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## QUESTION NO: 1

You are a project coordinator for a small consulting firm.

You are responsible for tracking client communications, managing project timelines, and preparing weekly status updates for internal stakeholders.

You have a Microsoft 365 Copilot license.

You create an agent to help you monitor project milestones, follow up on client emails, and generate weekly summary reports.

With whom can you share the agent?

- A. only Microsoft Teams channel members
- B. any person who has a valid email address
- C. the people in your organization and people that have personal Microsoft accounts
- D. only the people in your organization

## ANSWER: D

### Explanation:

In Microsoft 365 Copilot, agents (created in Copilot Studio / Microsoft 365 Copilot experiences) are governed by your organization's Microsoft Entra ID identity boundary and Microsoft 365 security and compliance controls. Practically, that means an agent can be shared with users in the same tenant (your organization) and it will respect the underlying permissions of the data it can access (for example, mail, files, and calendars). Sharing an agent broadly to "any email address" or to personal Microsoft accounts isn't the default model for Microsoft 365 Copilot agents because it would bypass tenant controls and create significant compliance and data-leak risks—especially in a scenario where the agent is monitoring client emails and generating internal reports.

Option D is therefore correct: you can share the agent only with people in your organization (i.e., authenticated tenant users). Option A is too narrow: you can share to individuals and groups; it's not limited to Teams channel members. Options B and C imply external/public sharing, which isn't supported as a general sharing model for Microsoft 365 Copilot agents tied to tenant data and identity.

References: [Microsoft Copilot Studio security and privacy](#), [Microsoft 365 Copilot privacy and protections](#).

## QUESTION NO: 2

You are using Microsoft 365 Copilot to enhance your productivity in Microsoft Outlook. Which two tasks can you achieve by using Copilot in Outlook? Each correct answer presents a complete the solution.

NOTE: Each correct selection is worth one point.

- A. Insert a custom HTML signature that has specific formatting.
- B. Generate a draft response to an email based on the context of the conversation.

- C. Create a summary of unread emails in your inbox.
- D. Customize the folder structure to organize your emails.

**ANSWER: B C**

**Explanation:**

Copilot in Outlook is primarily aimed at helping you process and respond to email faster by using generative AI features that work in the context of your messages. Two core, well-documented capabilities are (1) drafting or rewriting email replies based on the current thread and your prompt, and (2) summarizing email conversations so you can quickly understand key points, decisions, action items, and open questions without reading the entire thread. That maps directly to generating a draft response (Option B) and creating summaries of emails (Option C). While the option says “unread emails,” Copilot’s summarization capability is commonly used for threads/conversations and can be applied to quickly catch up on what you missed, which is the intent of the task.

Option A (custom HTML signatures) is a standard Outlook configuration feature and not a Copilot capability. Option D (customizing folder structure) is also classic Outlook organization functionality and not something Copilot is designed to do as a dedicated feature in Outlook.

References: [Use Copilot in Outlook](#), [Microsoft 365 Copilot overview](#).

## QUESTION NO: 3 - (HOTSPOT)

**HOTSPOT**

Select the answer that correctly completes the sentence.

## Answer Area

You are using Microsoft 365 Copilot during a Microsoft Teams meeting. After the meeting, you can only if the meeting was transcribed.

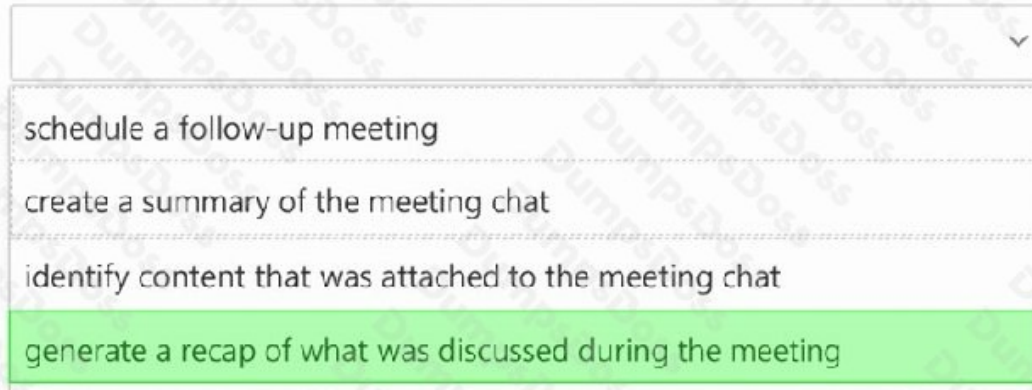
▼

- schedule a follow-up meeting
- create a summary of the meeting chat
- identify content that was attached to the meeting chat
- generate a recap of what was discussed during the meeting

**ANSWER:**

## Answer Area

You are using Microsoft 365 Copilot during a Microsoft Teams meeting. After the meeting, you can only if the meeting was transcribed.



schedule a follow-up meeting

create a summary of the meeting chat

identify content that was attached to the meeting chat

generate a recap of what was discussed during the meeting

## Explanation:

In this item, the key phrase is “only if the meeting was transcribed.” In Microsoft Teams, Microsoft 365 Copilot can produce post-meeting insights (often shown as a recap/intelligent recap) by analyzing what people actually said during the meeting. The most reliable, structured source for that spoken content is the meeting transcript. If transcription wasn’t enabled (or otherwise available), Copilot doesn’t have the full conversational text needed to accurately determine the discussion flow, extract key points, identify decisions, and propose action items. That’s why generating a recap of what was discussed is the option that depends on transcription.

The other dropdown choices don’t have the same dependency. Scheduling a follow-up meeting is based on calendar and meeting context, not on a transcript. Creating a summary of the meeting chat can be done from the chat messages themselves, even if no one spoke or no transcript exists. Identifying content attached to the meeting relies on meeting artifacts (files/links/attachments) and metadata rather than the spoken conversation. Therefore, the only option that truly requires transcription is the recap of what was discussed.

For more details on how Copilot in Teams uses meeting artifacts like transcripts/recordings to generate meeting insights, see Microsoft’s documentation on Copilot in Teams meetings: [Get started with Copilot in Microsoft Teams meetings](#) and the overview of Copilot for Microsoft Teams: [Copilot in Microsoft Teams](#).

## QUESTION NO: 4

You use Microsoft 365 Copilot.

You discover that you had a conversation that used a knowledge source that contains confidential information.

You need to delete the conversation data without requiring administrative approval. You must retain your other conversations, if possible.

What should you use?

- A. the Microsoft 365 Copilot app
- B. the Microsoft 365 admin center
- C. the Microsoft Purview compliance portal
- D. the My Account portal in Microsoft 365 Copilot

**ANSWER: A**

**Explanation:**

In Microsoft 365 Copilot, your prompts and responses are treated as “Copilot interactions” and are stored as user data that can be governed by your organization’s compliance configuration (for example, retention policies). As an end user, you can typically clear your Copilot chat history from within the Copilot experience itself (the chat UI), which is the self-service way to remove a specific conversation without needing an admin workflow. This best matches the requirement to delete the conversation data without administrative approval while keeping other conversations.

The Microsoft 365 admin center and the Microsoft Purview compliance portal are administrative tools. They’re used to manage tenant-wide settings, retention, eDiscovery, and audit—not for a standard user to selectively delete a single Copilot conversation on demand. Also, “My Account portal in Microsoft 365 Copilot” isn’t the standard Microsoft mechanism described for deleting Copilot chat history; the deletion/clearing action is performed in the Copilot app experience, while compliance portals may still retain data if retention is configured.

References: [Microsoft Copilot for Microsoft 365 data, privacy, and security](#), [Microsoft Purview retention overview](#).

## QUESTION NO: 5

You have a Microsoft Excel workbook open that contains a table. The table contains sales data and the following columns:

- OrderDate
- OrderNumber
- Amount

You plan to use Microsoft Copilot in Excel to generate a monthly summary of the sales data in the table.

What should you include in the prompt to generate an effective summary? More than one answer choice may achieve the goal. Select the BEST answer.

- A. the desired format of the response
- B. a specific cell range from the worksheet
- C. the file name of the workbook
- D. the clear goal of the summary
- E. a formula to calculate monthly totals

**ANSWER: A D**

**Explanation:**

To get a good monthly summary from Copilot in Excel, your prompt should include (1) a clear intent and (2) the shape of the output you want. Stating the goal explicitly (for example, “Summarize total sales by month using OrderDate and Amount, and include order count”) tells Copilot what aggregation and fields matter, which is essential for a correct month-by-month rollup. Also, specifying the desired format (for example, “Return a table with Month, Total Amount, Number of Orders, and Average Order Value, plus 2–3 bullet insights”) reduces ambiguity and makes the result immediately usable.

A specific cell range is usually unnecessary when the data is already an Excel table because Copilot can use the table context; ranges are more relevant when you must constrain analysis to a subset. The workbook file name doesn’t help Copilot reason about the data. Providing a formula isn’t required for an effective summary—Copilot can generate the summary and, if needed, propose formulas, but the prompt’s key ingredients are the goal and the expected output format.

References: [Get started with Copilot in Excel](#), [Microsoft Copilot prompting overview](#).

## QUESTION NO: 6

You are a merchandiser who is planning for the upcoming season.

You prompt Microsoft 365 Copilot to suggest which products to stock based on historical sales data. Without reviewing the suggestions or checking current market trends, you place a large order based solely on the output of Copilot.

What is this an example of?

- A. verification
- B. overreliance
- C. fabrication
- D. prompt injection

**ANSWER: B**

**Explanation:**

This is an example of **overreliance** on AI output. Microsoft 365 Copilot is designed to assist with analysis and recommendations, but it does not replace human judgment or due diligence—especially for high-impact business decisions like placing a large seasonal inventory order. In the scenario, the merchandiser accepts Copilot’s recommendation as authoritative and acts on it without validating the output, reviewing assumptions, or incorporating additional context such as current market trends, competitor activity, pricing changes, or shifts in customer demand. That behavior matches the core risk Microsoft highlights: treating AI-generated content as “the answer” rather than a starting point that must be checked.

Option A (verification) is the opposite of what happened; verification would involve reviewing and validating Copilot’s suggestions before acting. Option C (fabrication/hallucination) would require Copilot to have produced incorrect or invented information; the scenario doesn’t indicate that Copilot made anything up—only that the user failed to validate it. Option D (prompt injection) involves malicious or hidden instructions intended to manipulate the model’s behavior; nothing in the prompt suggests an attack or embedded instructions.

References: [Microsoft 365 Copilot FAQ \(limitations and responsible use\)](#), [Responsible AI concepts \(human oversight and validation\)](#).

## QUESTION NO: 7 - (HOTSPOT)

HOTSPOT

Select the answer that correctly completes the sentence.

Answer Area

From Microsoft 365, you  the Researcher agent.

- cannot modify the settings of
- can modify the agent instructions of
- can add an additional suggested prompt to
- can delete one of the suggested prompts from

ANSWER:

Answer Area

From Microsoft 365, you  the Researcher agent.

- cannot modify the settings of
- can modify the agent instructions of
- can add an additional suggested prompt to
- can delete one of the suggested prompts from

Explanation:

The sentence is asking what you can do to the **Researcher** agent directly from Microsoft 365. The key detail is that Researcher is a **built-in** Microsoft 365 Copilot agent/experience provided and managed by Microsoft. Built-in agents are designed to work consistently across tenants and are governed by Microsoft's service controls for security, compliance, and responsible AI. Because of that, end users (and typically even tenant admins) don't get a UI in Microsoft 365 that lets them change the agent's internal configuration (its "settings") the way they can for a custom agent.

Looking at the dropdown choices, the options about *modifying agent instructions* or *adding/deleting suggested prompts* describe customization capabilities you'd associate with building or editing a custom agent (for example, in Copilot Studio), not with a Microsoft-provided built-in agent like Researcher. In the standard Microsoft 365 Copilot experience, you can interact with Researcher by prompting it and iterating on results, but you can't directly reconfigure its underlying settings.

So the only option that correctly completes the sentence is: **"cannot modify the settings of"**. This aligns with Microsoft's general model: built-in Copilot experiences are centrally managed, while deeper customization is done by creating your own agents (for example, with Copilot Studio) rather than altering Microsoft's built-in ones. For more background on customizing agents versus using Microsoft-provided experiences, see [Microsoft Copilot Studio documentation](#) and the overview of Copilot extensibility concepts at [Microsoft 365 Copilot extensibility](#).