

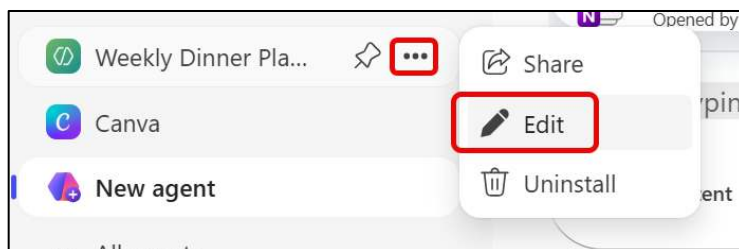
DESIGNING YOUR AGENT:



	Description
Name	The name of your agent. Use something that's descriptive and unique. Character limit of 30 characters.
Icon	<p>You can use AI to generate an icon, choose an icon from the icon library, or manually upload an image to represent your agent and give it a unique personality. To update the icon for your agent, select the pencil icon and choose Generate, Browse, or Upload to add a new icon.</p> <p>If you upload an icon, a PNG file with a transparent background works best.</p> <p>Supported file type: PNG Color icon resolution limit: 192x192 pixels File size limit: 1 MB</p>
Description	The description helps the Large Language Model (LLM) identify and use your agent for a specific task or situation. Character limit of 1,000 characters.
Instructions	Specific instructions to the LLM that you want to use to extend the capabilities of Microsoft 365 Copilot. They direct the behavior of the agent, including its tasks and how it completes them. Character limit of 8,000 characters.
Knowledge	You can specify up to 20 knowledge sources or Copilot connectors. At this point you cannot add files from your computer, just websites but you can add them after you Create your bot.
Capabilities	You can enhance the user experience of your declarative agent by adding capabilities. For example, Image Generator creates images.
Starter Prompts	Starter prompts help other users understand commonly supported scenarios by your agent. Each starter prompt comes with a name and description. There's no minimum number of starter prompts.

When you are creating your agent, you can use the “**Wizard**” by clicking on **Description** and following the prompts from the Agent creator. If you would like to make your agent more successful you can follow the steps here instead.

You can always Edit your agent:



STEPS FOR CREATING AGENTS:

1

Go to **Copilot** and start a **New Chat**.

2

Prompt Copilot to create the description for your agent. Tell it what you would like your agent to achieve. End with "**Please help me create the description, instructions, and starter prompts to create my own Copilot agent.**"

3

Copy the answer from Copilot into **Pages** (or **MSWord**) and edit it to your liking then copy the **Description section** (Ctrl + C). Create a new tab for this as once you start your agent you have to stay in that tab.

4

In Copilot click on **Create Agent** or **New Agent**.

5

Click on **Configure**. Name your agent and choose an icon for it.

6

Paste your **Description** in the space provided (Ctrl + V).

7

Return to where you saved your description and copy the **Instruction** section. Paste it in the space provided.

8

In the **Knowledge** section add any websites you would like your agent to use. If you would like to add files from your computer, click on **Describe** at the top, then on the paper clip. When you are finished, click on **Configure** to return to making your agent.

9

Add **Starter Prompts**. If you created them in your prompt at the beginning, you can copy the titles in the title spots and then paste the prompts in.

10

Test your agent- it shows up on the right side of the screen or you may see a Test or Preview button. Then you can go in and make changes to make your agent work better.

✓

Click on **Publish** and now your agent will show up on your list on the left.