Copilot Studio: guidance for existing users

Creating Standard agents, understanding Copilot Credits and updating existing agents

Before you begin

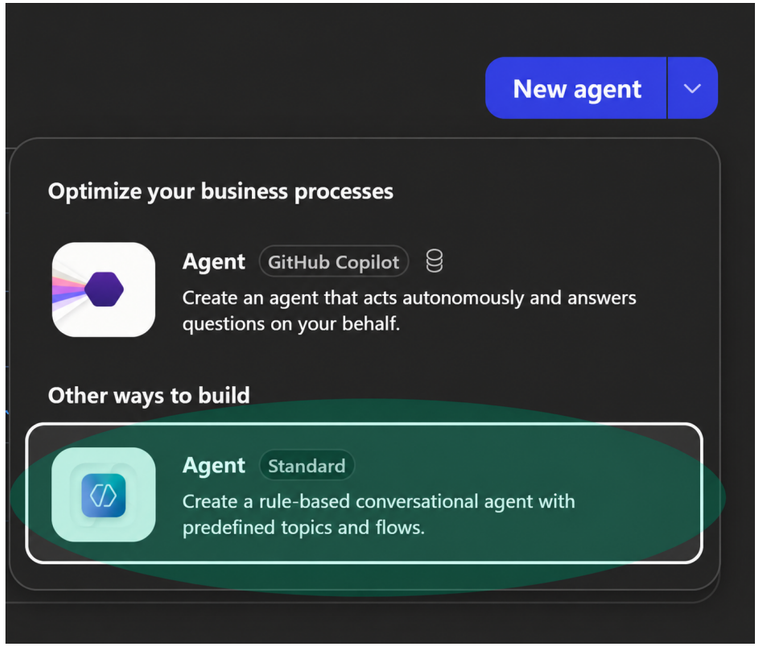
For existing Copilot Studio users. Learn how to create Standard agents and replace agents using the GitHub Copilot harness.

Studio remains self-supported. You are responsible for testing, maintaining and retiring your agents.

Choose your starting screen: Agents below, or Home on page 2.

ROUTE 1

Starting from the Agents tab



1. Open the drop-down beside **New agent**.
2. Under **Other ways to build**, select **Agent (standard)**.

Do not select New agent directly.

Creating a Standard agent from Home

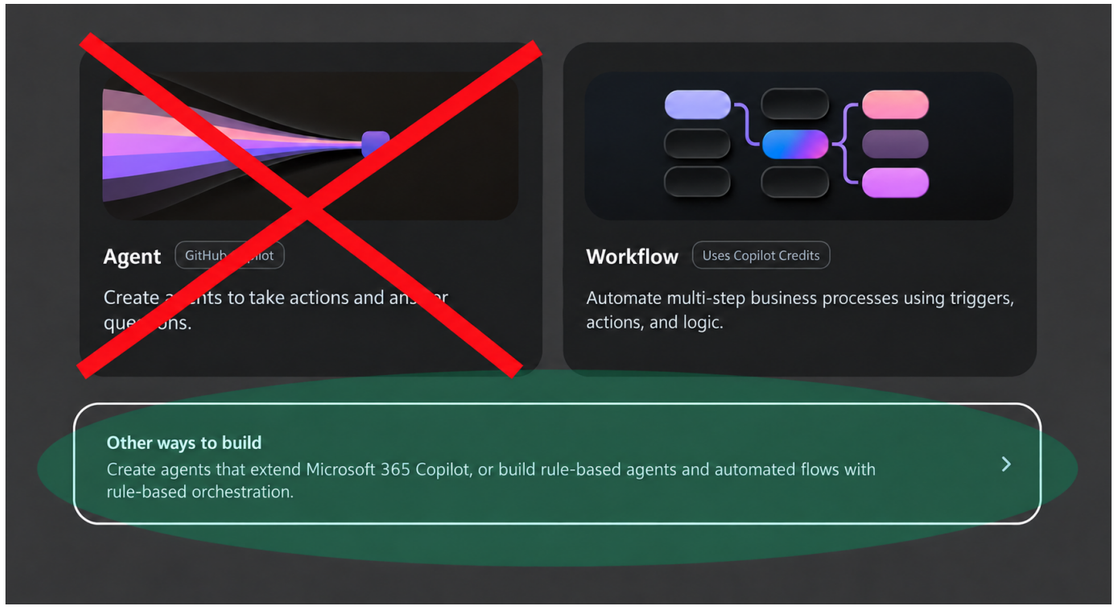
Choose Other ways to build, then select Agent (standard).

ROUTE 2

Starting from the Home tab

1 Select **Other ways to build**.

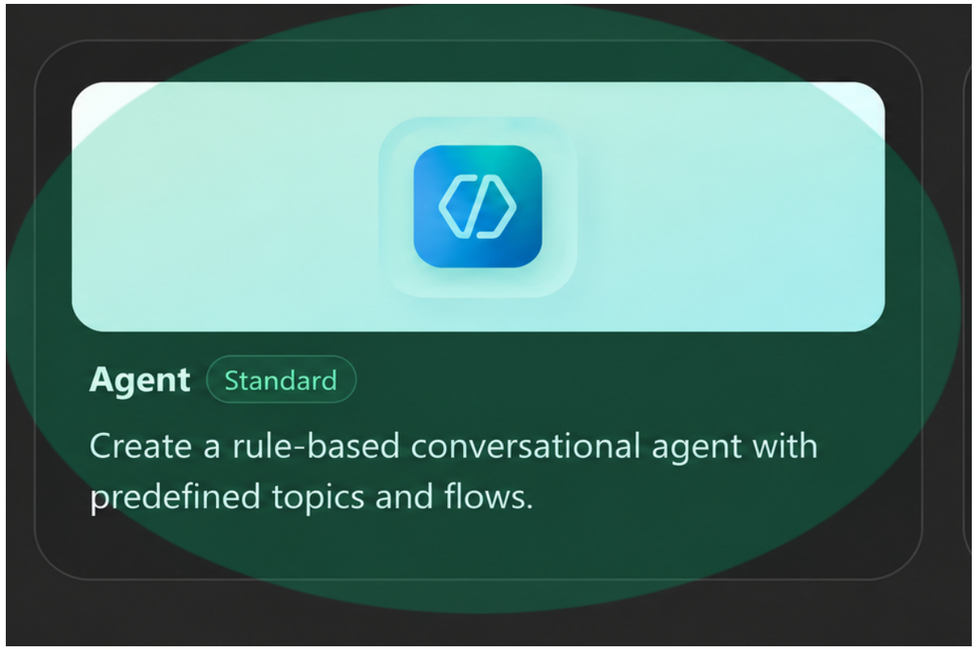
Do not select the main Agent option directly.



Select the highlighted box beneath the main tiles.

2 On the next screen, select **Agent (standard)**.

Look for “Agent” with the “Standard” label.



EXISTING USER GUIDANCE

Copilot Credits

The difference between Standard agents and the default option

Standard agent

Most use is covered

By the University's existing Microsoft 365 Copilot licensing agreement.

GitHub Copilot harness

Default option

Uses credits from the outset

Including while you build and test.

Stops when available credits run out.

Additional credits No process currently exists to buy extra credits, centrally or individually.

Future of Copilot Studio

Governed environments are being developed to improve controls and support, with a clearer route from development into production.

You may need to move your agents again when these environments become available. Consider this before creating or rebuilding an agent.

Replacing an existing agent

Agents using the GitHub Copilot harness cannot be converted directly into Standard agents.

MANCHESTER 1824
The University of Manchester
Copilot

1 Create a new Standard agent

Use either creation route on pages 1 and 2.

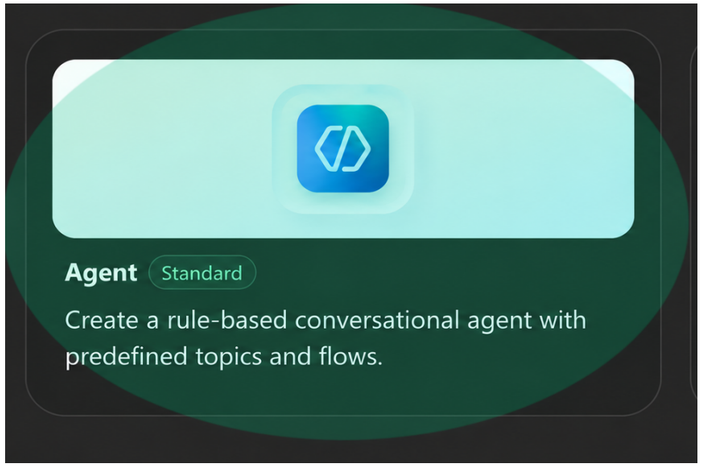
2 Rebuild its content

Recreate the required instructions. Add the relevant knowledge sources and tools.

3 Test the replacement agent

Check it is working before retiring the original.

Choose the Standard option



Look for Agent with the Standard label.

4 Delete the original agent

Only once the replacement is working.

Studio remains self-supported. You are responsible for rebuilding, testing and retiring your agents.