# MS-4022: Extend Microsoft 365 Copilot in Copilot Studio

**Price:** 395

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

**Extend Microsoft 365 Copilot in Copilot Studio (MS-4022)**

Learn how to create Copilot Studio actions that extend the knowledge and capabilities of Microsoft Copilot for Microsoft 365 with external data, tailored conversations, automated flows, and custom prompts.

### Prerequisites

Familiarity with Microsoft Copilot for Microsoft 365

### Audience

The "MS-4022: Extend Microsoft 365 Copilot in Copilot Studio" course is designed for professionals aiming to enhance their organization's productivity by customizing and extending Microsoft 365 Copilot functionalities. This course is particularly beneficial for:

- Developers and Software Engineers: Individuals with experience in Microsoft 365 development, Power Platform, or Azure AI who are interested in building and integrating custom Copilot agents using Copilot Studio.
- IT Professionals and Solution Architects: Those responsible for implementing and managing AI-driven solutions within Microsoft 365 environments, seeking to leverage Copilot Studio for tailored business processes.

- Power Platform Enthusiasts: Users familiar with Power Apps, Power Automate, and related tools who wish to expand their capabilities by integrating AI assistants into their workflows.
- Business Analysts and Process Designers: Professionals focused on optimizing business operations through automation and AI, looking to design and deploy custom Copilot experiences that align with organizational needs.

Participants should have a foundational understanding of Microsoft 365 applications and services. Familiarity with AI concepts, Microsoft Graph, and Power Platform components will enhance the learning experience. This course empowers attendees to create, manage, and deploy customized Copilot solutions, driving innovation and efficiency within their organizations.

**Extend Microsoft 365 Copilot in Copilot Studio Outline**

- Microsoft Copilot extensibility fundamentals
- Introduction to Copilot Studio actions
- Create prompt actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
- Create connector actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
- Create conversational actions for Microsoft Copilot for Microsoft 365 in Copilot Studio

## Course Schedule

| Date | Time | Price | Options |
|------|------|-------|---------|
| 06/06/2026 | 08:00 AM - 12:00 PM CT | 395.00 | Buy Now  Enroll |

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Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

**How do I enroll for this class?**

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**What happens once I purchase a class?**

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**What is your late policy?**

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

**What happens when I finish my class?**

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