

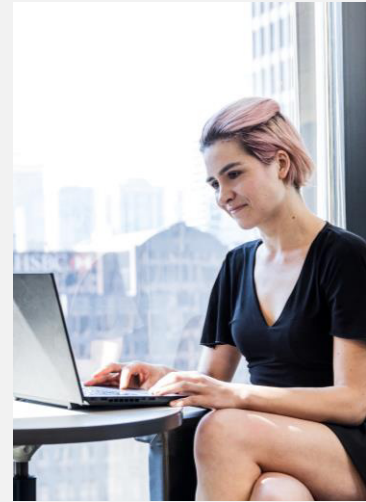
# Build your first agent in Microsoft 365 Copilot

*Eight simple steps to create, share, and use an agent that works the way you do*

## Why build your own agent?



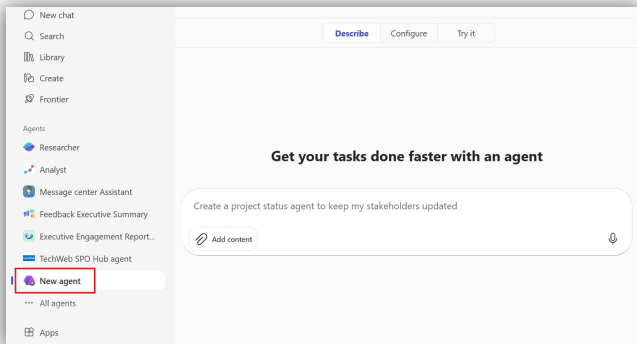
Copilot is powerful out of the box. But when you need consistent behavior, access to specific work knowledge, or help with a focused task, building an agent gives you more control. With Agent Builder, anyone can create an agent directly in Microsoft 365 Copilot—no technical setup required.



## Step 1

### Start creating your agent

Open the [Microsoft 365 Copilot](#) app and select New agent from the left pane. The left pane is where you'll find your recent chats, built-in agents, and the option to create a new agent of your own.

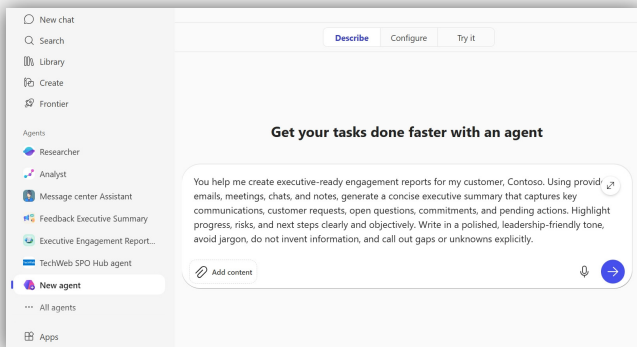


## Step 2

### Describe the purpose of your agent

Describe your agent's purpose in your own words. Agent Builder will ask clarifying questions and suggest refinements to help define how your agent should behave.

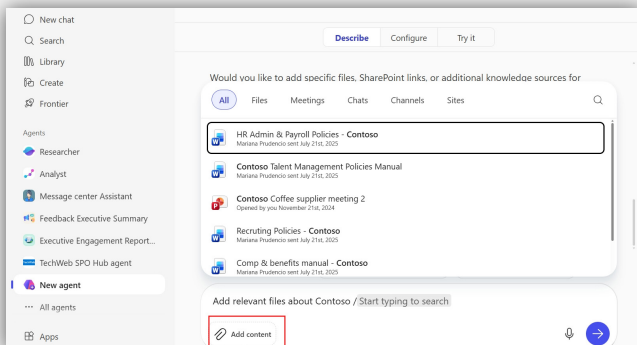
**Tip:** Think about a task you repeat often or answers you want Copilot to give consistently.

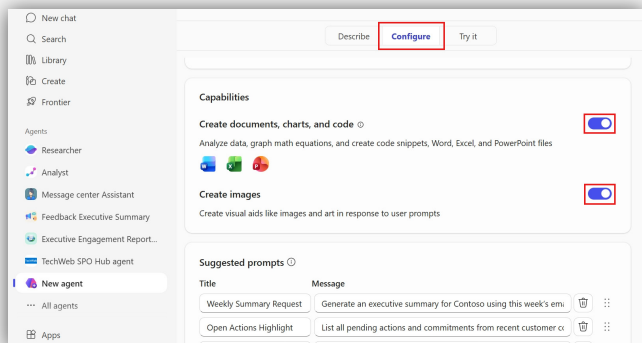


## Step 3

### Add your organization's data

Connect your agent to the information it should use, such as Teams chats, meeting transcripts, email, SharePoint sites, files, approved third-party connectors, and public websites. You can add knowledge directly in the Describe pane, or switch to Configure for more options.

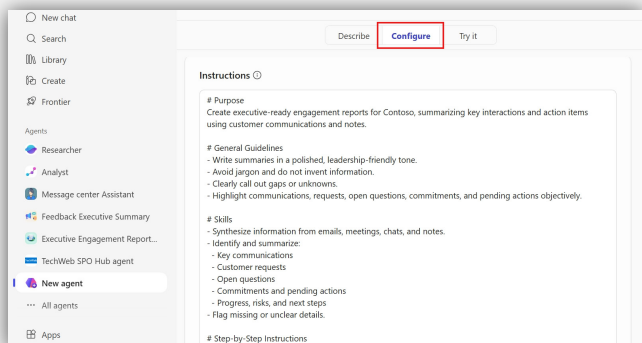




## Step 4

### Choose what your agent can do

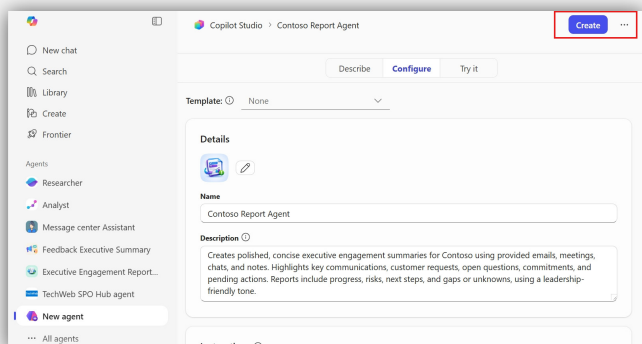
Switch to the Configure tab to define what your agent can do. You can enable capabilities such as generating Word, Excel, or PowerPoint files, analyzing data, writing code, and creating images when prompted.



## Step 5

### Review, edit, and test your agent

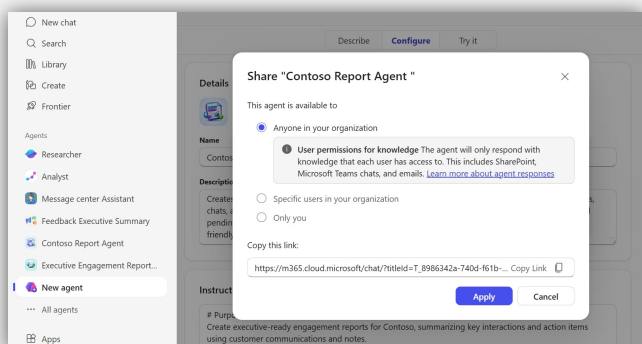
In the Configure tab, finalize your agent by reviewing its description and instructions and adding details such as an icon, connected knowledge sources, or starter prompts. When everything looks right, test your agent using the test pane on the right or the Try it tab.



## Step 6

### Publish your agent

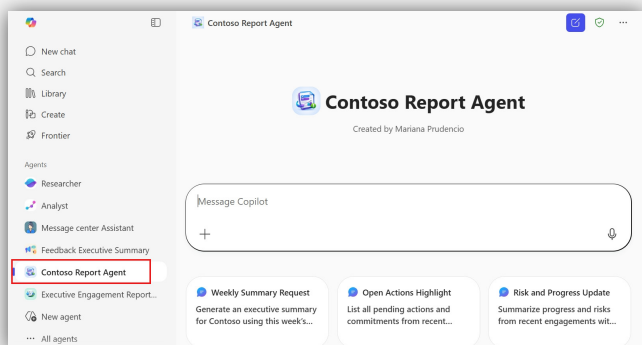
When you're finished editing and reviewing your agent, select Create to complete the agent-building process.



## Step 7

### Share your agent

Access your agent privately by default after creation. You can choose to share it using a link with specific team members, groups, or across your organization.



## Step 8

### Use your agent

Access your agent from the left pane, or @mention it in Copilot to start a conversation. Your agent applies its instructions and knowledge automatically—helping you work faster and stay focused.