

Microsoft Copilot Agents

Meka Newell Smith, TD SYNNEX

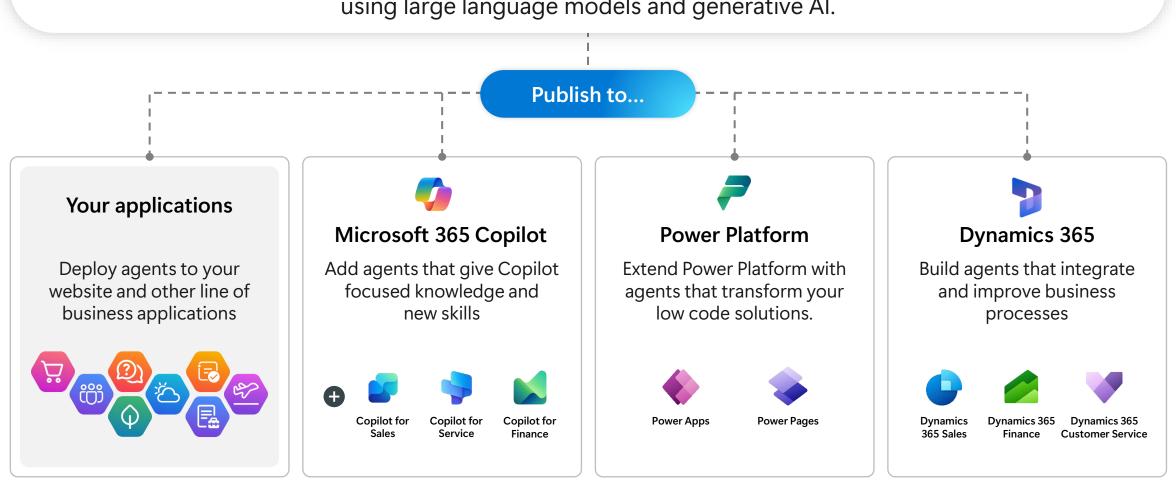




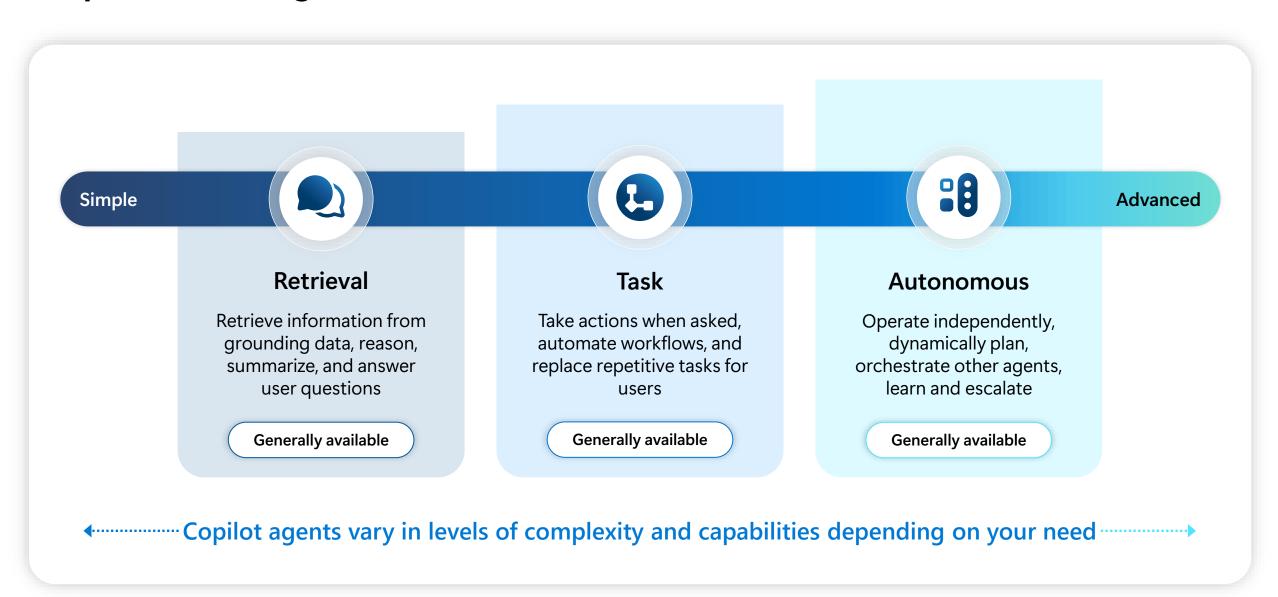
Agents

What is an agent?

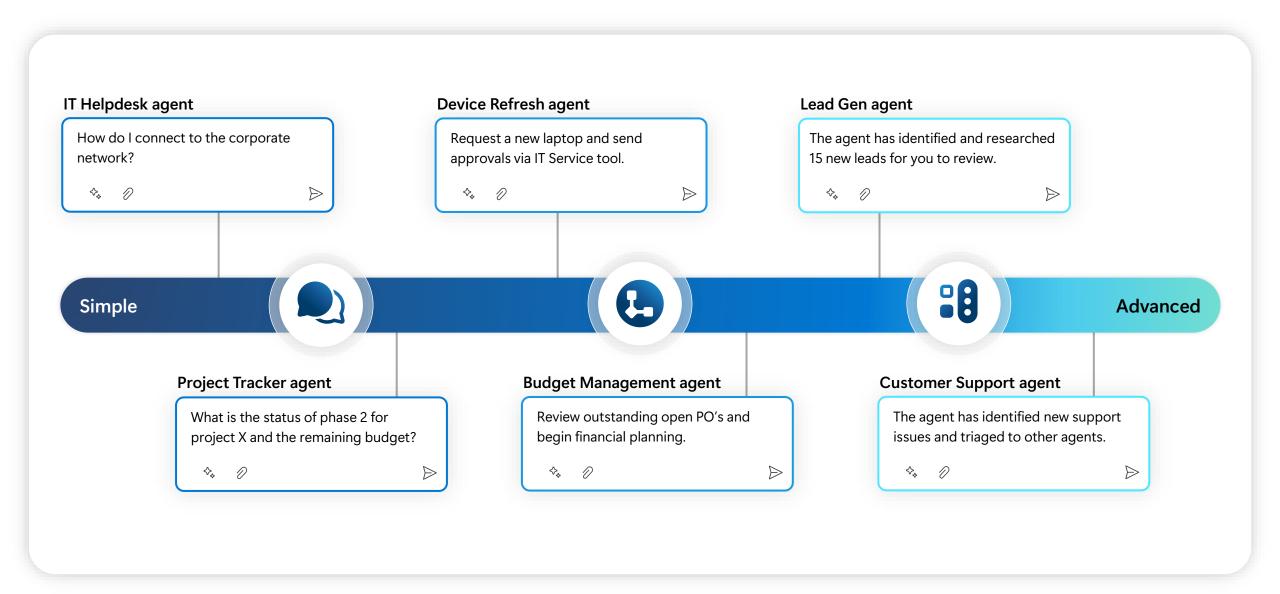
Agents are Al assistants that can help optimize business processes and enhance productivity using large language models and generative Al.



Spectrum of agents



Explore a continuum of solutions



Customer Service

Resolve more customer issues per hour





Sales

Generate more leads and upselling opportunities

Legal
Streamline contract
management





Finance

Expedite processes and reduce manual errors

Copilot Studio solutions for

every function







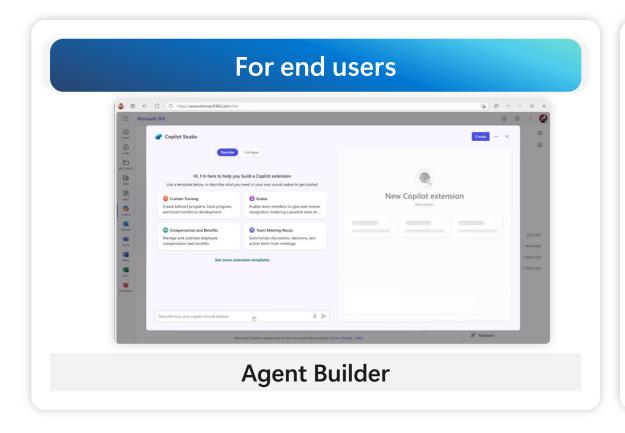
Marketing

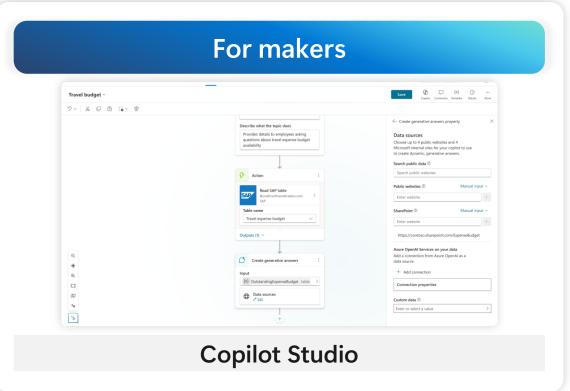
Improve communication channels



Copilot Studio

Copilot Studio is the platform for Al makers.





Users can build and use simple agents in Agent Builder



A

Use a template

Mention (@) an existing agent template to get started

Agent templates:

Writing Coach, Idea Coach, Prompt Coach,
Career Coach, Visual Creator,
Learning Coach

Build your own

Use Agent Builder to start creating your own agents

Agent possibilities:

Onboarding Buddy, Resume Reviewer,
Contract/Legal Review, Research Assistant,
Policy Search

(IT admin enablement required)

Customize your agent

Easily tailor your agent's building blocks to meet your unique business needs in a comprehensive, end-to-end studio

Building blocks



Knowledge

Existing enterprise data in or outside of M365 that you agent can query



Actions

Tasks and processes your agent can perform across LOB services/apps



Logic

Defined conversation paths for your agent to follow when triggered

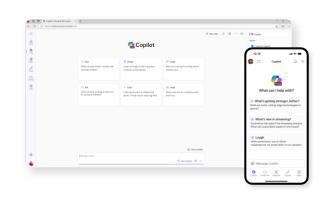


Channels

Where and how your end users engage with your agent

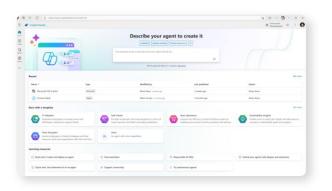


Microsoft 365 Copilot Chat





Free, secure AI chat – powered by GPT 4o and web grounded



Agents

Integrated into the chat experience and paid for on a consumption basis



IT Controls

Enterprise Data Protection and agent management

Secure M365 Copilot + Agents Implementation





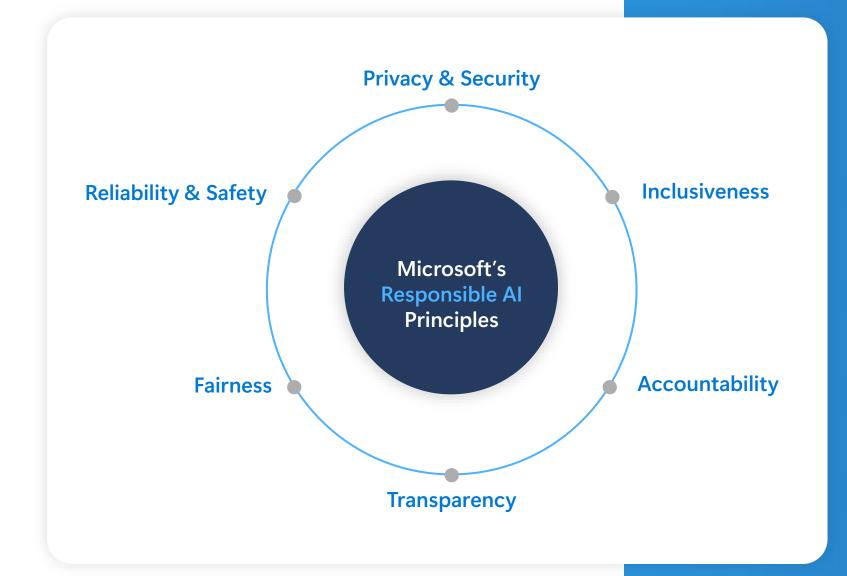
Microsoft Cloud runs on trust

Your data is your data

Your data from any fine-tuning is **not** used to train the foundation AI models

Your data is **protected** by comprehensive enterprise compliance and security controls

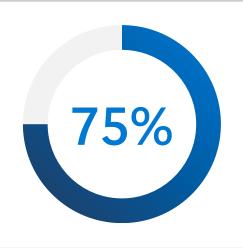
Microsoft's Responsible Al

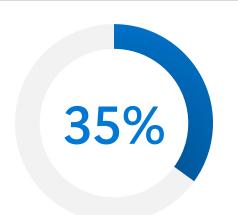


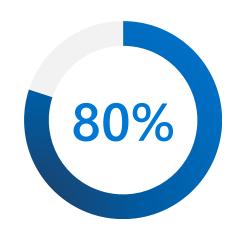
Building blocks to enact principles



Enabling AI productivity while protecting organization data







Al productivity expectations

75% of knowledge workers use AI at work today¹

Lack of controls to protect data shared in Al

35% of respondents are concerned about lack of tools to protect data that goes into generative Al²

Integrated security platform

80% agree that a comprehensive security platform with integrated solutions is superior to using multiple best-of-breed solutions that have to be manually integrated and managed³

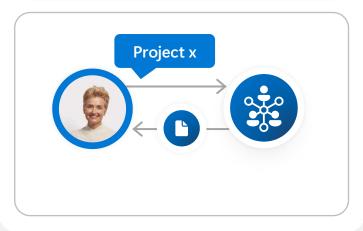
- 1. Work Trend Index, commissioned by Microsoft
- 2. Survey of 658 data security professions, Mar 2023, commissioned by Microsoft
- 3. Data Security Index report, Oct 2023, commissioned by Microsoft

Security and compliance challenges



Data oversharing

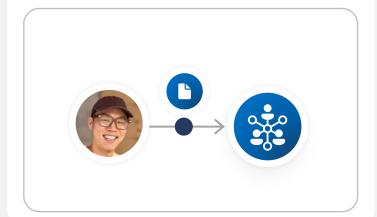
Users may access sensitive data via Al apps they're not authorized to view or edit





Data leak

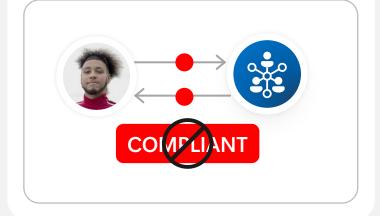
Users may inadvertently leak sensitive data to Al apps



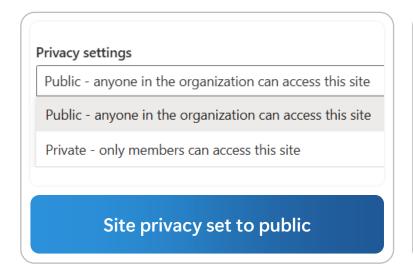


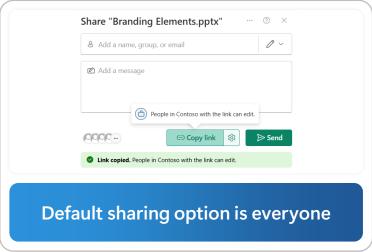
Non-compliance usage

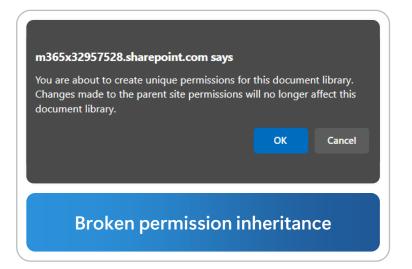
Users use AI apps to generate unethical or other high-risk content

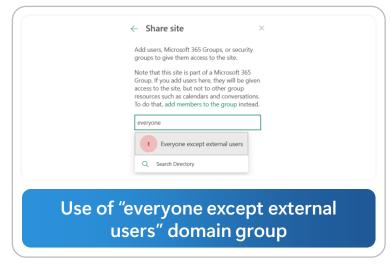


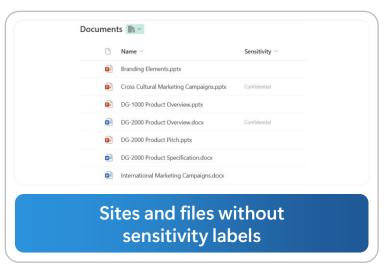
Common causes of Copilot oversharing in SharePoint











Securing Your Copilot Deployment



Copilot is only as secure as the environment around it – these controls ensure it's ready for real-world use.



Revoke Access to Copilot from Noncompliant Devices

Protect Copilot Access at the Device Level

- Block Microsoft 365 Copilot access on unmanaged or noncompliant devices using Intune and Conditional Access.
- Ensures that only secure, trusted devices can interact with Copilot and sensitive content.

Enforce Zero Trust at the Device Layer

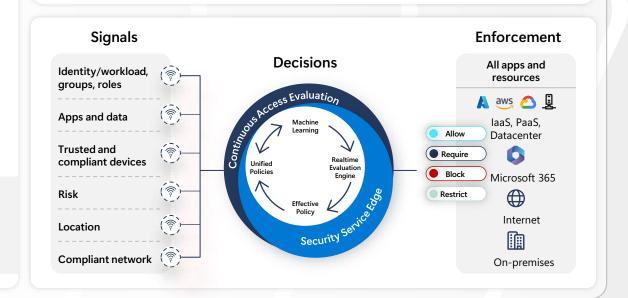
- Prevents Copilot from running on unprotected or outdated devices
- Reduces risk of data leakage or unauthorized access
- Supports a Zero Trust device model



Use device compliance policies to ensure Copilot is only accessible on managed, up-to-date, and secure endpoints.

How to apply:

- 1. In Microsoft Intune, define your device compliance policies
- 2. Go to Microsoft Entra Admin Center > Conditional Access
- 3. Create a policy targeting Copilot users
- 4. Set condition: Require device to be marked as compliant
- 5. Enable and monitor enforcement



Mail Items Accessed

Mail Items Accessed

Mail Items Accesses

Mail Items Accessed

Enable audit logs to track Copilot activity

Microsoft Purview Audit captures Copilot usage across M365 apps, including:

- Prompt usage
- File or content accessed
- User interaction history across Word, Excel, Outlook, Teams, and Copilot Chat

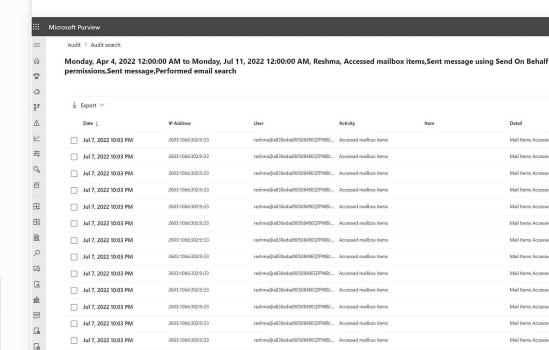
This allows admins to investigate activity, meet compliance needs, and monitor Al usage.

Why It Matters

- Enables visibility into who is using Copilot and what it's accessing
- Helps organizations meet compliance and auditing standards
- Supports incident response, especially for content or data misuse via Copilot

How to apply:

- 1. Go to Microsoft Purview > Audit
- Ensure **Audit logging** is enabled (Standard or Premium tier)
- Search for Copilot activity
- 4. Filter by workload, user, or timeframe
- 5. Run reports regularly or configure alerts as needed



reshma@a830edad9050849EQTPWBJ... Accessed mailbox items

2603:10b6:302:9:33

Jul 7, 2022 10:03 PM

Securing Your Agent Deployment

Apply layered security to protect custom agents



Identity & Access Management

End-user authentication, access controls

Secure who can interact with agents



Monitor & Compliance

Audit logs, activity tracking

Know who accessed agents and when



Data Access & Oversharing

Power Platform DLP, Environment strategy

Control where agents run and how they use connectors



Information Protection

DLP policies, retention rules

Protect agent interactions and data flow

Ensure your agents are only accessible by the right users, with the right policies in place.



Agent management

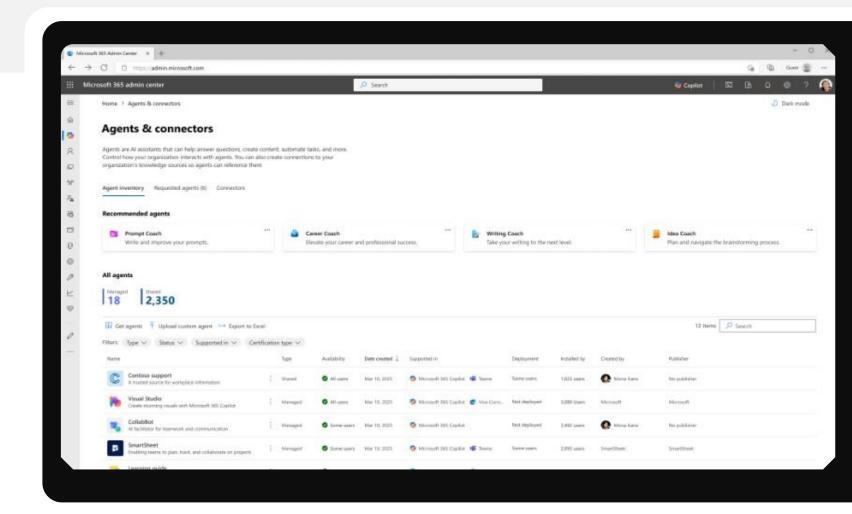
Built for AI admins, designed for scale

Agent Inventory & Metadata: View all agents—store, Microsoft, external, and shared—with rich metadata like capabilities, data sources, and custom actions.

Access Controls: Scope agent availability by user or group, block or delete agents, and manage ownerless agents to ensure continuity.

Lifecycle Management: Transfer ownership, monitor usage, and enforce governance policies across the agent spectrum—from end-user-created to IT-managed agents.

Staged Rollouts: Control agent visibility and deployment pace across the organization.



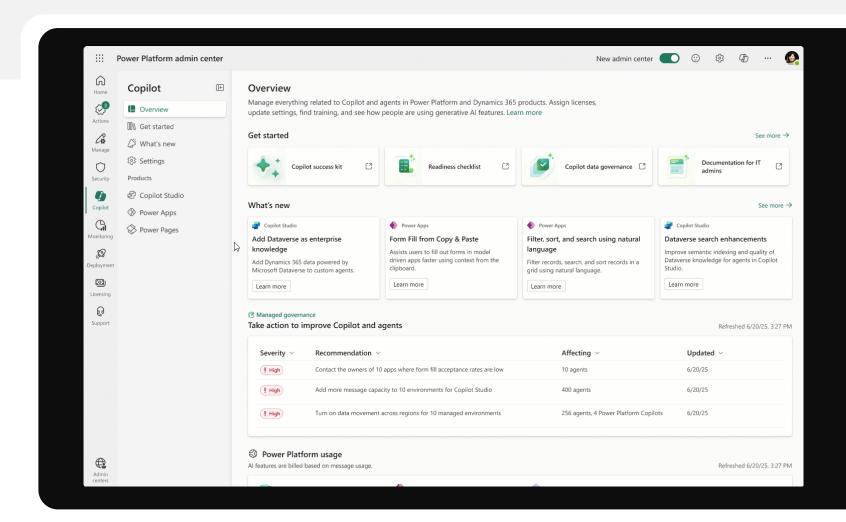
Copilot hub

Command center for scalable, secure agent adoption

Governance Controls: Configure data policies, permissions, and sharing settings to manage risk at scale.

Centralized Visibility: Track agent usage, cost, and adoption trends across your organization.

Innovation Planning: Stay ahead with visibility into upcoming features.



Track Agent Activity with Microsoft Purview Audit Logs

Monitor Agent Interactions

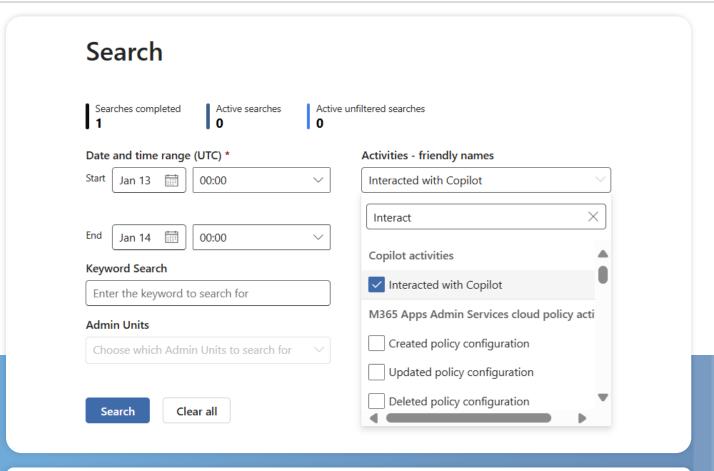
- Tracks agent launches, user interactions, and conversation events
- Helps identify unusual access or usage patterns
- Supports compliance and zero-trust visibility

Applies to:

- Agents deployed in Teams, Power Pages, or custom apps
- Admins with Audit (Standard or Premium) in Microsoft Purview

How to apply:

- 1. Go to Microsoft Purview > Audit
- 2. Enable audit logging (Standard or Premium)
- 3. Search for **Copilot Studio agent events** (e.g., "AgentStarted", "ConversationEnded")
- 4. Export logs or set up scheduled reviews





Auditing is critical for securing production agents and meeting internal compliance or customer commitments

Leverage M365 Copilot **Promos!**

Microsoft 365 Copilot

- 15% off promo
- Annual Term | Annual or Monthly Bill
- New M365 Copilot customers with qualified pre-req SKUs
- Min. 10 seat, max of 2,400 seats
- Duration: 10.1.25 through 12.31.25

Copilot Getting Started promo FAQ

M365 E5 Compliance

- 50% off PUPM for M365 Copilot enabled users
- Must have M365
 Copilot, as well as prereq SKUs
- Prerequisite
 licensing (M365 E3 or O365 E3 and (EMS) E3
- Term | Annual or Monthly Bill
- Duration: 2.1.25 through 2.1.26

E5 Compliance for M365 Copilot Promo FAQ

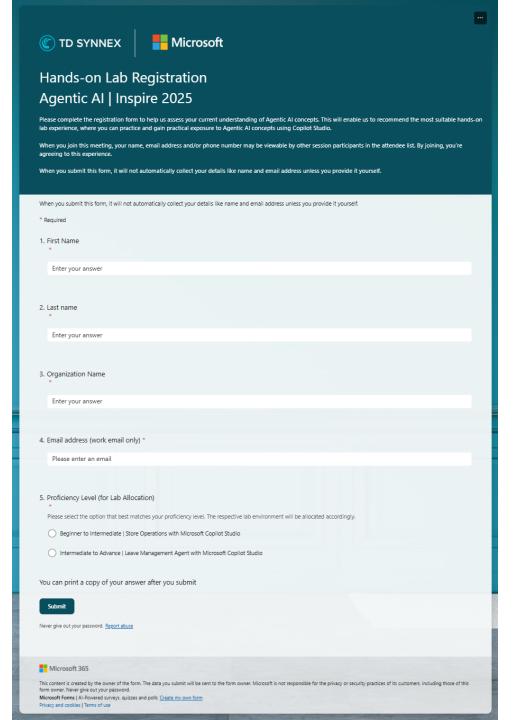




Lab Registration

Registration Link





Before you start the lab



Official Microsoft Copilot Studio
documentation - Microsoft Copilot Studio
| Microsoft Learn



Knowledge sources overview - Microsoft Copilot Studio | Microsoft Learn



Add actions to custom agents - Microsoft
Copilot Studio | Microsoft Learn



Connect and configure an agent for Teams and Microsoft 365 Copilot - Microsoft Copilot Studio | Microsoft Learn



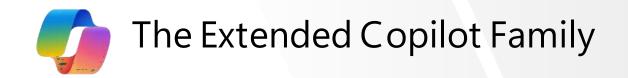


Thank you





Resources





Copilot

Power Platform



D365



M365



Security



Window



Bing



GitHub

OpenAl



Azure OpenAl Service



Cognitive Services

	Not available in CSP For Individuals		For Organizations	
	Copilot	Copilot Pro	Copilot	Copilot for Microsoft 365
	Free	\$20	Free	\$30
Foundational Capabilities				
Web Grounding	•		•	
Commercial Data Protection				
Priority Model Access				
Copilot in Outlook, Word, Excel, PowerPoint, and OneNote				
Copilot in Teams				
Microsoft Graph Grounding				
Enterprise-Grade Data Protection				
Customization		Copilot GPT Builder		Copilot Studio

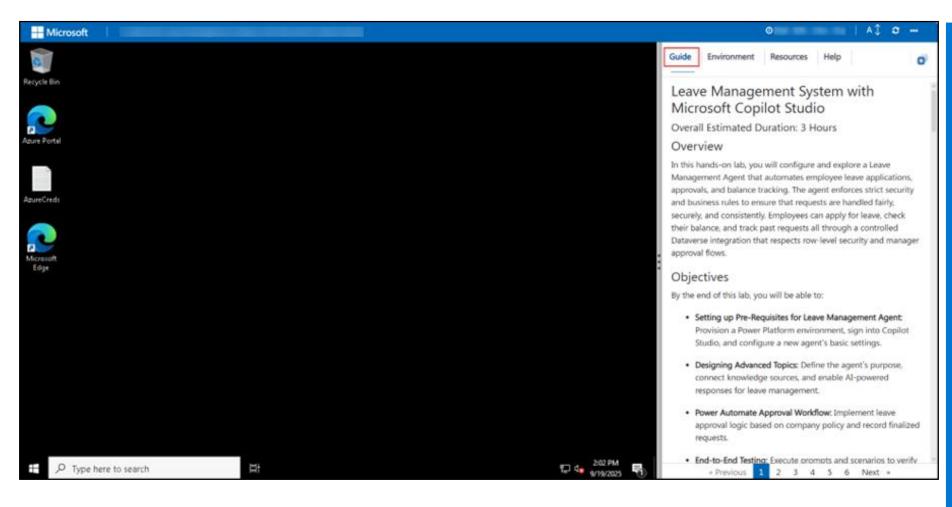
		Included A Included — Metered	Microsoft 365 Copilot Chat Free + Consumption	Microsoft 365 Copilot \$30 pupm
Chat	Copilot Chat – Web grounded (powered by GPT-40)		•	•
	Copilot Chat – Work grounded (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)			•
	Copilot Pages		•	•
	File upload ¹		•	
	Code Interpreter ¹		•	•
	Image generation ¹	•	•	
Agents ²	Create agents using Copilot Studio ³ , agent builder, and SharePoint		•	•
	Discover and pin agents		•	
	Use agents grounded in Web data	•	•	
	Use agents grounded in work data, including SharePoint agents (work data in your tenant's Microsoft Graph and 3rd party data via Graph connectors)		A	•
	Use agents that act independently using autonomous actions			
Personal assistant	Copilot reasons over personal work data (e.g. Outlook, OneDrive, Teams meeting transcripts and chats)			•
	Copilot in Teams (Copilot in Meetings and Meeting Recap, insights from screen-shared content coming soon)			•
	Copilot in Outlook (Prioritize my inbox, schedule focus time and 1:1 meetings, draft ager			
	Copilot in Word (Suggestions for structure, flow, and tone, draft and summarize documents)			
	Copilot in Excel (Python, getting started experience, create formulas and visualizations using natural language)			
	Copilot in PowerPoint (Narrative builder, presentation translation, generate slides or images aligned to company branding)			
	Copilot Actions			In preview
	Pre-built M365 agents (Interpreter, Facilitator, Project Manager, Employee Self-Service)			In preview
Copilot Control System	Enterprise Data Protection (EDP)		•	•
	IT management controls		•	•
	Agent management		•	
	SharePoint Advanced Management			•
	Copilot Analytics to measure usage and adoption ⁴			•
	Pre-built reports and advanced analytics to measure ROI			•





Lab Overview

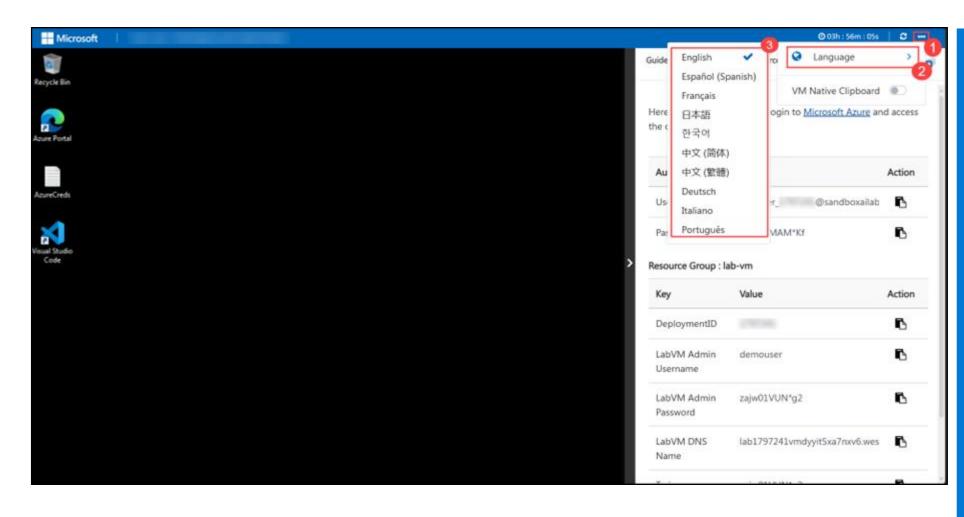
Lab Instructions (1/4)



Steps:

- Upon launching your guided lab environment, a Virtual machine will appear on the left and the lab guide will appear on the right.
- The lab will be active for 3
 hours from the time of launch.
 Please complete the lab within
 this duration, as the lab
 environment will be
 automatically deleted once
 the time expires.
- Throughout the lab, follow the instructions provided in the lab guide.

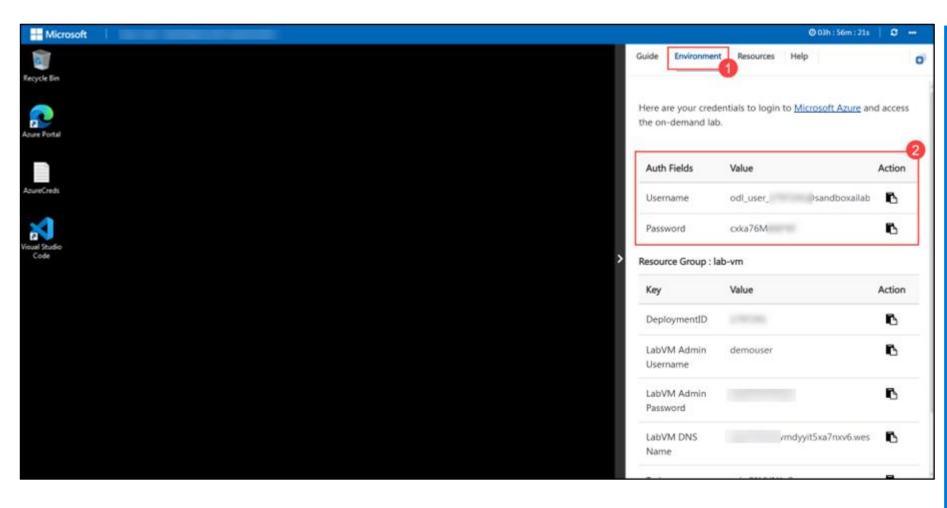
Lab Instructions (2/4)



Steps:

 To change the language to your preferred one, click on the ellipse (1) button, select Language (2), and choose your desired language from the list (3)., follow the instructions provided in the lab guide.

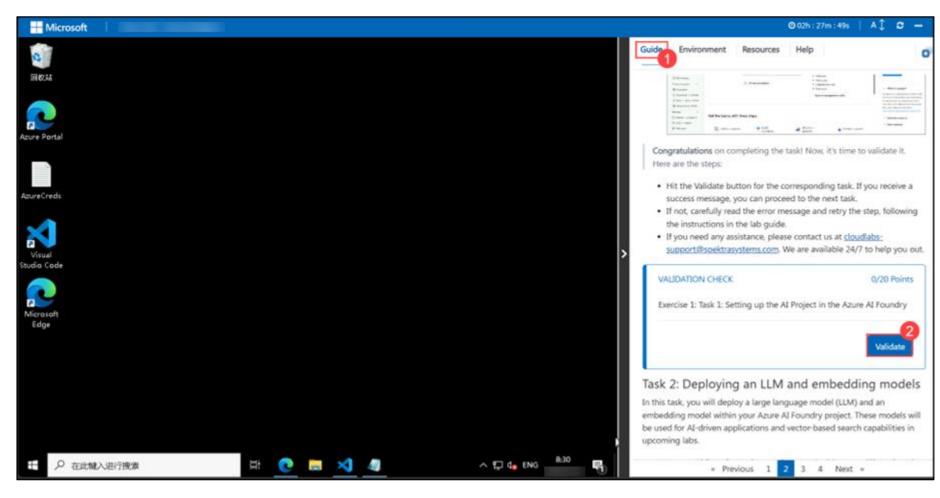
Lab Instructions (3/4)



Steps:

- Select the **Environment (1)** tab.
- Login to the Azure portal using the Username and Password(2) provided in the Environment tab.

Lab Instructions (4/4)



Steps:

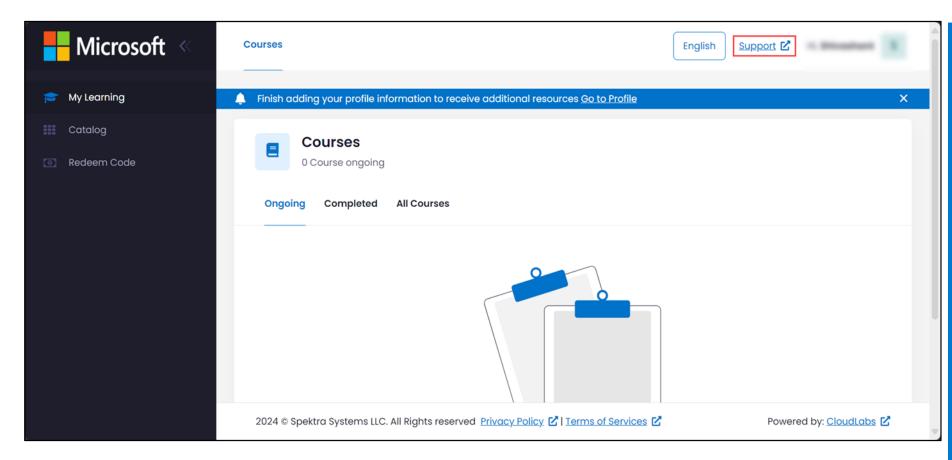
- While following the instructions, you will come across validation steps to confirm the actions you've performed.
- Please click the Validate button at these points. If the validation is successful, proceed to the next step. If it fails, review what may have been missed, correct it, and try validating again.
- Validations are mandatory, as each successful validation contributes to your overall earned points.





Support Links

Support Information



Steps:

- Click on the Support icon after signing in successfully for any concerns or queries.
- Contact Support in case of additional queries or concerns cloudlabssupport@spektrasystems.co m.

Quick Tips

Copy-Paste Issue:

- If copy paste doesn't work from lab guide to the Virtual Machine (VM), please try the workaround given on below URL.
- Copy Paste | CloudLabs Documentation

RDP over HTTP Issue:

- In case of RDP over HTTP is not working and you are not able to access the virtual machine please refer the below URL
- RDP: Known Functionality Issues | CloudLabs Documentation

Add Safe Sender:

 Intermittently, emails sent from CloudLabs Support are received into junk/Spam folders, please refer below URL on how to resolve this issue. Add Safe Sender | CloudLabs Documentation

Knowledge











Add your public and enterprise data sources using agent connectors.

8

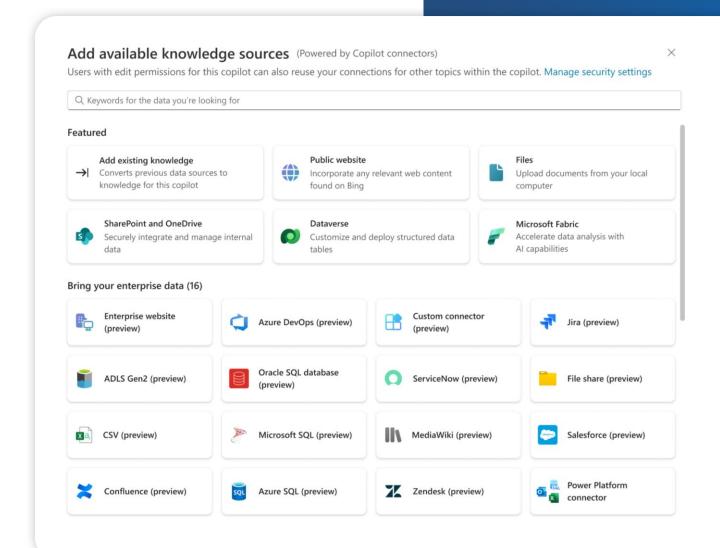
Your agent will be able to dynamically generate multi-turn answers in real time using your enterprise data.

Allows you to create an immediately useful agent.



Supported data sources include:

- Public websites
- Dataverse
- File uploads
- SharePoint/OneDrive
- Microsoft Fabric (coming soon)
- Microsoft Graph



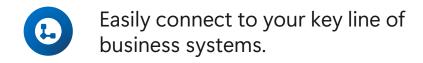
Actions

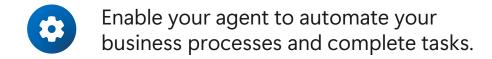






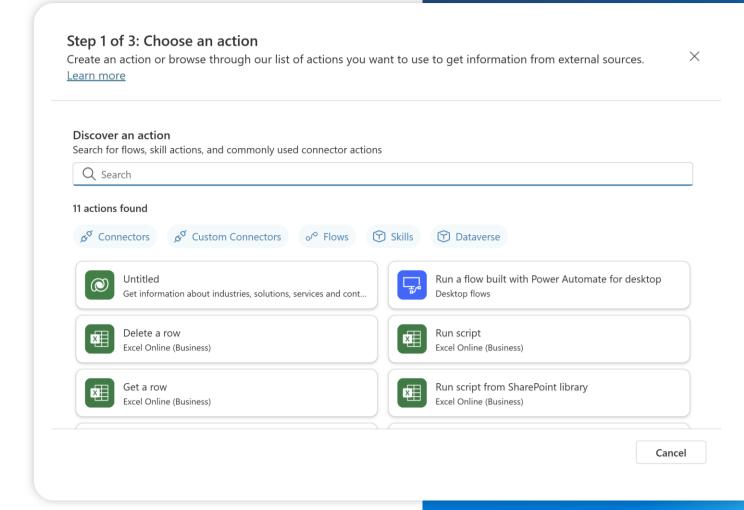






Tell your agent when to execute an action by adding autonomous triggers.

Types of actions	
Prebuilt connectors	Choose from 1400+ prebuilt Power Platform connectors to popular data sources and apps
Custom connectors	Create a custom connector for any publicly available API
Flows	Bring in automated workflows built using Power Automate
Prompts	Provide custom instructions to the GPT model using Al Builder
Skills	Add a bot built using Azure Bot Framework as a skill

















































Logic





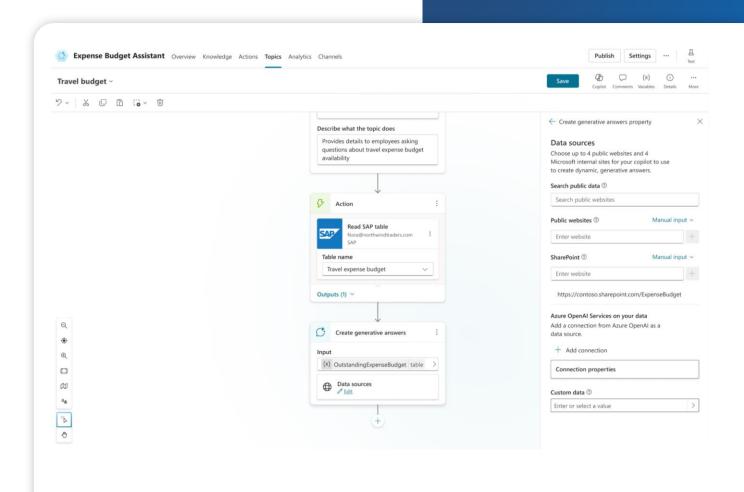






Have complete control over critical scenarios by designing specific step-by step topics.

- select the most appropriate action or topic to respond to a user using generative Al.
- Easily mix and manage both generative and custom dialog in one system.
- Connect to your contact center so your agent can escalate and hand off the conversation with full context to a live human agent.



The end-to-end agent conversation









STAGE 1

Authored Topics

Organizations control their critical topics by designing their own specific processes and workflows.

STAGE 2

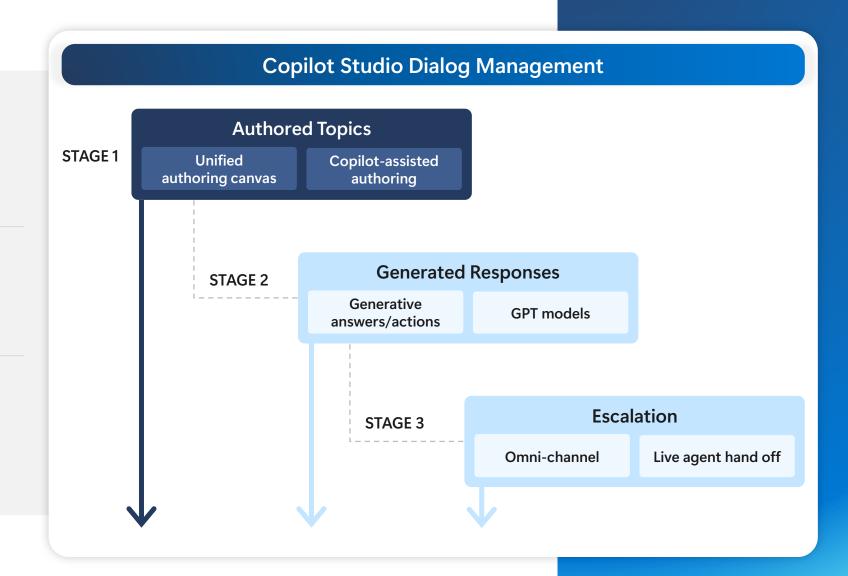
Generated Responses

Generative Al answers queries at scale that may be duplicative or less complex.

STAGE 3

Escalation

If the agent can't handle the conversation, it will escalate to a human agent.



^{*} Will only move to next stage(s) if necessary

Channels

5





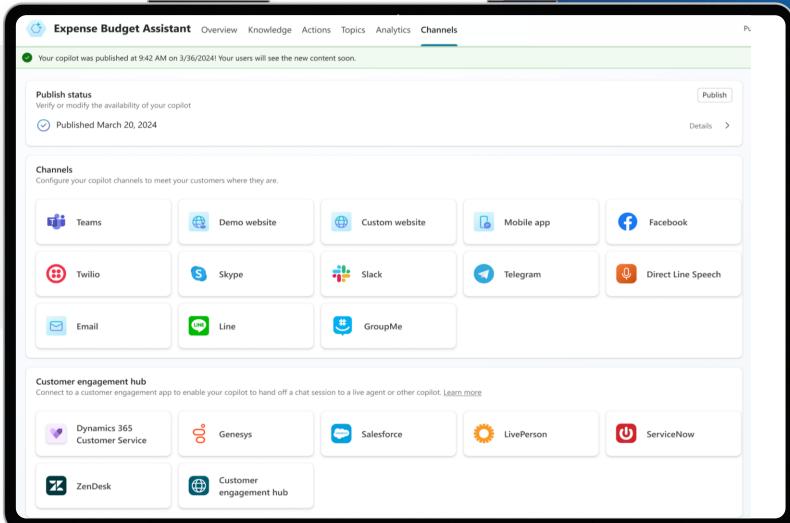


Publish and deploy to your channels of choice with a single click.

Add your agent to a custom app built with Power Apps or a custom website built with Power Pages.

You can access even more channels through ISVs, including:





Autonomous agents

Handle variability and complexity at infinite scale

Independently begins work based on autonomous triggers

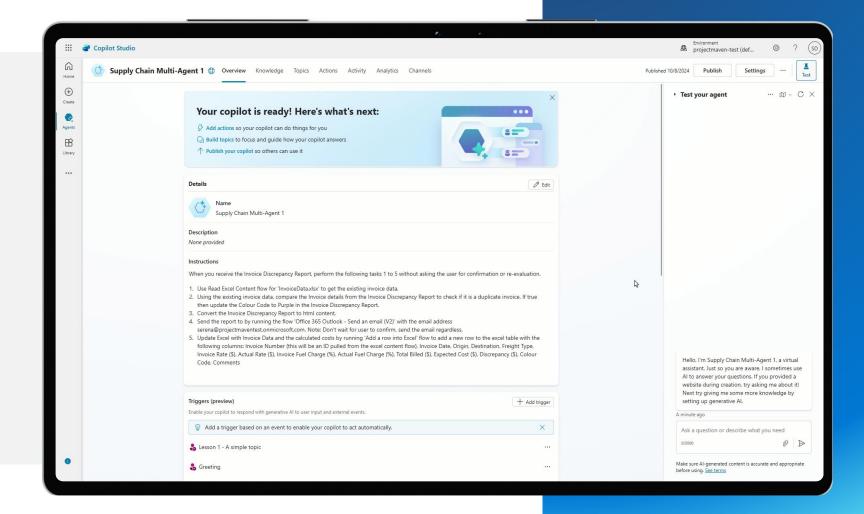
Automates long running processes

Dynamically **reasons** over its capabilities

Learns and improves

Follows human guard rails and asks for help

Orchestrate other agents



Use agents in Copilot Chat or Copilot Studio

Copilot Chat

Free and secure web grounded AI chat

IT controls

Agents (paid on consumptive basis)

Copilot Studio

Agents (paid on consumptive basis)

Secure and govern Copilot with Microsoft Security





Foundational

Microsoft 365 Copilot

- + Business Basic
- + Business Standard

Multi-factor Authentication
Audit logging
Search and export
Retention or deletion policies
Restricted SharePoint Search



Core

Microsoft 365 Copilot

- + Business Premium
- + Microsoft 365 E3
- + SharePoint Advanced Management

Conditional Access
Manual sensitivity labels
Data loss prevention policies
Advanced SharePoint sitewide access
controls and reporting
Search, export, eDiscovery case
management, and legal hold



Best-in-class

Microsoft 365 Copilot

- + Microsoft 365 E5
- + SharePoint Advanced Management

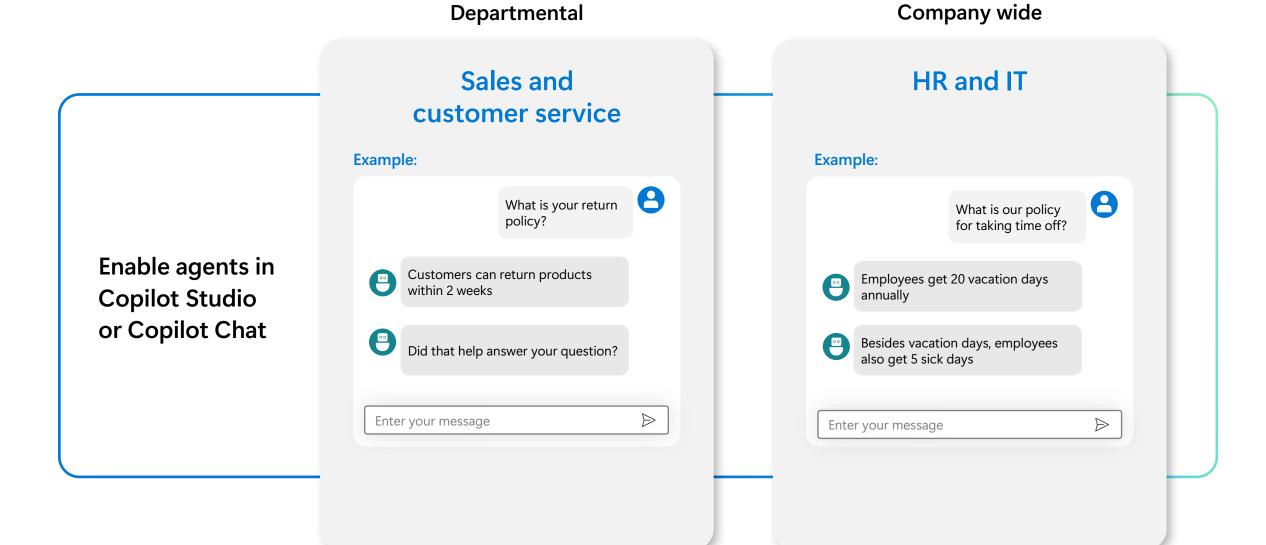
Conditional Access based on identity risk Automatically apply sensitivity labels Automatically remove inactive content Prevent data leak on endpoint devices Detect non-compliant usage





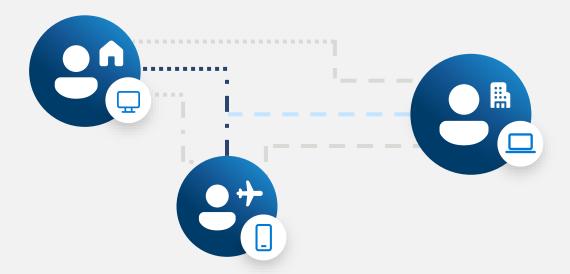
Customer use cases

Key CSP agent use cases



Customer service

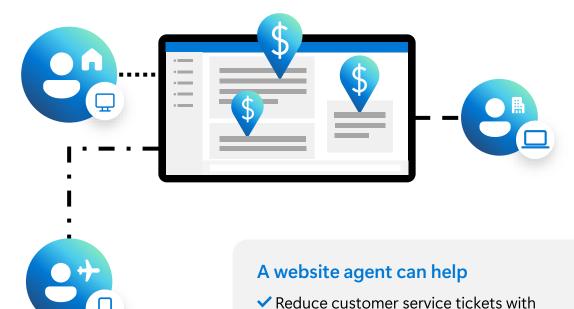
Northwind Traders struggled to manage the high volume of customer service cases with only two representatives. Many inquiries required searching for information or placing orders, which slowed down response times and reduced customer satisfaction.



Solution

Website customer service agent

By implementing a customer service agent using Copilot Studio on their website, they reduced their customer service cases by 50%. The agent handled routine inquiries, placed orders, returns and provided product information, allowing human agents to focus on complex issues. This improvement decreased response times and enhanced customer satisfaction.



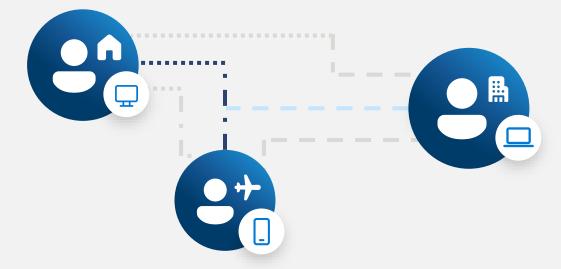
50%

satisfaction

✓ Help drive sales conversion and customer

Customer service

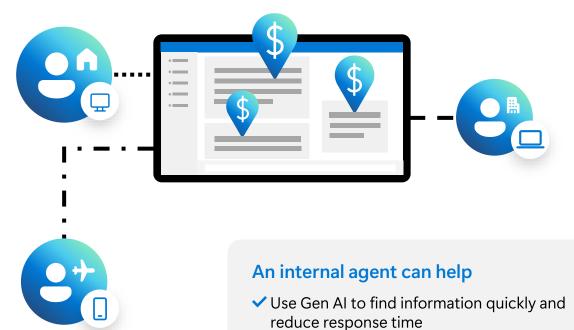
Northwind Traders struggled to manage the high volume of customer service cases with only two representatives. Majority of tickets required the reps to look up information about previous customer service history, products, services and processes. Finding this information consumed valuable time and slowed down response times. This led to longer wait times for customers and reduced overall customer satisfaction.



Solution

Internal customer service agent

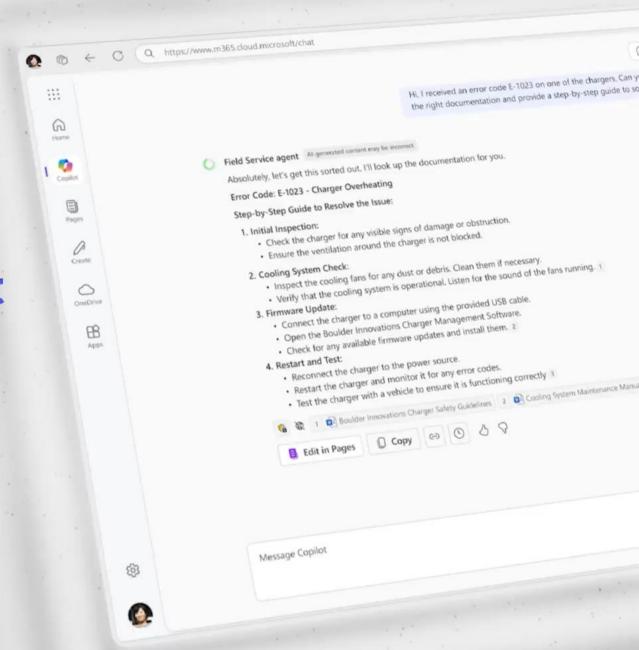
Northwind Traders implemented an internal customer service agent using Copilot Studio. This agent, powered by Gen Al, acted as an assistant to help the customer service reps quickly find information and support in resolving complex cases, such as error codes or product faults they had never seen before. As a result, the average time spent per case was reduced by 40%, significantly enhancing customer satisfaction.



✓ Improve customer satisfaction

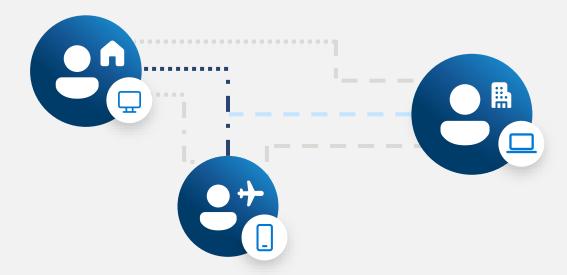
Microsoft 365 Copilot Chat

Customer service agent



Seller productivity

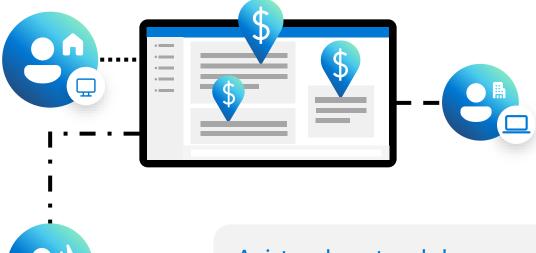
Northwind Traders' sales team faced the challenge of spending excessive time searching for information across various sources, including CRM and LinkedIn. This time-consuming process reduces their ability to build trust with customers and hampers productivity.



Solution

Internal sales agent

Northwind Traders implemented a Sales Agent that creates enriched customer profiles using CRM data to help sellers prepare for customer meetings, and access actionable insights quickly right in Copilot Chat. Additionally, it can find product information and help sellers answer questions during customer interactions, enhancing the overall customer experience and sales results.



An internal agent can help

- Use Gen AI to reason over information about product, processes and customers from CRM.
- Help increase seller productivity and support revenue growth.

Microsoft 365 Copilot Chat Sales agent





Graph the data quickly

Create a pie chart showing the market share of smartphones in the United States

Interview warning signs

What are some red flags to watch out for during an interview?

Show me the result

Execute and explain this code...

Going on holiday?

entall responses to use while I'm on vacation from [Dec. 15-27]

Write same funny Out of Office

Code a binary search in

Write a Python script to perfor

. Stand out on socials

What are some tips for vi

great Linkedin post?

(B) python

binary search

Message Copilot

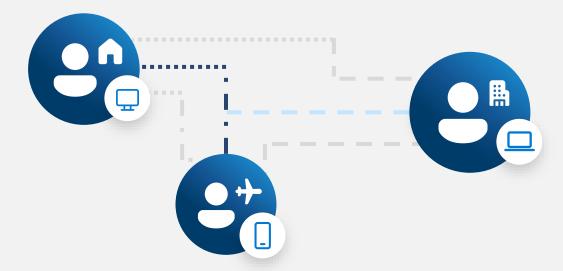




HR requests

Northwind Traders has one HR representative that receives the same types of questions from various employees on a weekly basis, and the HR tasks that employees are looking to do are centered on a few key areas like registering time off or sick days.

All the time spent registering, approving routine tasks and searching for information could be spent on more complex HR cases.

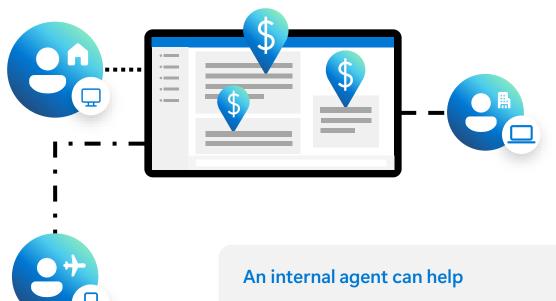


Solution

Internal HR agent

With agents in Copilot Studio, Northwind Traders implemented a HR agent.

Now, employees can easily ask the agent to help register vacation or sick days, that automatically routes to a manager for approval, without any need for HR to register the request manually. The agent can also reason over the company's HR information to help answer routine questions.



- Help employees find answers to questions without involvement from the HR rep
- ✓ Help enable employee self serve