

**Extend Microsoft Copilot for Microsoft 365 with Copilot Studio (MS-4009)**

**Course Number:** MOC-MS-4009  
**Duration:** 0.5 days

**Overview**

This official Microsoft course, MS-4009, Extend Microsoft Copilot for Microsoft 365 with Copilot Studio training, teaches attendees how to create Copilot Studio actions that expand the knowledge and capabilities of Microsoft Copilot for Microsoft 365. Attendees learn how to create prompt, connector, and conversational actions, allowing them to tailor Copilot to their specific needs and workflows. This course is ideal for experienced Copilot users looking to enhance their productivity and innovation with Microsoft Copilot.

**Prerequisites**

Students must be familiar with Microsoft Copilot for Microsoft 365.

**Materials**

All Microsoft Azure training students receive Microsoft official courseware.

For all Microsoft Official Courses taught in their entirety that have a corresponding certification exam, an exam voucher is included for each participant.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

**Objectives**

* Understand the fundamentals of extending Microsoft Copilot
* Create prompt, connector, and conversational actions within Copilot Studio
* Develop custom actions to enhance Copilot's capabilities for Microsoft 365
* Test and publish Copilot Studio actions effectively
* Apply their knowledge to build tailored Copilot experiences

**Outline**

* Microsoft Copilot Extensibility Fundamentals
  + Introduction
  + Extension Fundamentals
  + Add Knowledge with Graph Connectors
  + Add Skills with Plugins
  + Build Your Own Copilot
* Introduction to Copilot Studio Actions
  + Copilot Studio Actions User Experience
  + Types of Copilot Studio Actions
  + Develop Copilot Studio Actions
  + Test and Publish Copilot Studio Actions
* Create Prompt Actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
  + What are prompt plugins?
  + Create a prompt action
  + Exercise - Create a prompt action
* Create Connector Actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
  + Introduction
  + What are connector actions?
  + Create connector actions
  + Exercise - Create a connector action
* Create conversational actions for Microsoft Copilot for Microsoft 365 in Copilot Studio
  + Create a conversational action
  + Build a topic for a conversational action
  + Publish and test a conversational action
  + Exercise - Create a conversational action