

# COURSE OVERVIEW

## Course name

(MS-4009) Extend Microsoft 365 Copilot with Copilot Studio actions and connectors



**DURATION: 1 Day**

### Gauteng

3rd Floor, 34 Whiteley Road,  
Melrose Arch  
Johannesburg 2196

### Gauteng

192 on Bram  
192 Bram Fischer Drive Ferndale,  
Randburg Johannesburg 2160

### Cape Town

1st floor, TBE, 3 Bridgeway  
Bridgeway Precinct,  
Century City 7411

### Durban

9 Mountview Close Broadlands  
Mount Edgecombe  
Durban  
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## COURSE OVERVIEW

Learn how to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft 365 Copilot with external data, tailored conversations, automated flows, and custom prompts.

## COURSE OBJECTIVES

By the end of this course, you will be able to:

- Understand Microsoft 365 extensibility
- Understand Copilot Studio Actions
- Create prompt actions for Microsoft 365 Copilot in Copilot Studio
- Create connector actions for Microsoft 365 Copilot in Copilot Studio
- Create conversational actions for Microsoft 365 Copilot in Copilot Studio

## AUDIENCE

This course is designed for pro-code or low/no-code developers and helps you chart your path to extending and customising Build connectors and plugins for Microsoft 365 Copilot.

## PREREQUISITES

None

## CONTENT

### Module 1: Microsoft 365 Copilot extensibility fundamentals

- What is Copilot extensibility?
- What are agents?
- What are declarative agents?
- What are custom engine agents?
- Add knowledge with graph connectors
- Add skills with plugins

### Module 2: Introduction to Copilot Studio actions

- Copilot Studio actions user experience
- Types of Copilot Studio actions
- Develop Copilot Studio actions
- Test and publish Copilot Studio actions

### Module 3: Create prompt actions for Microsoft 365 Copilot in Copilot Studio

- What are prompt actions?
- Create a prompt action

### Module 4: Create connector actions for Microsoft 365 Copilot in Copilot Studio

- What are connector actions?
- Create connector actions

### Module 5: Create conversational actions for Microsoft 365 Copilot in Copilot Studio

- Explore conversational actions
- Create a conversational action
- Build a topic for conversational action
- Publish and test a conversational action

## DELIVERY METHOD

Our courses offer flexible delivery options:

- In-person classroom training at Impactful facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally: On-site at the client