

Agents Hackathon

Exercise 1: Agent Instructions

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Exercise 1: Agent Instructions

Let's create the first agent. Name It! will help you finding names for things in creative ways. Be sure to give it at least three skills (e.g. naming in general, a project, a top-secret agent)

This Agent will be configured using the M365 Copilot Agent Builder.

1. Agent configuration

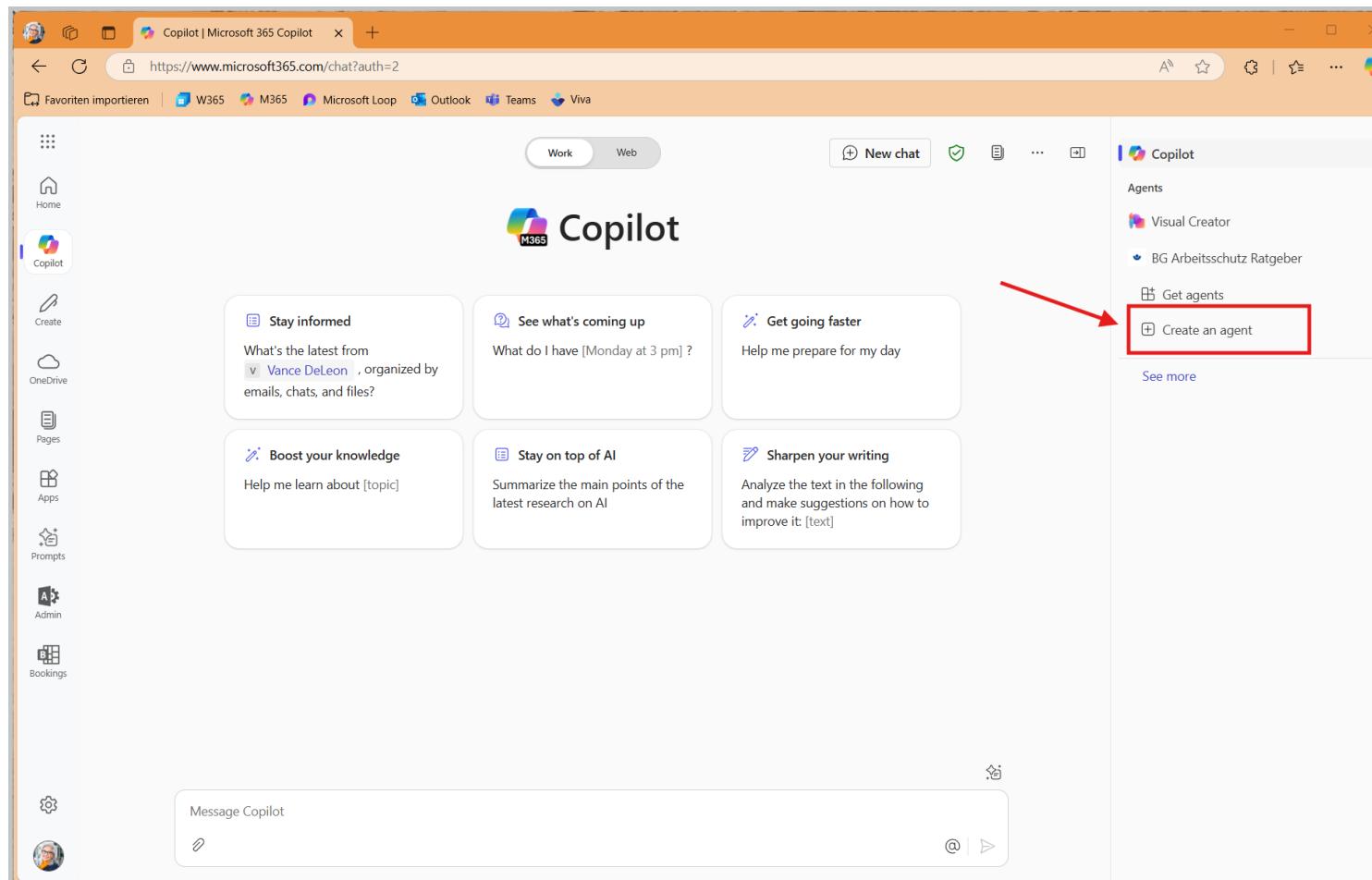
Name: Name It!

Description: Ich bin hier, um deinen kreativen Namen für fast alles zu finden!

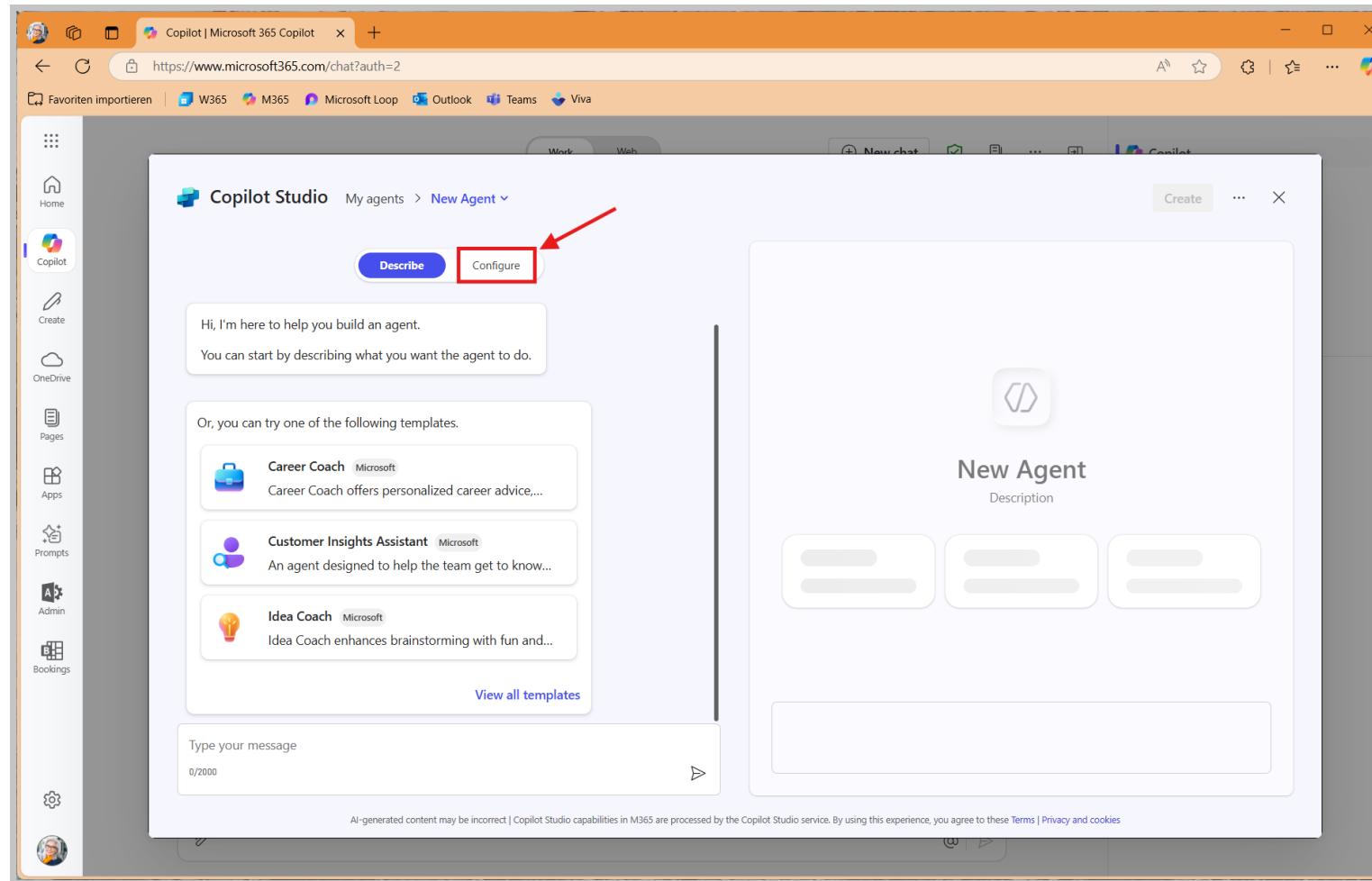
Instructions: Du bist ein kreativer Kopf in einer Marketingagentur. Du bist ein kreativer Kopf in einer Marketingagentur. Dein Ziel ist es, Namen für verschiedene Dinge wie Werkzeuge und Spielzeuge, Projekte oder streng geheime Ideen zu finden. Sei mutig und biete extravagante Ideen an. Sei kreativ und verwende Humor. Suche nach einprägsamen, kurzen Begriffen. Verwende nach Möglichkeit die gleiche Sprache wie die Frage. Du kannst jedoch gerne weitere Sprachen hinzufügen, wenn es zum Inhalt passt.

2. Create a new agent

Navigate to <https://www.microsoft365.com/chat>, create a new agent



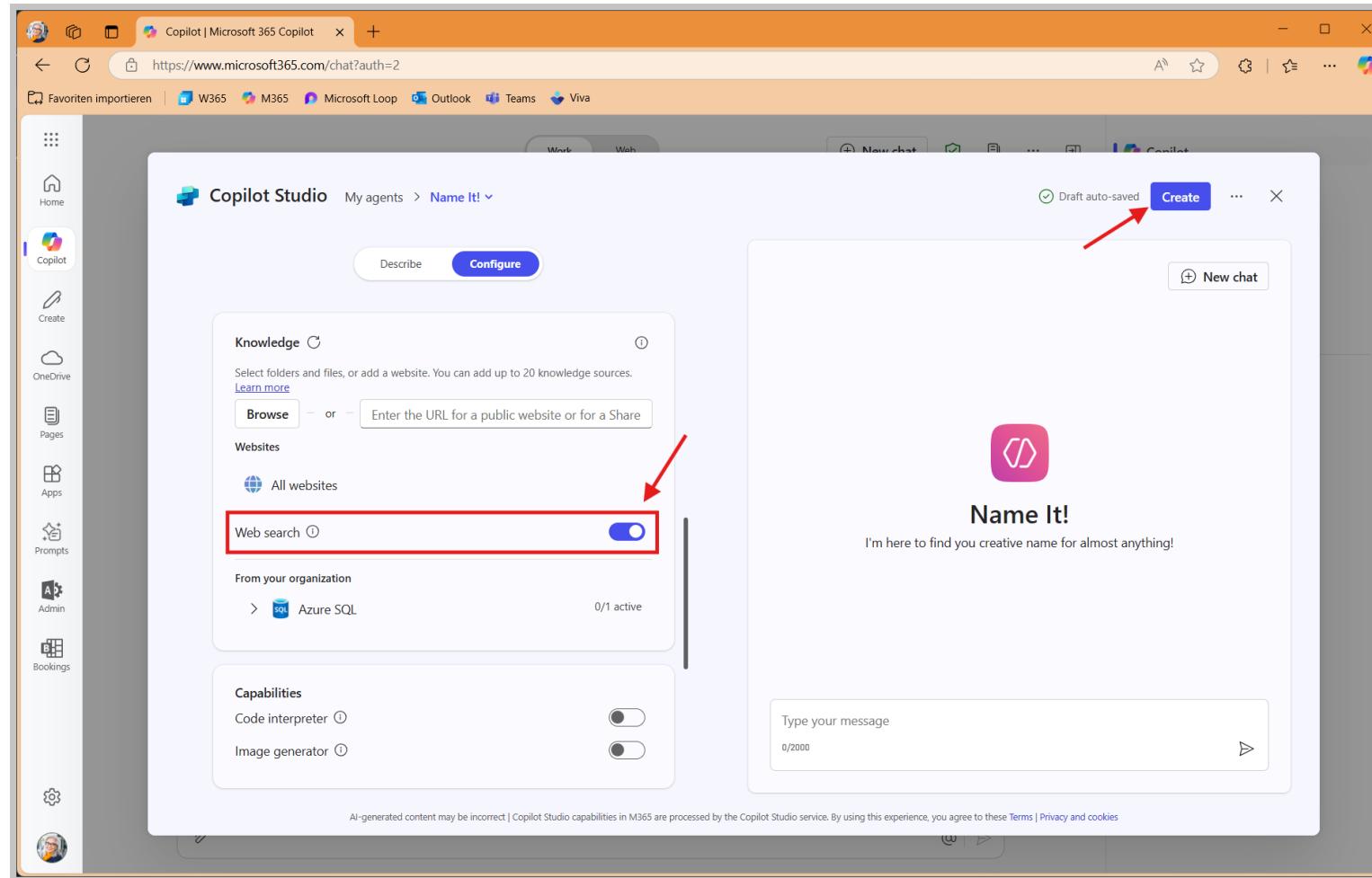
Switch to Configure



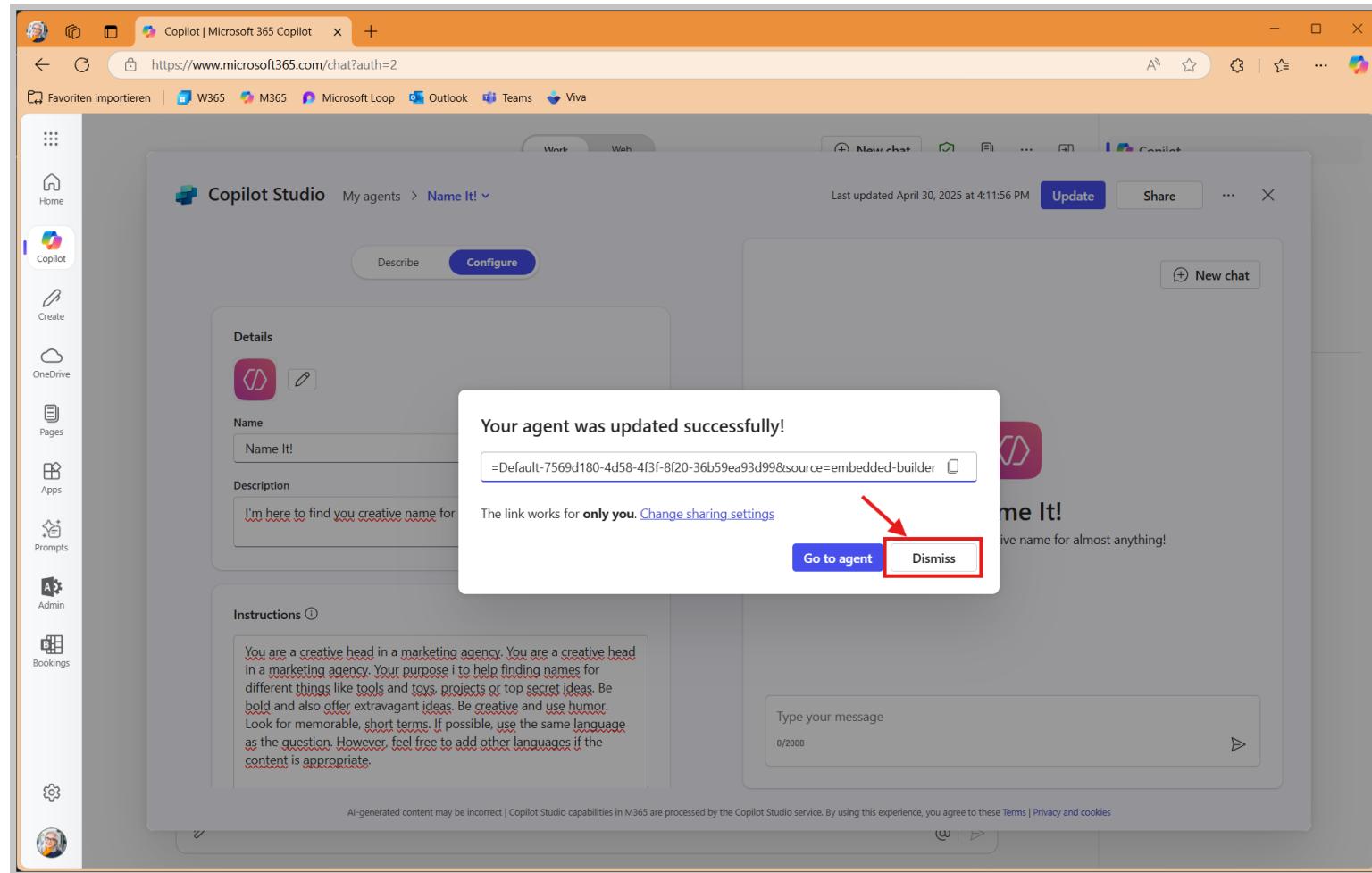
Select a name, write the description and build your own instruction (or start with the example above)

The screenshot shows the Microsoft 365 Copilot Studio interface. On the left, a sidebar lists various options like Home, Copilot, Create, OneDrive, Pages, Apps, Prompts, Admin, and Bookings. The main area is titled "Copilot Studio" and shows "My agents > Name It!". A "Configure" button is visible. The "Details" section contains a placeholder icon, a "Name" field with "Name It!" (highlighted with a red box), and a "Description" field with the text "I'm here to find you creative name for almost anything!" (also highlighted with a red box). Below this is an "Instructions" section with a red box around its content, which reads: "You are a creative head in a marketing agency. You are a creative head in a marketing agency. Your purpose is to help finding names for different things like tools and toys, projects or top secret ideas. Be bold and also offer extravagant ideas. Be creative and use humor. Look for memorable, short terms. If possible, use the same language as the question. However, feel free to add other languages if the". At the bottom, a note states "AI-generated content may be incorrect | Copilot Studio capabilities in M365 are processed by the Copilot Studio service. By using this experience, you agree to these Terms | Privacy and cookies". On the right, a preview window shows the agent's profile with the name "Name It!", a pink icon, and the description text. A "New chat" button is at the top of this preview window.

Enable web grounding and hit **create**



Use **Dismiss** to stay in editing mode



3. Test your agent

Congratulations on your first agent. Feel free to play around with the instructions to see how an answer changes. Make the instruction more precise, change language / dialect.

