



Build along: Copilot agent builder

Thursday, 11th June 2026

10:00am - 11:00am

Teams webinar

Join **CodeC & Microsoft** for a guided, hands-on workshop where we'll build a working **Copilot agent** together - live in Microsoft 365 Copilot Chat.

This practical session **requires no coding experience** and is designed to help you quickly understand how agents can be used across your organisation. By the end, you'll have a deployable agent and a clear framework to create more.



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What we'll build

- A custom agent tailored to a real business scenario
- Grounded with knowledge sources (SharePoint, web, internal files)
- Configured with custom instructions and conversation starters
- Tested and ready to use within Copilot Chat

Who's it for?

- Teams looking to streamline internal or customer facing workflows
- Operations, IT, and compliance teams exploring AI adoption
- Business users interested in building Copilot agents - no technical background required

Session flow

1

Define

Set the agent's purpose, role, tone and boundaries

2

Ground

Connect knowledge sources such as Sharepoint, documents & URLs

3

Refine

Add prompts and fine-tune instructions for accuracy

4

Test & share

Validate outputs and prepare your agent for internal use

Prerequisites

- **Microsoft 365 Copilot Chat (free)**
- Laptop with a modern browser (Edge or Chrome)
- A business use case in mind

You'll walk away with

- A working Copilot agent ready to use
- A clear understanding of Agent Builder capabilities & guardrails
- A repeatable approach to build agents for other use cases