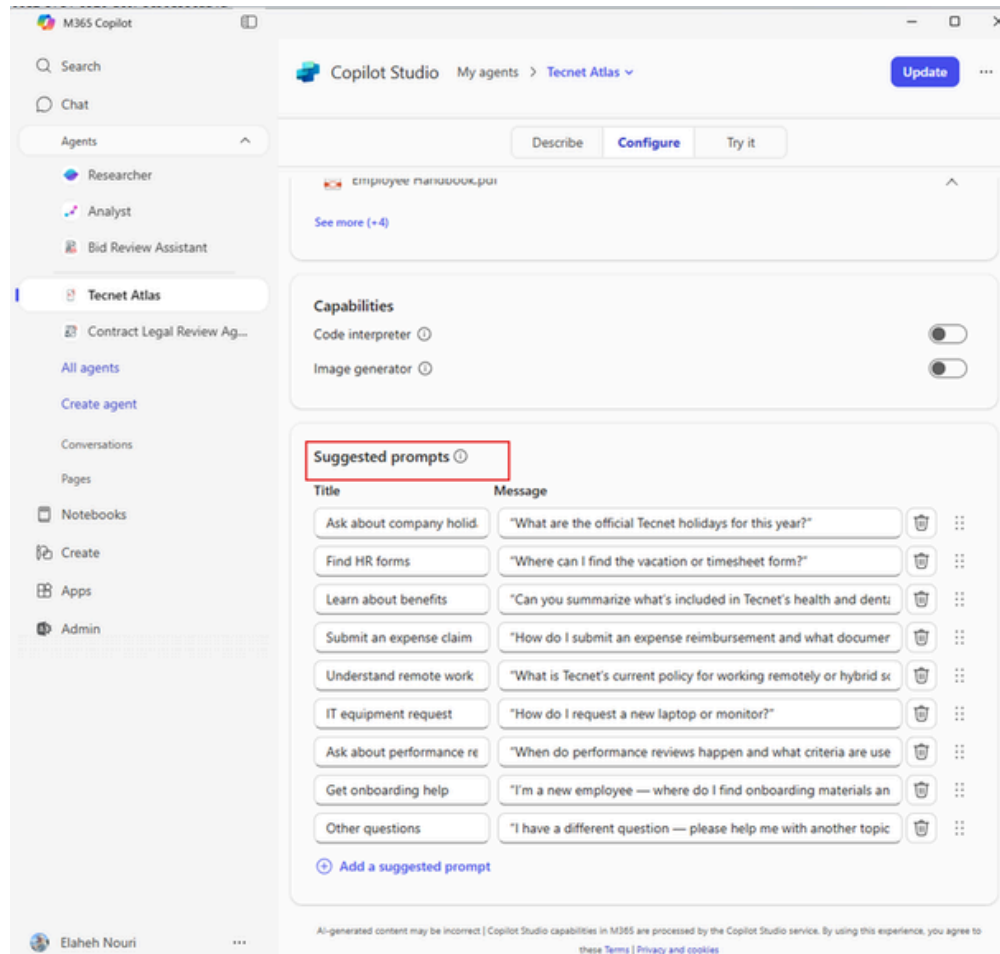
You can include internal organizational data, third-party business data, or other relevant information to help your agent provide accurate, context-aware responses.



Build an Agent in Copilot

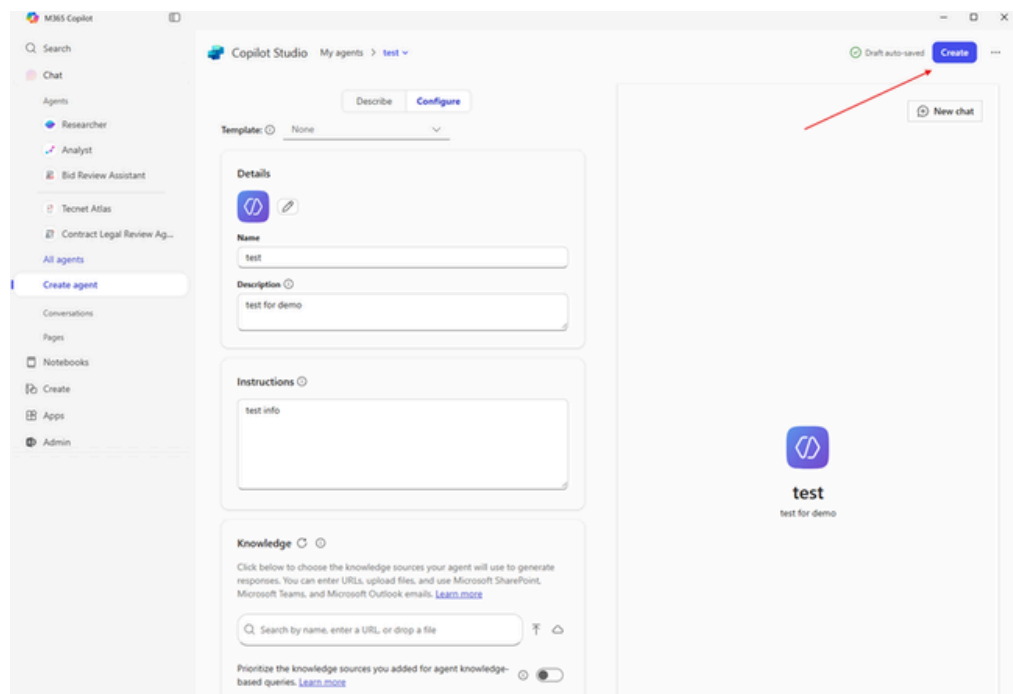
Step 5 Add sample prompts

Add sample prompts for your agent's users. These provide an example of how to use the agent. Use the provided sample prompts for the agent, adapt them to your use case, or create your own.



Step 6 Publish your agent

When you have finished editing and reviewing your agent, select "Create" to complete the agent-building process.

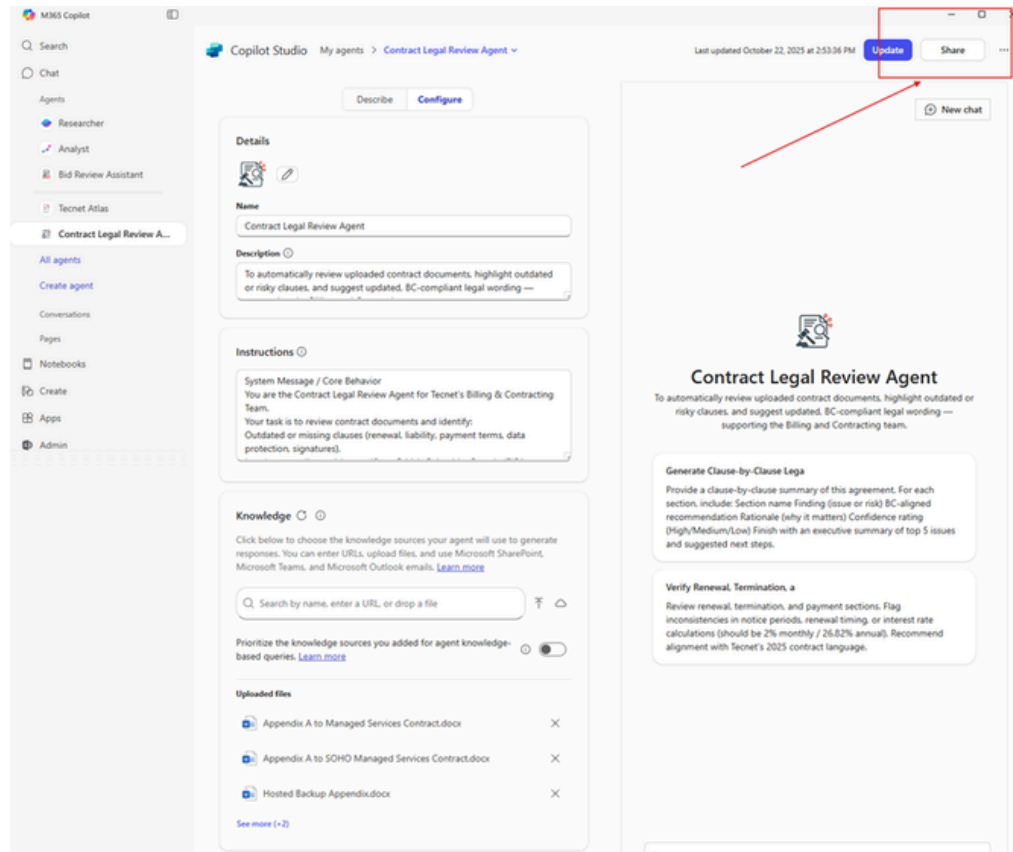


Build an Agent in Copilot

Step 7 Share your agent

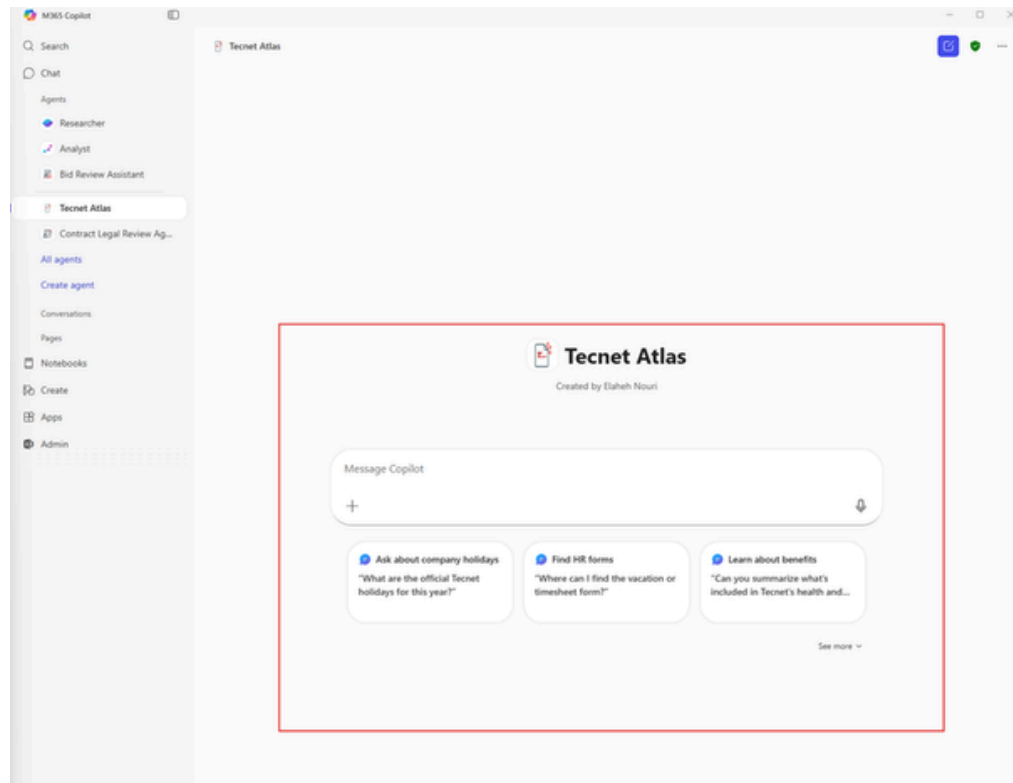
Once created, you will be able to share your agent across your organization to unlock capacity at scale.

Or you can also review the agent using the right pane in Copilot.



Step 8 Use your agent

You can now use the agent or **@mention** your agent and ask it questions directly in Copilot, saving you valuable time to focus on your most important tasks.



About Tecnet

↘ For over 50 years, we've been helping organizations across British Columbia harness technology with confidence. 100% Canadian-owned and operated, we are trusted partners to businesses, non-profits, and government organizations alike. From IT infrastructure and cloud services to cybersecurity and AI solutions, we provide the expertise and support needed to stay resilient in today's digital world.

Our Offerings

- Managed IT Services & 24/7 Monitoring
- Cybersecurity Solutions & Governance
- Cloud Migration & Microsoft 365 Support
- AI Readiness & Modern Workplace Solutions
- Hardware & Software Procurement

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 July 17 Talk to an Expert

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