MS-4022 Extend Microsoft 365 Copilot in Copilot Studio

Category: AI, Data & Analytics | **Vendor:** Microsoft Technical

Duration: 4.00 hours (1 days) **3.3 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format:	Instructor Led - Online
Certification:	Microsoft Applied Skills: Extend Microsoft 365 Copilot in Copilot Studio
Related Exam:	MS-4022

Course Overview

Unlock the full potential of Microsoft 365 Copilot by learning how to build intelligent agents using Microsoft Copilot Studio. MS-4022: Extend Microsoft 365 Copilot in Copilot Studio guides you through the process of creating low-code, declarative agents that enhance Copilot’s capabilities with custom knowledge, tools, and connectors. You’ll gain practical experience using Copilot Studio to build agents, configure custom knowledge and conversational instructions, set up agent tools, and publish your agents to Microsoft 365 Copilot environments. By the end of the course, you’ll be equipped to create specialized agents that unlock more value for individuals and teams—enabling more personalized, efficient, and impactful Copilot experiences across your organization.

About This Course

Unlock the full potential of Microsoft 365 Copilot by learning how to build intelligent agents using Microsoft Copilot Studio. MS-4022: Extend Microsoft 365 Copilot in Copilot Studio guides you through the process of creating low-code, declarative agents that enhance Copilot’s capabilities with custom knowledge, tools, and connectors. You’ll gain practical experience using Copilot Studio to build agents, configure custom knowledge and conversational instructions, set up agent tools, and publish your agents to Microsoft 365 Copilot environments. By the end of the course, you’ll be equipped to create specialized agents that unlock more value for individuals and teams—enabling more personalized, efficient, and impactful Copilot experiences across your organization.

Who Should Attend

MS-4022: Extend Microsoft 365 Copilot in Copilot Studio targets individuals interested in using Copilot Studio to build agents to improve individual and team productivity. Learners should be familiar with Microsoft 365 Copilot.

Prerequisites & Entry Requirements

General Prerequisites:

Familiarity with Microsoft 365 Copilot. Familiarity with options for extending Microsoft 365 Copilot.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Course ObjectivesEvaluate when to use declarative agents to extend Microsoft 365 Copilot.Describe how declarative agent components work together.Design and build a declarative agent for a business scenario.Add custom knowledge and starter prompts to your agent.Create and configure prompt actions in Copilot Studio.Implement connector actions to enhance agent capabilities.Test and publish declarative agents in Microsoft 365 Copilot., Course ObjectivesEvaluate when to use declarative agents to extend Microsoft 365 Copilot.Describe how declarative agent components work together.Design and build a declarative agent for a business scenario.Add custom knowledge and starter prompts to your agent.Create and configure prompt actions in Copilot Studio.Implement connector actions to enhance agent capabilities.Test and publish declarative agents in Microsoft 365 Copilot., Course ObjectivesEvaluate when to use declarative agents to extend Microsoft 365 Copilot.Describe how declarative agent components work together.Design and build a declarative agent for a business scenario.Add custom knowledge and starter prompts to your agent.Create and configure prompt actions in Copilot Studio.Implement connector actions to enhance agent capabilities.Test and publish declarative agents in Microsoft 365 Copilot., Course ObjectivesEvaluate when to use declarative agents to extend Microsoft 365 Copilot.Describe how declarative agent components work together.Design and build a declarative agent for a business scenario.Add custom knowledge and starter prompts to your agent.Create and configure prompt actions in Copilot Studio.Implement connector actions to enhance agent capabilities.Test and publish declarative agents in Microsoft 365 Copilot., Course ObjectivesEvaluate when to use declarative agents to extend Microsoft 365 Copilot.Describe how declarative agent components work together.Design and build a declarative agent for a business scenario.Add custom knowledge and starter prompts to your agent.Create and configure prompt actions in Copilot Studio.Implement connector actions to enhance agent capabilities.Test and publish declarative agents in Microsoft 365 Copilot.

Detailed Course Outline

1 - Introduction to declarative agents for Microsoft 365 Copilot

- What are declarative agents?
- How declarative agents work
- When to use declarative agents
- Module assessment

2 - Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio

- Create a declarative agent
- Add custom knowledge
- Add suggested prompts
- Module assessment

3 - Introduction to tools for declarative agents in Copilot Studio

- Tools and agents
- Types of agent tools
- Tool development considerations
- Add tools to declarative agents
- Module assessment

4 - Extend declarative agents with prompt tools in Copilot Studio

- What are prompt tools?
- Create a prompt tool
- Module assessment

5 - Extend declarative agents with connector tools in Copilot Studio

- What are connector tools?
- Create and configure connector tools
- Module assessment

, Introduction to declarative agents for Microsoft 365 Copilot, Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio, Introduction to actions for declarative agents in Copilot Studio, Extend declarative agents with prompt actions in Copilot Studio, Extend declarative agents with connector actions in Copilot Studio

Certification Path

Microsoft Applied Skills: Extend Microsoft 365 Copilot in Copilot Studio

Exam: MS-4022

Frequently Asked Questions

Q: What delivery options are available for MS-4022 Extend Microsoft 365 Copilot in Copilot Studio?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: What certification does this course prepare me for?

The MS-4022 Extend Microsoft 365 Copilot in Copilot Studio course helps prepare you for the Microsoft Applied Skills: Extend Microsoft 365 Copilot in Copilot Studio certification path.

Q: Which exam does this course prepare me for?

This course prepares you for the MS-4022 official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day MS-4022 Extend Microsoft 365 Copilot in Copilot Studio course provides up to 3.3 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the MS-4022 Extend Microsoft 365 Copilot in Copilot Studio training?

The training takes place over 1 day(s), with each day lasting approximately 4.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for MS-4022 Extend Microsoft 365 Copilot in Copilot Studio?

Yes, we provide corporate training, dedicated training, and closed classes for MS-4022 Extend Microsoft 365 Copilot in Copilot Studio. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: What related terms do people search for?

Popular related searches include: MS-4022: Extend Microsoft 365 Copilot in Copilot Studio, Microsoft, vILT, MS-4022

Q: Why choose Nexus Human for MS-4022 Extend Microsoft 365 Copilot in Copilot Studio?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your MS-4022 Extend Microsoft 365 Copilot in Copilot Studio training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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