

❖ How to Create Your Own Agent -

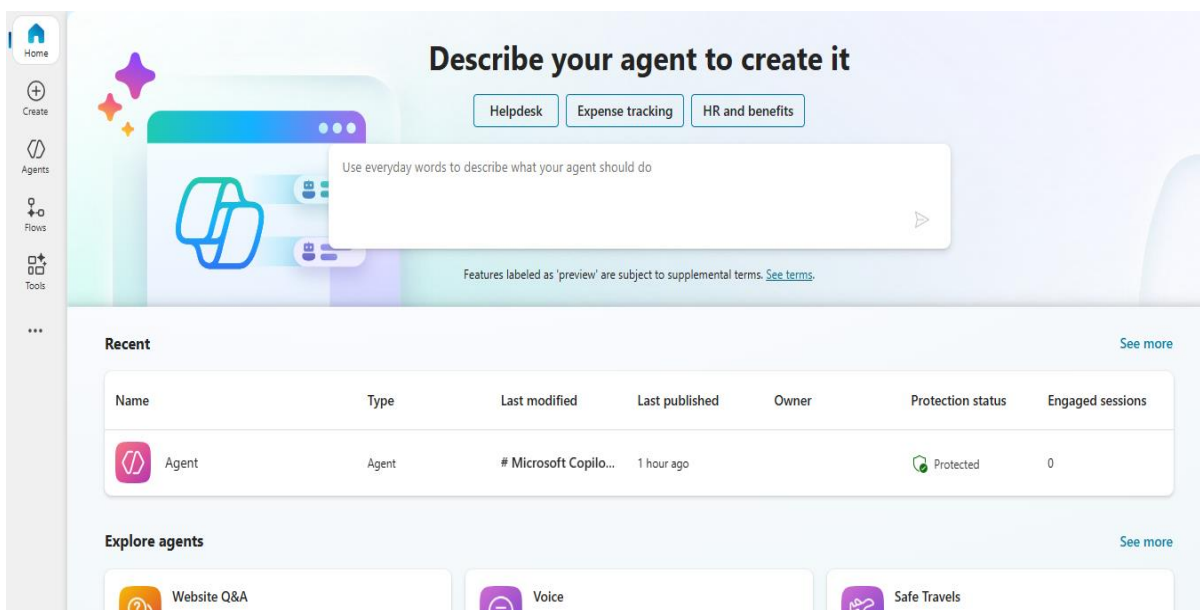
What Is Co-pilot Studio Agent?

- **Co-pilot Studio Agent** is a smart helper that you can create yourself. It answers people's questions, makes work easier, and gives support through apps like Teams, websites, or mobile phones. You don't need to know coding to build it — just follow easy steps, and your assistant is ready. It helps finish tasks faster and in a better way.
- **To get started, go to copilotstudio.microsoft.com and create your account there.**

Note: You must use your **work account** (e.g., yourname@company.com) to sign in. Personal accounts like Gmail or Outlook won't work.

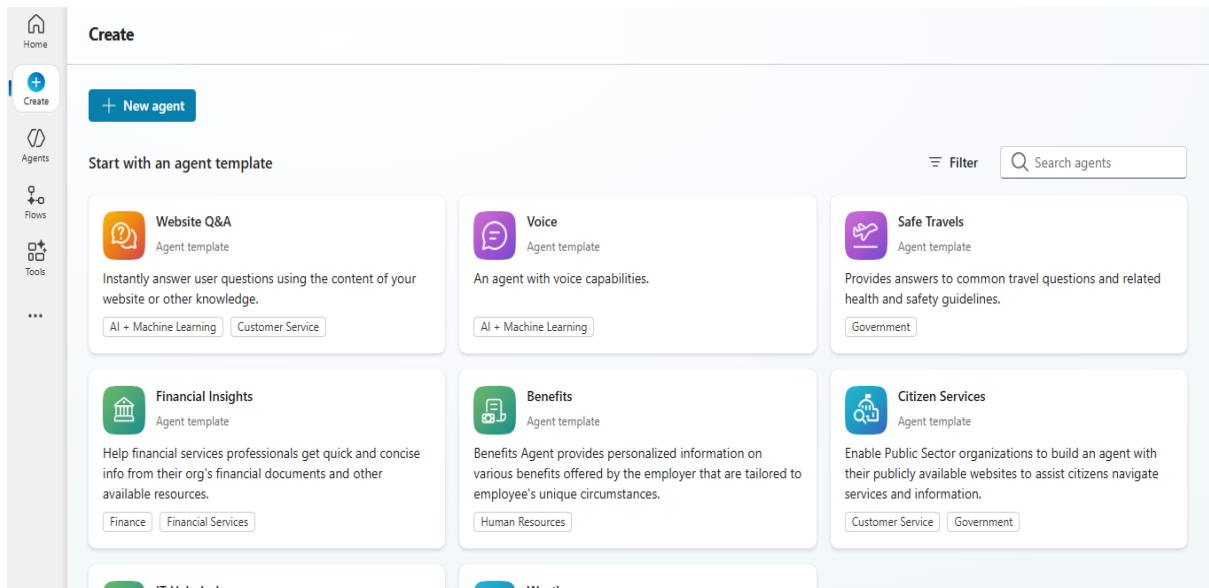
Once your account is ready, you can start building your own smart agent by following simple steps.

- Once logged in, the interface will appear as shown in the image.

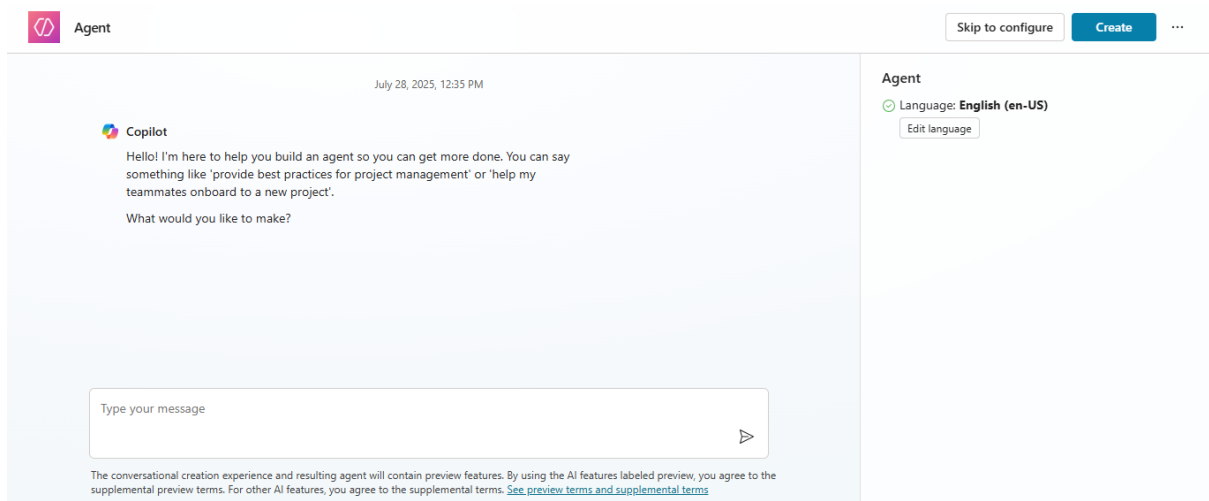


- **You will see options on the left side like Home, Create, Agent, Flow, Tools, etc.**

To make your own agent, click on the Create option.



Now you will see the “New Agent” option here — click on it to start.



- After clicking “**New agent**,” a screen will appear with a box asking you to describe what your agent will do. Just write the **purpose** in the box — and your agent will be created automatically. You can also skip this step if you want and click **Create** to continue.

Core Agent

Create ...

Name ⓘ
Give your custom agent a descriptive name so it's easy to identify. You can change this later if you need to.

Core Agent

 [Change icon](#)
Used to represent the agent. Icon should be in PNG format and less than 30 KB in size.

Description
Use your own words to describe what your agent should help with, including your audience and end goal.

QNA Agent.

Instructions
Direct the behavior of the agent, including its tasks and how it completes them.

You are a helpful agent that can search content the user is looking for.

Core Agent

✔ Language: **English (en-US)**
[Edit language](#)

✔ QNA Agent.

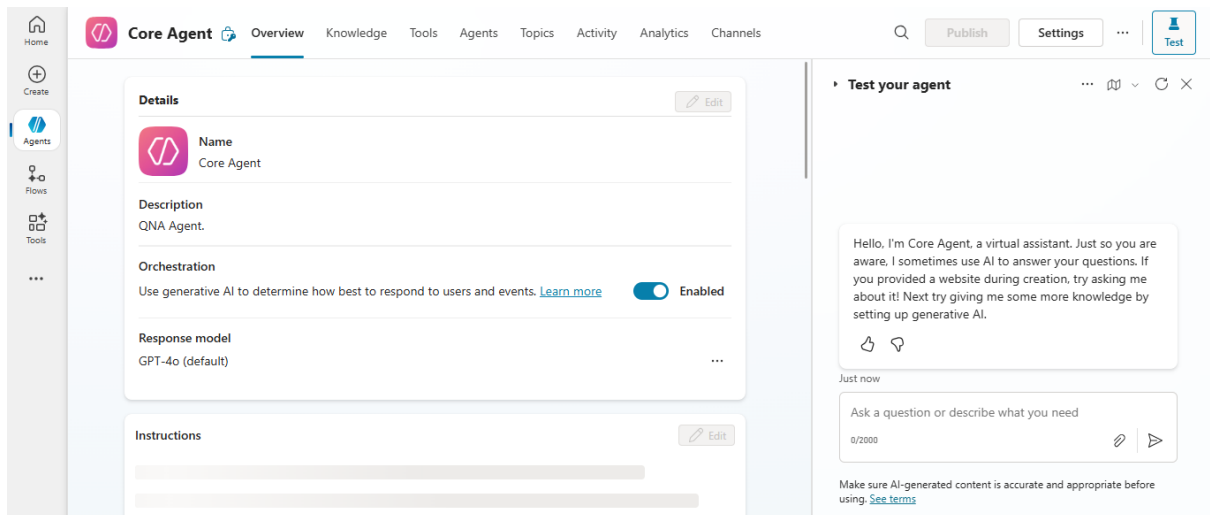
✔ You are a helpful agent that can search content the user is looking for.

- After skipping or configuring the setup, you'll see a screen to create your agent.
 - In the **Name** box, type your agent's name (e.g., *Core Agent*).
 - In the **Icon** box, you can choose an image for your agent.
 - In the **Description** box, write something like *QNA Agent*.
 - In the **Instructions** box, write how your agent should behave — for example: *You are a helpful agent that can search content the user is looking for.*
 - Then click on a create option, **now** your agent is created.
- In the **Overview** section, if your agent is **disabled**, click the toggle to **enable** it.

Why Enable Orchestration? When you enable orchestration, your agent becomes smarter.

It can:

- Handle complex questions
- Use multiple tools or knowledge sources
- Give more accurate and natural replies
- Work across different tasks without manual setup.



✓ This will activate your agent and make it ready for use.