



Course Title: MS-4022 Extend Microsoft 365 Copilot in Copilot Studio	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Applied Skills: Extend Microsoft 365 Copilot in Copilot Studio	

Course Syllabus

1 - Introduction to declarative agents for Microsoft 365 Copilot

What are declarative agents?

How declarative agents work

When to use declarative agents

Module assessment

2 - Build your first declarative agent for Microsoft 365 Copilot by using Copilot Studio

Create a declarative agent

Add custom knowledge

Add starter prompts

Module assessment

3 - Introduction to actions for declarative agents in Copilot Studio

Actions and agents

Types of Copilot Studio actions

Action development considerations

Extend declarative agents with actions

Module assessment

4 - Extend declarative agents with prompt actions in Copilot Studio

What are prompt actions?

Create a prompt action

Module assessment

5 - Extend declarative agents with connector actions in Copilot Studio



What are connector actions?

Create connector actions

Module assessment

Course Overview

This course teaches learners how to extend Microsoft 365 Copilot using Copilot Studio. Participants will learn how to design and configure custom copilots, connect data sources, create actions and plugins, and integrate Copilot experiences across Microsoft 365 apps to support specific organizational requirements.

Course Learning Outcomes

By the end of this course, learners will be able to create and manage custom copilots using Copilot Studio, extend Microsoft 365 Copilot with actions and plugins, connect copilots to enterprise data sources, implement security and governance controls, and deploy Copilot extensions that align with organizational policies. Learners will also gain the ability to design conversational experiences that enhance productivity and automate business workflows within Microsoft 365.

Audience

Power Platform developers, Microsoft 365 administrators, solution architects, business application developers, and IT professionals responsible for extending Copilot capabilities

Entry-Level Requirements

Familiarity with Microsoft 365, basic understanding of Power Platform concepts, and experience with business process automation or application configuration

Recommended Reading

Microsoft Learn: Copilot Studio Documentation

What's Included

Instructor-led training, Copilot Studio exercises, course materials

Exam Information

This course prepares learners for the Microsoft Applied Skills assessment: Extend Microsoft 365 Copilot in Copilot Studio. Unlike traditional certification exams, this assessment is hands-on and lab-based, requiring candidates to complete real-world tasks in a live Copilot Studio environment. Learners are evaluated on their ability to create custom copilots, configure actions and plugins, connect data sources, and apply security and governance best practices. Successful completion demonstrates practical, job-ready skills for extending Microsoft 365 Copilot.



What's Next

After completing this course, learners can advance to Power Platform Developer (PL-400), Power Automate advanced automation, or Microsoft 365 Copilot solution architecture and governance training.

Additional Information

Prerequisites

Familiarity with Microsoft 365 Copilot. Familiarity with options for extending Microsoft 365 Copilot.