



**Microsoft 365**  
COMMUNITY CONFERENCE

# A New Way of Building! Child Agents, Instructions, and Descriptions

Dewain Robinson – Principal Project Manager – Power Virtual Agents and AI  
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# Whoa

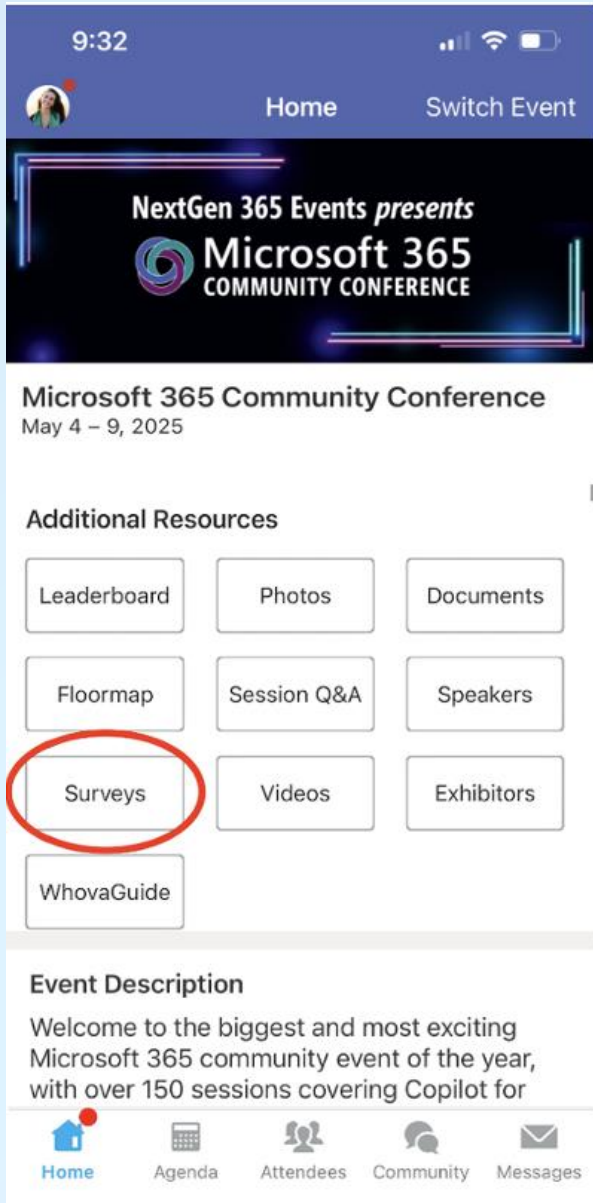


The official event app for the  
**Microsoft 365 Community Conference**

**Event invitation code: Orlando2026**

**Join the event app to access:**

- ➔ Event announcements
- ➔ Personalized agenda, session details
- ➔ Speaker & attendee profiles
- ➔ Networking, meet-ups, messages
- ➔ Event documents



# Session feedback surveys

We want to hear from YOU!

Share your feedback to make next years conference even better!

Here's how –

- Simply go to the Whova App on your smartphone.
- Scroll down on the M365 Community Conference Homepage to 'Additional Resources' to click "Surveys".
- Click Session Feedback.
- Scroll down to find this session title.
- Complete the session feedback survey.
- Finally, click 'Submit'.

It's just that easy!



**Dewain Robinson**

Principal Solution Architect - CAT  
Copilot Studio Dude



**Grant Geiszler**

Project Manager – Power Virtual  
Agents and AI  
[/grant-geiszler](#)

# Generative orchestration

Let your agent use AI to choose the best tools, knowledge, topics, and other agents to respond to queries or triggers

Handle variable, multi-step and conversational scenarios by dynamically adapting to user input and context

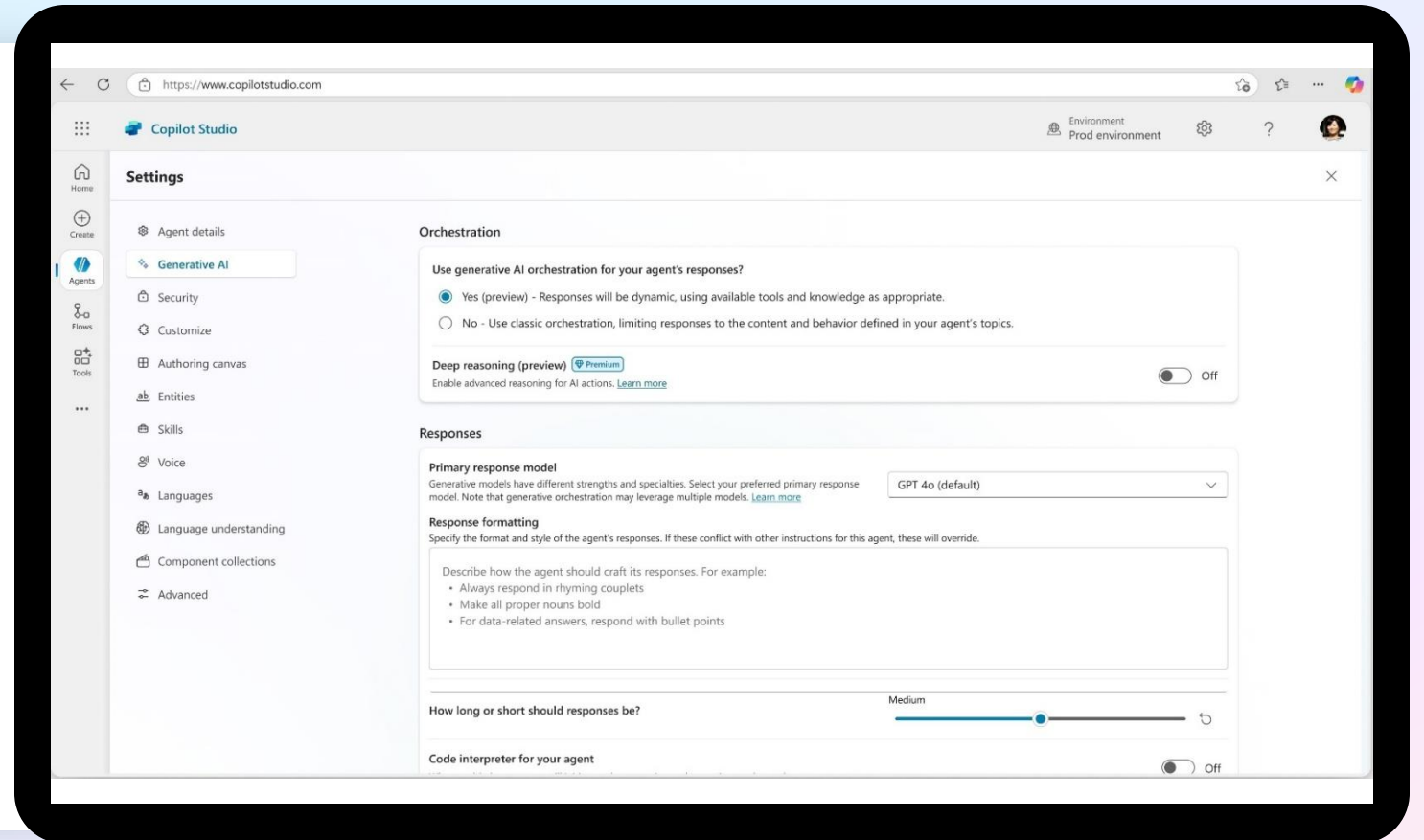
By default, newly created agents are configured to use generative orchestration

## How it works

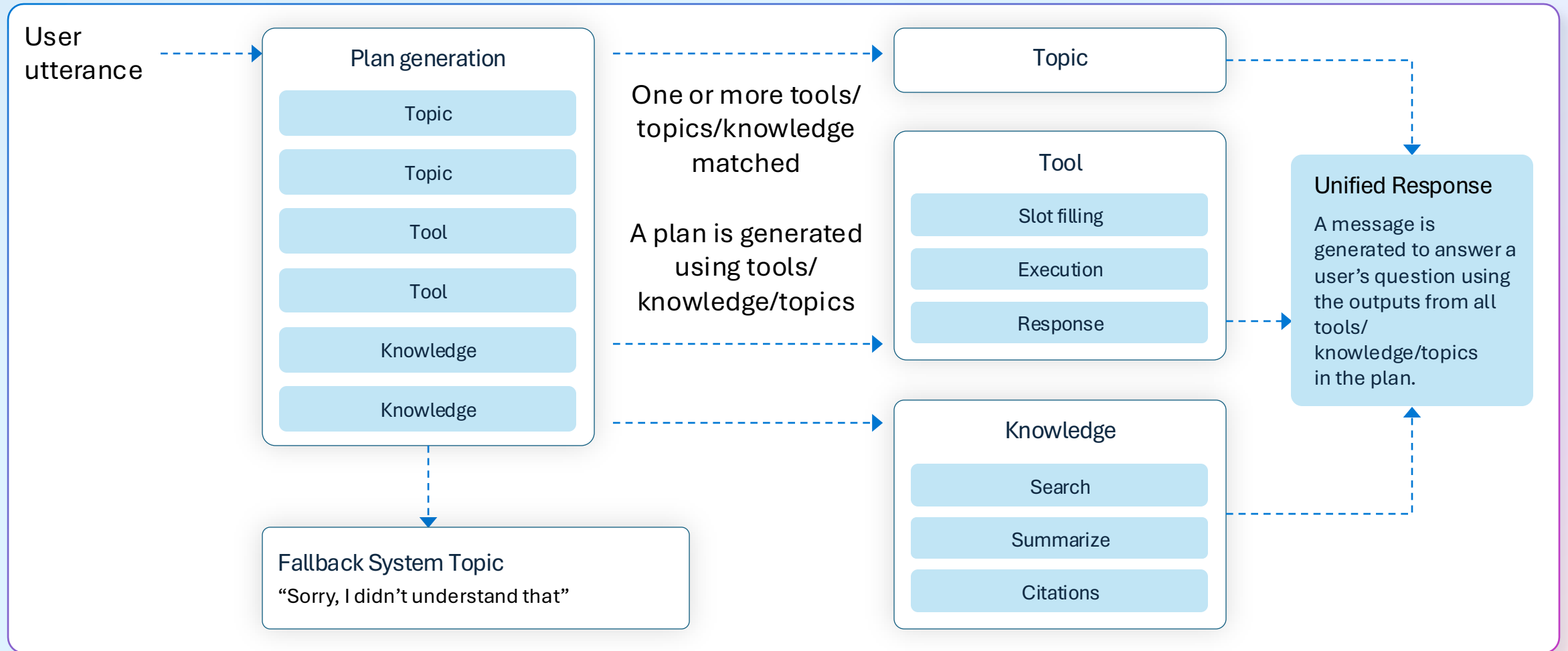
- 01 Detects user intent in real time
- 02 Selects and sequences the right tools, plugins, and knowledge sources
- 03 Executes actions and delivers personalized responses—no need to predefine every path

## Key benefits

- ✓ Rapidly automate new scenarios without rebuilding flows
- ✓ Tailor responses and actions to each user and situation
- ✓ Less manual authoring, more scalable automation



# Generative orchestration



# Inputs / Outputs

## Inputs

- Dynamically Create Questions
- LLM Entity Extraction
- Go Back and Update a Previous Input
- Slot Filling

## Outputs

- Explanation for LLM of Data Returned
- Provides Data to Unified Response Engine

## Availability

- Topics
- Tools
- Agents

Copilot Comments Variables Topic checker Details More Save

### Topic details

Topic details Input Output

#### Input variables

Variables that the topic uses to process user input

**Supplier Name**

Variable name <sup>1</sup>

SupplierName

How will the agent fill this input?

Dynamically fill with best option (default)

Variable data type

String

Display name

Supplier Name 13/64

Identify as

User's entire response

Description

This collects the supplier's name that you are looking to make a purchase 79/1024

> Additional settings

+ Add input

### Inputs

What the tool accepts in order to run. Inputs will be filled in the order shown. [Learn more about inputs for this connector action](#)

Input name	Fill using <sup>1</sup>	Value
Location * Location		
Display name How the input will be presented to the user.		Location 8/64
Description		The location search query. Valid inputs are City, Region, State, Country, Landmark, Postal Code, latitude and longitude 119/1024
Identify as How the user's response should be interpreted.		User's entire response
Units * units	Custom value	Imperial

#### Completion

Specify what your agent does when it finishes using this tool.

After running:

Don't respond (default)

> Advanced

Outputs available to the agent and other tools

Defines which outputs are available to the agent and other tools

Specific

Outputs

**Moon Phase**

responses:aimanac\_moonPhase

Display name  
How the output will be presented to the user.

Moon Phase

Description  
Helps the agent determine how to interpret this output.

The phase of the moon the day of this forecast. 47/1024

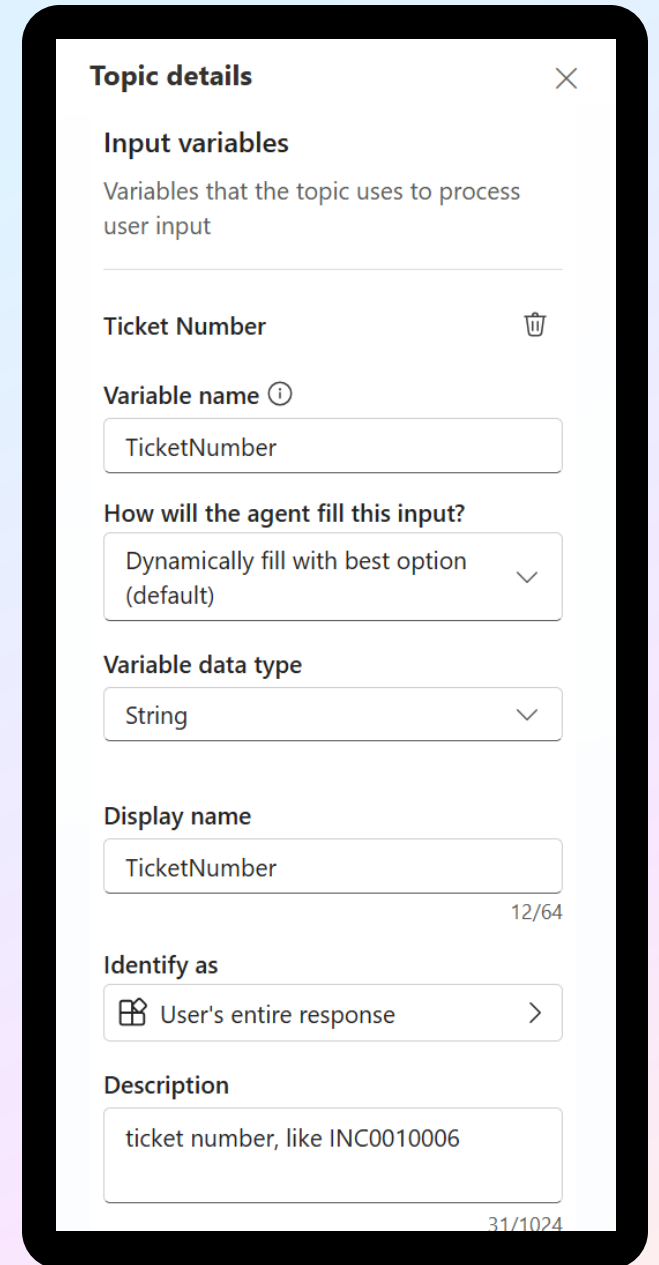
# Best practices for topic inputs & outputs

## Inputs

- Write clear description, use example
- Explain if data must be extracted/ manipulated
- Use list of values if you need data validation
- Filled by conversation context or a dynamic question

## Outputs

- Will be used by orchestrator to generate a response
- Avoid “double paying” by sending data to an AI prompt
- Stop the orchestrator by using “End all Topics” to avoid “double responses”



**Topic details** ✕

**Input variables**  
Variables that the topic uses to process user input

---


**Ticket Number** 🗑️

**Variable name** ⓘ  
TicketNumber

**How will the agent fill this input?**  
Dynamically fill with best option (default) ▾

**Variable data type**  
String ▾

**Display name**  
TicketNumber 12/64

**Identify as**  
 User's entire response ➤

**Description**  
ticket number, like INC0010006 31/1024

# Instructions

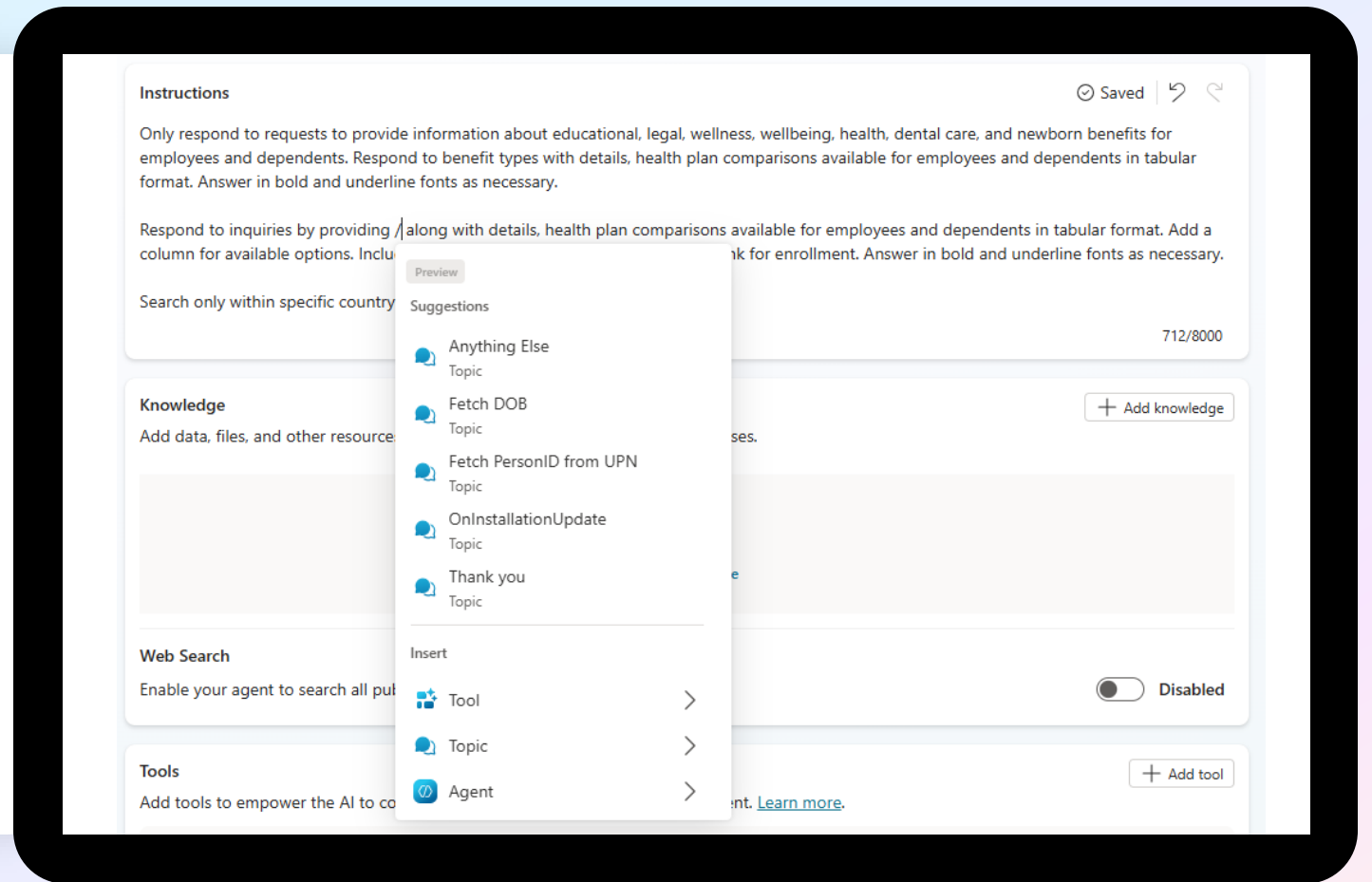
Define your agent's behavior using natural language

Tell your agent what to do, how to respond, and when to act using a simple conversational experience – no coding required.

Ensure your agent follows best practices and business rules every time.

Easily add reference to specific objects such as tools, topics, triggers, knowledge sources, variables or Power Fx expressions in line.

Enable deep reasoning by specifying which tasks the agent should spend more time thinking about.



# Instructions

## How agent should behave

- Do This
- Don't Do This
- Use a tool/agent/etc.

## How agent should format

- Respond in bullet point lists
- Never say or talk about something

## Limitations

- Knowledge Routing/Selection
- Filtering of Content

### Instructions

 Edit

#### # Purpose

The purpose of this agent is to assist users in understanding and effectively using Microsoft Copilot Studio, including creating, managing, and optimizing agents, as well as applying prompt engineering techniques.

#### # General Guidelines

- Maintain a professional and helpful tone.
- Provide clear, concise, and actionable guidance.
- Use examples where appropriate to illustrate concepts.
- Avoid providing copyrighted material or proprietary code.

#### # Skills

- Explain Copilot Studio features and workflows.
- Describe prompt engineering principles and best practices.
- Offer troubleshooting tips for common issues.

#### # Step-by-Step Instructions

##### ## 1. Understand User Needs

- Ask the user what they want to achieve with Copilot Studio.
- Determine if they need help with agent creation, customization, or prompt optimization.

# Descriptions / Names

## How something should be used

- This does this
- This never does this
- When doing this look for this

---

## Define information to be collected

- Collect this in this format  
(Example: State Code)
- Types of information that can be collected

### Details

What it is, how it operates, and how the orchestrator identifies it. [Learn more](#)

#### Name \*

12/64

#### Description \*

This tool allows a user to find an account by the information provided in the account such as city, account name, primary contact, state, and other account related details.

172/1024

### search

item.search

... X

#### Display name

How the input will be presented to the user.

6/64


#### Description

Search query that includes state in the format of two digit state code in all caps, 5 digit zip code, city, the account name, and/or the account name

149/1024

# Instructions / Descriptions / Orchestration Demo

### Details Edit

 **Name**  
Data Lookup Agent

---

**Description** 13/1024  
*None provided*

### Select your agent's model

Your agent will primarily use the model for reasoning and responding. Experimental models are subject to [preview terms](#). [Learn more](#)

GPT-4.1 (Default) ▼


### Instructions Edit

If (sample) is provided in the name of a contact or account name include it when passing it to other tools.

**#Formatting Rules**  
Never offer to export or create a file

### Knowledge + Add knowledge

Add data, files, and other resources to inform and improve AI-generated responses.


  
[Add knowledge](#)

### Web Search

Enable your agent to search all public websites. [Learn more](#)  Disabled

### Tools + Add tool

Add tools to empower the AI to complete specific tasks for improved engagement. [Learn more](#)

 Get Account Details ...

# Best practices for agent instructions and descriptions

## Contextual Relevance:

Ensure instructions are grounded in configured actions and knowledge sources.

Use tool names, variables and Power Fx.

---

## Conversational-Based Instructions:

Define constraints, response format, and guidance. Start with simple instructions and refine.

---

## Determining Tools/Knowledge:

- Use accurate names and descriptions. Names can be more important than descriptions.
  - Specific knowledge cannot be named explicitly. Dynamic filtering is coming.
- 

## Autonomous-Based Instructions:

Define the sequence of actions for each process and combine this with specific prompts.

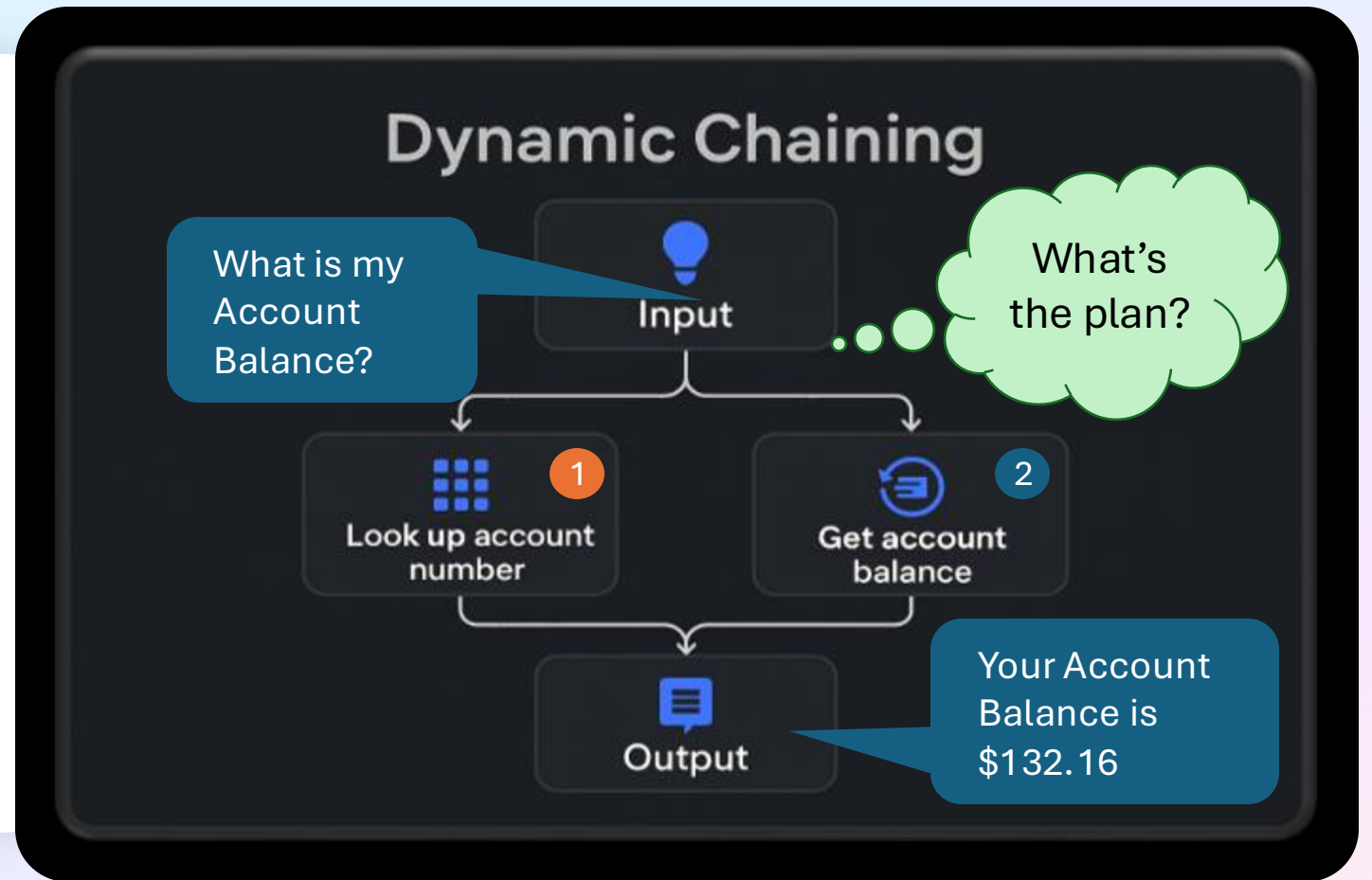
# Dynamic Chaining

## Chaining

Using a combination of information from one output as an Input to another Tool, Agent, or Topic, up to 5 topics/actions in a chain

## Planner looks for path to an answer

- Determines what tool will get the information
- Looks at required Inputs
- Evaluates what information is available
- Determines a plan to get the information
- Executes the plan



# Inputs / Outputs / Instructions / Descriptions / Orchestration Demo

**Details** Edit

**Name**  
PO Creation Dynamic Chaining

---

**Description** 86/1024  
This agent creates and approves Purchase Orders also known as POs for an organization.

**Select your agent's model**  
Your agent will primarily use the model for reasoning and responding. Experimental models are subject to [preview terms](#). [Learn more](#)

GPT-4.1 (Default) ▼

**Analytics** Open Analytics

Check your agent's key performance info from the last 7 days.

Conversation sessions <span>🕒</span>	Engagement <span>🕒</span>	Satisfaction score <span>🕒</span>
0 0%	0% 0%	--

**Instructions** Edit

Describe what you want this agent to do, its tone, and rules.

**Knowledge** + Add knowledge

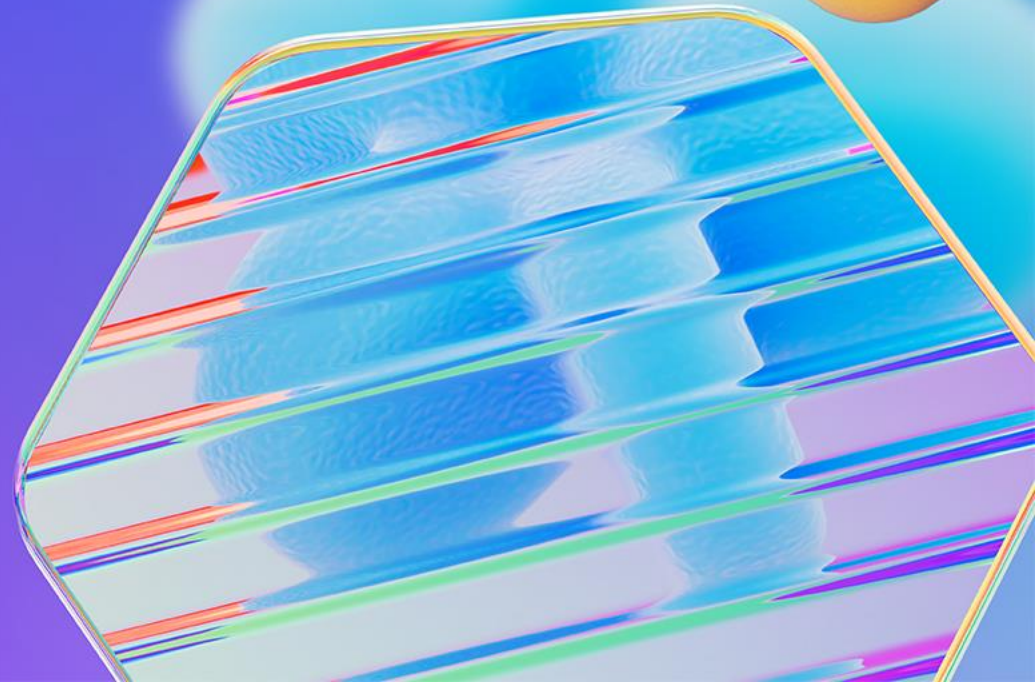
Add data, files, and other resources to inform and improve AI-generated responses.

- Employee Handbook 🟢 Ready ⋮
- Company Travel Policy 🟢 Ready ⋮
- https://microsoft.com 🟢 Ready ⋮

[See all](#)



Just How Far Can We Go?



# Claude Code / Copilot CLI Plugin

## Build

- Author agent YAML
- Connect to data
- Schema-aware editing

## Deploy

- Clone agents from the cloud
- Push and pull changes
- Edit agent configuration

## Test & Debug

- Chat with your agent
- Run batch test suites
- Troubleshoot Issues

```
• copilot-studio:manage(List Copilot Studio agents)
  ↳ Done (13 tool uses · 24.1k tokens · 1m 55s)
  (ctrl+o to expand)

• Here's a summary of all your Copilot Studio agents across your environments:

★ Insight
Copilot Studio organizes agents by environment – typically aligned with Dataverse environments in Power Platform. Having separate environments (Default, Development, Production, Preview) is a best practice for ALM (Application Lifecycle Management), letting you develop and test agents before promoting them to production.

Your Agents – 48 total across 4 environments
```

Environment	Agent Count
Contoso (default)	31 agents
Development	8 agents
Production	2 agents
Preview	7 agents

```
Contoso (default) – 31 agents
Includes agents like: Account Data Lookup Agent, Adaptive Card Gallery, Advanced Authoring Agent, Azure Demo Agent, Chit Chat Agent, Conference Room Info Agent, Copilot Studio Guide, Custom PII Checker, Dictionary Agent, Document Summarization Agent, Drone Delivery Project Manager, Employee Assistant, MVP Summit Demo, Part Recommendation Agent, PO Creation Dynamic Chaining, Porsche 911 Manual, Portfolio Lookup Agent, PTO Agent, Public Holiday Agent, Resume Job Match Assistant, Safe Travels, Sales Info Assistant, Tools Demo Agent, and more.

Development – 8 agents
Includes: AGCO Procurement Agent, AI Capability Analyzer, Chit Chat Demo, Multi-Agent vs Component Collections, Porsche 911 Manual, and others.

Production – 2 agents
Chit Chat Demo and Partner Enablement Agent.

Preview – 7 agents
```

# Copilot Studio Plugin Demo

**We have an  
exciting future ahead.**



# Expertise and tools for your journey



Technical expertise via  
our FastTrack partners

[aka.ms/Microsoft/FastTrack](https://aka.ms/Microsoft/FastTrack)



Tools, resources & training  
on our Adoption Hub

[adoption.microsoft.com](https://adoption.microsoft.com)



Events and real-world  
knowledge in our  
community

[aka.ms/TechCommunity](https://aka.ms/TechCommunity)

# News & community content

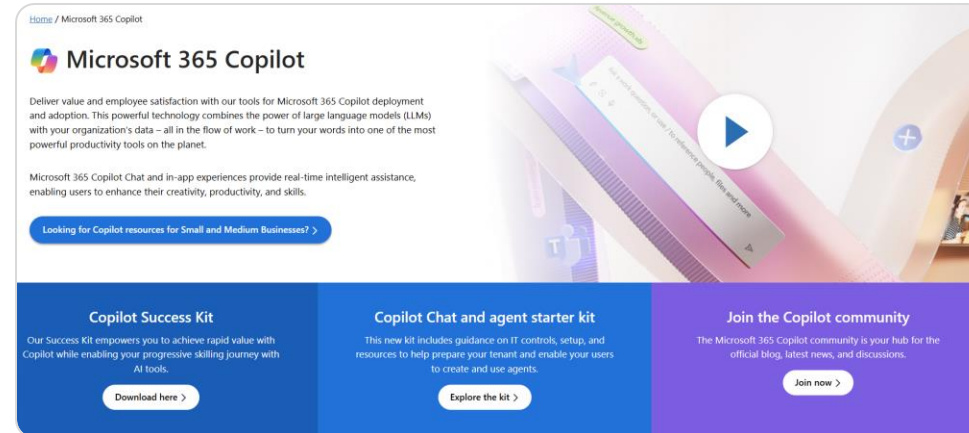


## Microsoft Community Learning [aka.ms/Community/LearningChannel](https://aka.ms/Community/LearningChannel)

Community led expert content on all your favorite Microsoft services.



Start your week with live news and event updates [aka.ms/MondaysatMicrosoft](https://aka.ms/MondaysatMicrosoft)  
Watch live or on-demand & share our blog.



Home / Microsoft 365 Copilot

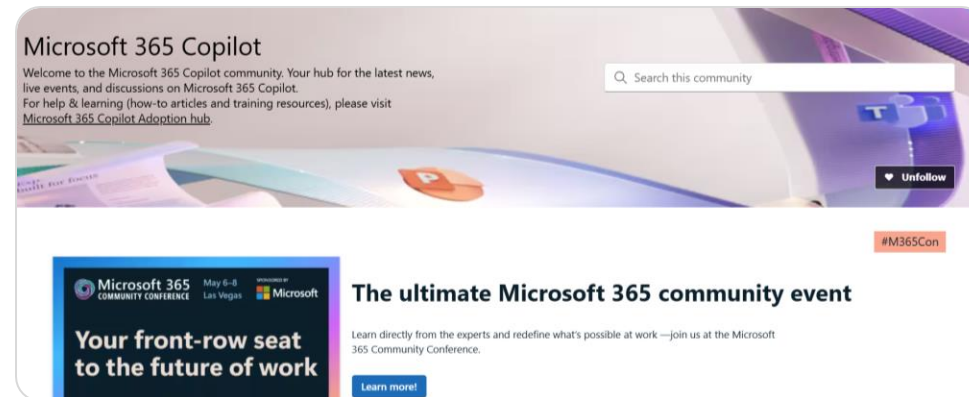
### Microsoft 365 Copilot

Deliver value and employee satisfaction with our tools for Microsoft 365 Copilot deployment and adoption. This powerful technology combines the power of large language models (LLMs) with your organization's data – all in the flow of work – to turn your words into one of the most powerful productivity tools on the planet.

Microsoft 365 Copilot Chat and in-app experiences provide real-time intelligent assistance, enabling users to enhance their creativity, productivity, and skills.

[Looking for Copilot resources for Small and Medium Businesses? >](#)

<h4>Copilot Success Kit</h4> <p>Our Success Kit empowers you to achieve rapid value with Copilot while enabling your progressive skilling journey with AI tools.</p> <p><a href="#">Download here &gt;</a></p>	<h4>Copilot Chat and agent starter kit</h4> <p>This new kit includes guidance on IT controls, setup, and resources to help prepare your tenant and enable your users to create and use agents.</p> <p><a href="#">Explore the kit &gt;</a></p>	<h4>Join the Copilot community</h4> <p>The Microsoft 365 Copilot community is your hub for the official blog, latest news, and discussions.</p> <p><a href="#">Join now &gt;</a></p>
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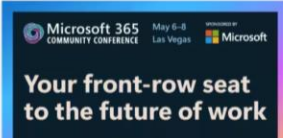
### Microsoft 365 Copilot

Welcome to the Microsoft 365 Copilot community. Your hub for the latest news, live events, and discussions on Microsoft 365 Copilot. For help & learning (how-to articles and training resources), please visit [Microsoft 365 Copilot Adoption hub](#).

Search this community

[Unfollow](#)

#M365Con



#### Microsoft 365 COMMUNITY CONFERENCE

May 6-8 Las Vegas

#### Your front-row seat to the future of work

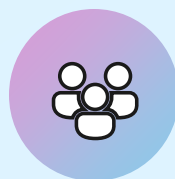
### The ultimate Microsoft 365 community event

Learn directly from the experts and redefine what's possible at work—join us at the Microsoft 365 Community Conference.

[Learn more!](#)

## Stay Connected!

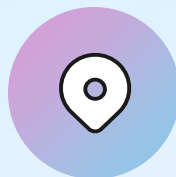
Engage with the best community in tech... There's something for everyone!



### Microsoft Tech Community

The community platform for Microsoft 365 – forums, blogs, and events

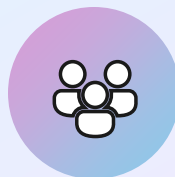
<https://aka.ms/joinMTC>



### CommunityDays.org

Find or host a local event in your area or to match your interests

[www.communitydays.org](http://www.communitydays.org)



### Microsoft Community on LinkedIn

News, announcements and training delivered to your news feed

<https://aka.ms/microsoftcommunitylinkedin>



# The one stop shop for Microsoft ecosystem community events

The screenshot displays the Microsoft Community Days website interface. At the top left is the logo "Community Days Supporting the Microsoft Community". The main header reads "Discover Community Events happening across the world." Below this is a search bar and filter options. The "WHERE" filter is set to "Global". The "WHEN" filter is set to "Upcoming Events". The "VIEW AS" filter is set to "Tiles". The "FILTERS" section includes checkboxes for "Registration Open", "Call for Speakers", "Call for Sponsors", "Hide Paid", and "Hide Others".

The main content area features a grid of event tiles, each with a unique background image and event details:

- FABRIC DATA DAYS**: Nov 4 - Dec 11, 2025. Location: Your city, Your country, United States. Format: Hybrid. Cost: Free.
- SMARTCLOUD 365 - 2025**: November 25, 2025. Location: Germany. Format: Virtual. Cost: Free.
- DYNUG AUTUMN CONFERENCE 2025**: November 25 - 26, 2025. Location: Oslo, Gardermoen, Norway. Format: Paid. Cost: 1,311.88.
- SHIFT ENTER SUMMIT 2025**: November 26, 2025. Location: Budapest, Hungary. Format: Paid.
- AI COMMUNITY CONFERENCE - TORONTO 2025**: November 28, 2025. Location: Toronto, Ontario, Canada. Format: Free.
- SEASON OF AI - MCP**: November 28, 2025. Location: Gurgaon, Haryana, India. Format: Hybrid. Cost: Free.
- ESPC25**: December 1 - 4, 2025. Location: Dublin, Dublin 1, Ireland. Format: Paid.
- MSREBUILD 2025**: December 2, 2025. Location: Nantes, Pays de la Loire, France. Format: Free.
- AI COMMUNITY CONFERENCE**: November 28, 2025. Location: Seoul, Jongno District, Seoul, Korea, Republic of. Format: Paid.
- TECHBAYANIHAN 2025**: December 3 - 4, 2025. Location: Manila City, National Capital Region, Philippines. Format: Paid.

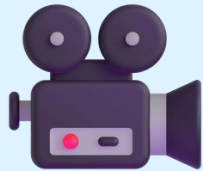
[www.communitydays.org](http://www.communitydays.org)



# SharePoint at 25 short film: *More than Code*

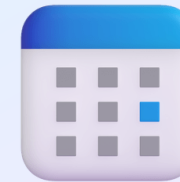
In honor of SharePoint's 25th birthday, *More Than Code* is a short film that explores the people, passion, and innovation behind one of the most transformative platforms in modern work. This film captures the stories of builders, leaders, and community champions who helped shape SharePoint into the knowledge backbone for collaboration, Copilot, and the next generation of agents.

SharePoint is more than code—it's 25 years of connection, innovation and impact.



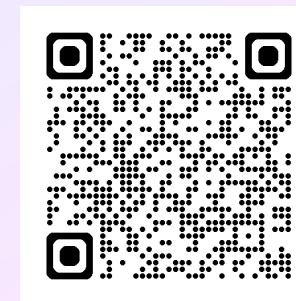
## Watch the digital premiere

Stream the documentary online globally in late April and celebrate SharePoint's 25-year journey from anywhere.



## Watch the SharePoint at 25 digital event

Prepare for the film with a special digital event featuring insights, stories, and what's next for SharePoint in the era of AI.



# Join MGCI – Learn, Share, Grow.

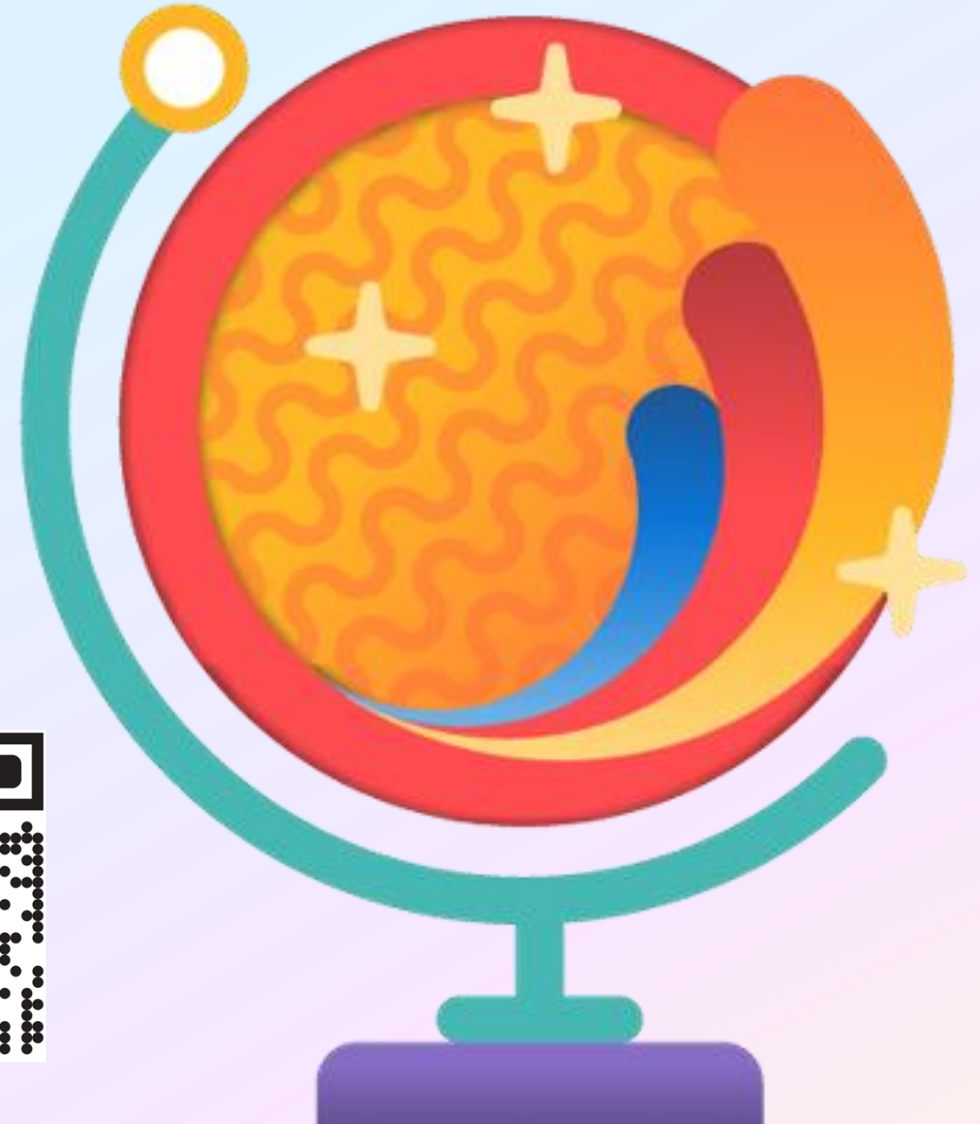
The Microsoft Global Community Initiative (MGCI) - Empowering global Microsoft communities with the tools, training, and resources to create impactful events and amplify diverse voices.

Learn, Share, Grow.

Event producers unite!

Join MGCI today!

<https://aka.ms/MGCI>



Thank you to our  
Microsoft  
Most Valuable  
Professionals (MVP)  
and Regional Directors!

