

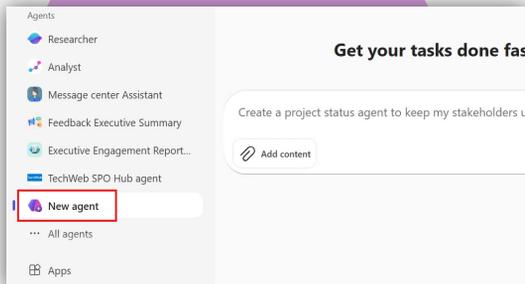
# Build your first agent with Agent Builder

Five simple steps to create, share, and use an agent right in Microsoft 365 Copilot

## Step 1

### Start creating your agent

Open the [Microsoft 365 Copilot](#) app and click "New agent" in the menu on the left. This is also where you'll find your recent chats, built-in agents, and any agent you've created, making it easy to jump right in.



## Step 2

### Describe your agent's purpose

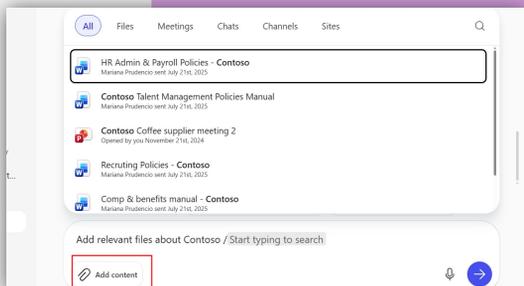
Describe what you want your agent to do in our own words.

Agent Builder will walk you through a few simple questions and offer helpful suggestions to shape how your agent should work.

#### Get your tasks done faster with an agent

You help me create executive-ready engagement reports for my customer, Contoso. Using provided emails, meetings, chats, and notes, generate a concise executive summary that captures key communications, customer requests, open questions, commitments, and pending actions. Highlight progress, risks, and next steps clearly and objectively. Write in a polished, leadership-friendly tone, avoid jargon, do not invent information, and call out gaps or unknowns explicitly.

Add content



## Step 3

### Add your organization's data

Connect your agent to the information it needs, like Teams chats, meeting transcripts, email, SharePoint sites, files, approved third-party connectors, or even public websites so it has the right context to help you.

## Step 4

### Configure, refine, and test your agent

Define what your agent can do in the "Configure" tab, like creating documents, analyzing data, writing code, or generating images. Update its details and connected knowledge, then test it to be sure everything works smoothly.

Describe **Configure** Try it

#### Capabilities

##### Create documents, charts, and code

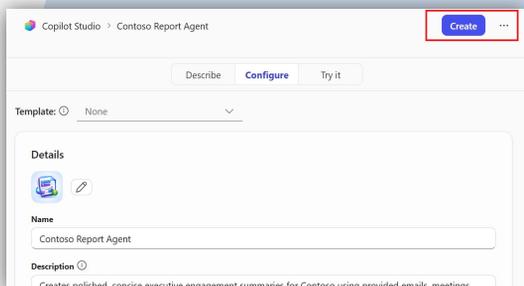
Analyze data, graph math equations, and create code snippets, Word, Excel, and PowerPoint files



##### Create images

Create visual aids like images and art in response to user prompts

#### Suggested prompts



## Step 5

### Publish, share, and start using your agent

Publish your agent by selecting "Create". You can share it with specific people, groups, or your whole organization, or keep it private. Access it anytime from left menu or by mentioning it in Copilot.