

Getting started with SharePoint agents



SharePoint agents are AI-powered assistants designed to help streamline content discovery and usage.

Easily create agents based on your internal information and share them with your team in just a few minutes.

Customize these agents to provide instant support, streamline workflows, and enhance efficiency across your workforce.

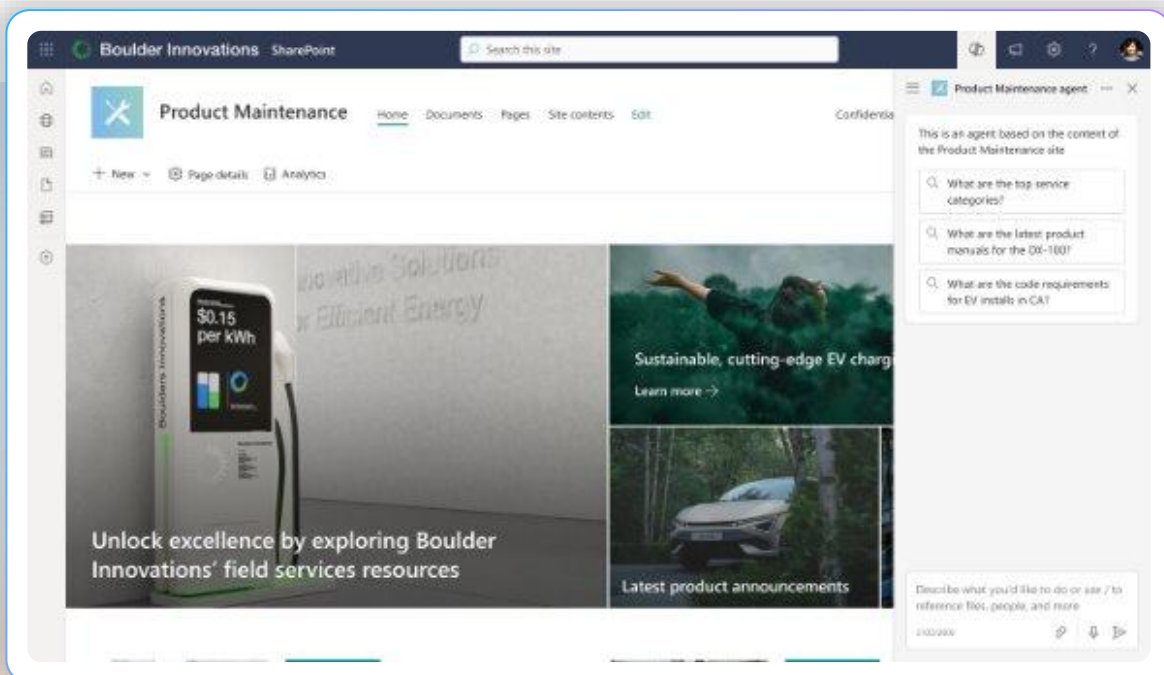
Now available with a Microsoft 365 Copilot license or pay-as-you-go enabled from the Microsoft 365 Admin Center.

[Click here for a demo](#)

From now until June 30th, 2025, customers with 50 or more Microsoft 365 Copilot licenses will receive 10,000 SharePoint agent queries per month for employees to build, share, and interact with SharePoint agents.

If you qualify, SharePoint agent capabilities appear in SharePoint. Simply click on the Copilot icon in the blue ribbon on any SharePoint site or use the "Create an agent" button in your SharePoint document library.

[Read more about this trial offer](#)



Three examples of SharePoint agents you can build TODAY



Project insights

Ground an agent on your **project materials**. Ask the agent to create content, ask questions, and streamline project management.



FAQ expert

Ground an agent on **detailed documentation**. The agent can instantly answer questions, and you can share its expertise with stakeholders.



Team coordinator

Ground an agent on **team content**. The agent can help you stay updated on projects across your team and quickly retrieve and share documents.

Visit our [adoption page](#) to download the [SharePoint agent scenario playbook](#), which includes sample agent instructions, response guidelines, and suggested prompts.

Comprehensive controls for responsible and trustworthy AI

File permissions

Respects existing SharePoint site and individual document security settings and permissions

Site permissions

Adheres to content protocols including; [Restricted Content Discovery](#), [Restricted Access Control Policy](#), and Display sensitivity labels in response or attribution

Site owner controls

Site owners can choose to designate agents from their sites as “approved” agents

Setting up pay-as-you-go billing

After setting up an Azure resource group for SharePoint agents, you can set up pay-as-you-go billing for SharePoint agents in the Microsoft 365 admin center. For more details see, [MS Learn](#).

Manage trial access

SharePoint admins can use the SharePoint Online Management Shell to manage access to the trial for users without Copilot licenses. For more details see, [MS Learn](#).

SharePoint agent analytics

See usage data in the Microsoft 365 admin center. You can also use Microsoft Purview to run a file-based audit log report.

Continued innovation

Please refer to our [Microsoft 365 Roadmap](#) to see new features and capabilities coming soon for SharePoint agents.

[Adoption website](#)

[Learn documentation](#)

[Support documentation](#)